

Summer Semester Dual Enrollment Notes

Below is information you may find helpful during the summer semester. If you need help identifying the contacts for your college, please check with your college dual enrollment coordinator, look on the college website, or let one of us at the high school know before the summer break begins.

COMMUNICATION TOOLS USED BY THE COLLEGES

E-mail is the primary means of communication for colleges. Students who do not check email daily are not excused for missing assignments or knowing important information communicated by email. Please contact the high school dual enrollment coordinator at the college if you are unable to access email. You may also go to the college website for assistance through the student email link.

Blackboard as the online component used by most colleges. Students access online content for classes on Blackboard. Instructors may post completion dates and deadlines there as well. Assignments and tests given through Blackboard are available for designated periods of time. Once they close, they will not be reopened. Students are encouraged not to wait until the end of the designated period of time to complete assignments and tests. In the case of power outages or heavy traffic at the site, students may run into challenges when uploading the homework or exam answers. If your college uses a different internet portal, please make sure you have set it up and know how to use it.

Banner Web is the online component where you may view your student schedule and grades. Students have access and can show this to parents/guardians.

Self-advocacy is an important skill in college and beyond. Being able to address an issue with an instructor or supervisor in a way that is both positive and productive is key to success. Students should not be afraid to ask questions about class content or assignments during class, after class, or by email. The instructors want to see students succeed. If a student encounters any issues making it to class, accessing an assignment, turning in an assignment, or taking a quiz or test, he or she should communicate that to the instructor via email as soon as the problem arises. Waiting days or weeks to bring it to the attention of the instructor may result in a less desirable resolution. If a situation develops in which a student needs assistance from the high school to resolve, we will ask to see the email evidence of conversations with the college. Be sure to save these messages.

Logging in - If you have a difficult time logging in to complete assignments or to upload documents, please bring that to the attention of the college instructor or the college dual enrollment coordinator/high school coordinator immediately. Students are not allowed to turn in assignments past the due date, and test dates will not be adjusted due to missing work. **There are very few grades in college classes, so even one missed grade can cause a poor average which is reflected in the high school GPA as well as the college transcript.**

HELP DESK FOR INTERNET PROBLEMS/LOGGING IN

All colleges have a method for students to report internet issues, difficulty logging in, etc. Some call this the "help desk." While some colleges may have an actual help desk location, this is not usually an actual place in the building. Rather, it is an online link where students can report problems they are having. If the issue is with email, students should use an email other than the college email for response to be sure they receive needed information. It is a good idea to make a screenshot of any error messages received to share with the help desk.

If a student is unable to access an assignment or exam, and the window for completing it has not closed, submit a help desk ticket immediately. The IT department is able to see when a student has attempted to log in. That information should provide the documentation necessary to have an assignment or exam reopened. On the flip side, if the student has not tried to log in, that is also evident. In that case, no exceptions will be made to allow a student late access to an assignment or exam.

TUTORING

If you are having difficulty with the material taught in the college class, you should seek tutoring from the instructor or from the college tutors. Information about accessing help is on the website of most colleges and in the class syllabus. If you find that you know the material but have a hard time expressing it in writing, it can be beneficial to attend a writing lab. If you cannot find this information, please contact the college high school coordinator, the high school career counselor or myself for assistance.

DROP/ADD

Each college has set aside the first 2-3 days of the semester for students to drop and add courses without penalty. That means they can remove a course from their schedule with no impact on their transcript or GPA. **THIS IS VERY DIFFERENT FROM A WITHDRAWAL.**

WITHDRAWAL

If you are contemplating withdrawal from a class, please remember **students become ineligible to continue to receive Dual Enrollment funding after their second course withdrawal.**

Students who withdraw from dual enrollment courses before the summer withdrawal/fail date of the college do not have to enroll in another course. (This is ONLY true for summer semester.)

Students who withdraw from dual enrollment courses after the withdrawal/fail date of the post-secondary institution shall receive a failing grade in the DE course. This could negatively impact the student's HOPE GPA calculation and the college GPA.

END OF SEMESTER

All dual enrollment students should look for end of semester reminders and instructions regarding graduation, receiving credentials (certificates, diplomas, or degrees you may have earned), and end of semester returns. Families will be charged for textbooks and any supplies, equipment and materials that were on loan to the student. These can be very expensive.

LIVESTREAM COURSES

For students taking livestream classes, you are expected to access the virtual class session during the day and time provided. This will allow students to attend a scheduled virtual class session with an instructor and classmates! Similar to a traditional online course, livestream courses will require timely assignment submission and class discussion participation.

DO YOU HAVE OTHER QUESTIONS?

Be sure to contact your high school counselors, career center coordinators, or the BCSS Dual Enrollment Coordinator before the end of the high school spring semester, May 24. After that date, contact your college instructors or the person who handles dual enrollment at your college if you have any questions.

School counselors are available by email or phone through June 13.

Career Center Coordinators are available by email or phone through May 24.

AHS – 770-586-5111

BASA – 678-425-2903

WBHS – 770-867-4519

BCSS Dual Enrollment Coordinator – Sherri Perry - The BCSS Dual Enrollment Coordinator will reply to email during the summer semester except when traveling. If you would like to speak by phone, please include a telephone number in your message. E-mail: sherri.perry@barrow.k12.ga.us. If your message is urgent, please reach out to the college dual enrollment coordinator.

College Dual Enrollment Information Pages:

- Lanier Technical College: <https://www.laniertech.edu/dual-enrollment/>
- Athens Technical College: <https://www.athenstech.edu/programs-courses/dual-enrollment/>
- Gwinnett Technical College: <https://gwinnetttech.edu/dualenrollment/>
- University of North Georgia: <https://ung.edu/undergraduate-admissions/dual-joint-enrollment.php>
- Georgia Gwinnett College: <https://www.ggc.edu/admissions/how-to-apply/dual-enrollment-admission>