



Dual Enrollment  
Student Handbook  
Academic Year 2022-2023

# TABLE OF CONTENTS

## Contents

BACKGROUND .....	1
STUDENT READINESS .....	1
RACC RESOURCES FOR DUAL ENROLLMENT STUDENTS.....	2
DUAL ENROLLMENT REGISTRATION AND PAYMENT .....	2
PROCESS FOR A STUDENT WITHDRAWING FROM A DUAL ENROLLMENT CLASS .....	3
COORDINATION OF OFFICES .....	4
DUAL ENROLLMENT COURES OFFERINGS.....	5
TRANSFERABILITY OF DUAL ENROLLMENT COURSES.....	5
ASSESEMENT AND ARTICULATION.....	5
GRADING SYSTEM.....	6
COLLEGE TRANSCRIPTS .....	7
STUDENT ACCESS TO MyRACC PORTAL .....	7
OTHER STUDENT RELATED INFORMATION.....	8
Student Records.....	8
Student Right-to-Know Act .....	8
Statement of Academic Integrity.....	8
The Family Educational Rights and Privacy Act of 1974 .....	8
Code of Conduct .....	8
Title IX .....	9
Disability Services.....	9

## BACKGROUND

Reading Area Community College has partnerships with 16 public high schools, two career and technology centers (CTC's), and three private high schools. RACC has delivered dual enrollment courses at area high schools since 1995. Participating high schools include Antietam High School, Berks Career & Technology Center, Berks Catholic High School, Berks Christian School, Blue Mountain Academy, Brandywine Heights High School, Conrad Weiser High School, Daniel Boone High School, Exeter High School, Fleetwood Area High School, Governor Mifflin High School, Hamburg Area High School, Kutztown High School, Muhlenberg High School, Oley Valley High School, Reading High School, Reading-Muhlenberg Career & Technology Center, Schuylkill Valley High School, Tulpehocken High School, Twin Valley High School, and Wilson High School. Dual enrollment course offerings are determined by each high school's program of studies.

Any high school student earning college credit through RACC is considered a part of Early College Programs. A large part of Early College is RACC's dual enrollment in the high schools, which enriches their high school curriculum. Dual enrollment, referred to as "concurrent enrollment" in the Pennsylvania Department of Education School Code, offers college-bound students increased academic rigor while they fulfill their high school requirements and earn college credits. While dual enrollment in Berks County high schools refers specifically to courses delivered in the high schools by RACC-approved high school instructors and course syllabi, the PDE refers to concurrent enrollment as any college course students take before graduating high school. Dual enrollment is one aspect of RACC's Early College Programs. Additional early college programs include Early Admissions, Technical Academy and Teacher Academy. For Technical and Teacher Academies, students are enrolled at both the Career and Technology Center and RACC while in high school, taking college credits towards one of three Program areas: Computer Technology, Mechatronics or Early Childhood Education.

## STUDENT READINESS

Students taking dual enrollment courses at their high school complete RACC's Early College Programs application.

High school students are allowed to register for dual enrollment courses provided they meet the high school's guidelines for dual enrollment and course prerequisites. School counselors and teachers often determine if a student is ready to take a dual enrollment course by reviewing the student's academic history and motivation to succeed in a college-level course. School counselors submit high school transcripts for each student taking dual enrollment courses at their high school.

All students who enroll in RACC courses at participating high schools are required to demonstrate academic readiness for college-level course work. One or more measurements such as RACC placement test, SAT or standardized test score, high school transcript, high school counselor recommendation and / or high school teacher recommendation will be used for determining student readiness.

## RACC RESOURCES FOR DUAL ENROLLMENT STUDENTS

Dual enrollment students have access to all of RACC's resources, such as computer labs, the Yocum Library, and tutoring center. Students should have their high school identification card with them, and RACC student ID number readily available when on campus. If a student takes a course on RACC's campus, they will be issued a RACC ID.

The Yocum Library Distance Services/Reference Librarian is available to assist dual enrollment students and instructors with reference and/or classroom materials. Please call 610-607-6237.

RACC's Academic Success Centers have peer and professional tutors available to assist students with writing, reading, and math. Check RACC's website for semester hours of operation.

The Transfer Center, B209, has hours Monday – Friday. A Transfer Specialist will assist students with transfer questions, [transfer@racc.edu](mailto:transfer@racc.edu) or 610-607-6245. Because RACC has Transfer Agreements with 4-year colleges and universities that students may attend after graduating with an associate degree, making an appointment with RACC's Transfer Center will help them design a pathway that can maximize the transferability of their dual enrollment credits. Dual enrollment students are also strongly encouraged to discuss the transferability of RACC credits with the transfer specialists at their 4-year schools of choice.

RACC encourages high school students to take full advantage of being a RACC student. Students and instructors participating in RACC's dual enrollment program are eligible for reduced ticket prices for Miller Center events. Contact Kristen Marcinko, Director of Academic Partnerships, to arrange tickets to events.

## DUAL ENROLLMENT REGISTRATION AND PAYMENT

At the beginning of the school year, students are provided registration information. If students are new to RACC, they must first complete an online application at the early college programs page: <https://www.racc.edu/admissions/dual-enrollment-application->

[and-course-registration](#). At this web page, students will also be prompted to complete course registrations and FERPA submission, in addition to parents' and counselors' signatures. Paper registrations are also available.

Registration information is provided to the school counseling office in August and each school decides how to disseminate information. School counselors assist with completion of forms and provide students' most recent high school transcripts to RACC's Academic Affairs Office. RACC collects Fall registrations through mid-October, and Spring registrations the first few weeks in February.

Once a dual enrollment student's application and registration are processed at RACC, the Registrar's office sends a schedule and bill to the student's home address.

Parents and/or guardians pay RACC's Cashier's office directly.

Dual enrollment tuition is \$99 a credit hour. RACC waives fees for dual enrollment courses. Dual enrollment are courses taught at the high school and considered "dual credit" because the competencies of the courses align. For instance, AP Literature and Composition covers the same competencies as RACC's Introduction to Literature (ENG 125). "Dual credit" fulfills high school graduation requirements at the same time it fulfills credits for a college course.

High school students are not eligible for State and Federal financial aid. A student who registers for Fall and Spring semester courses will be billed for each semester. A 3-credit course costs \$297, and a 4-credit course costs \$396. Some AP courses are equivalent to two RACC dual enrollment courses. If the Fall semester invoice is not paid, then a student's registration for Spring semester will not be processed and RACC credits will not be issued for either semester.

Timely registrations are important for Reading Area Community College's accurate reporting to the Pennsylvania Department of Education. To ensure accuracy, the Academic Affairs office sends rosters to Dual enrollment teachers to verify registrations.

Once enrolled in the college, students receive a welcome letter that contains MyRACC portal log-in instructions, as well as a RACC student ID number.

## PROCESS FOR A STUDENT WITHDRAWING FROM A DUAL ENROLLMENT CLASS

If a student wishes to drop or withdraw from a course, s/he must notify the high school counselor immediately and send an email to RACC's Records office at [records@racc.edu](mailto:records@racc.edu). The fall withdrawal deadline is October 20<sup>th</sup> and the spring withdrawal deadline is March 20<sup>th</sup>.

RACC must receive a written request because RACC is obligated to report dual enrollment registrations to the Pennsylvania Department of Education. RACC has to record an explanation for any changes to enrollment numbers for auditing purposes. To facilitate the reporting of withdrawals, the student or parent has to submit the following information to [records@racc.edu](mailto:records@racc.edu):

- a. Full student name
- b. High school attending
- c. Student RACC ID or Social Security #
- d. Course(s) to be dropped – name and section, i.e. English Composition, COM121####; each #### will be different depending on the high school and term. If in doubt – please call your RACC contact.
- e. Reason the student wishes to drop

If a student does not drop a course by the official deadline, s/he may be charged for part of the tuition. Students who withdraw from a course after the deadline are assigned a “W” for that course on his/her transcript. Students with a “W” are billed for the course. This is standard procedure for all RACC students.

## COORDINATION OF OFFICES

RACC’S Academic Affairs Office coordinates dual enrollment registrations with the Registrar’s and Cashier’s offices. The High School Counseling office and the Academic Affairs office work together to register students for courses. Any questions about dual enrollment registration that have already been processed, and particularly payment questions, can be directed to RACC contacts:

**Kristen Marcinko, RACC Liaison, Director of Academic Partnerships:** Communicates general information about RACC’s dual enrollment program, works directly with the Dean of Instruction and Associate Deans on approving new courses and instructors, works with high school principals and school counselors on implementing and/or improving dual enrollment programs, ph: 610-372-4721 x 5127, [kmarcinko@racc.edu](mailto:kmarcinko@racc.edu).

**Nate Hilberg, Enrollment Services Coordinator for Early College Programs:** Facilitates the enrollment process for dual enrollment classes, ph: 610-372-4721 x 5299, [nhilberg@racc.edu](mailto:nhilberg@racc.edu).

**Khady Gueye, Academic Affairs Administrative Assistant:** Maintains records of instructor transcripts and applications, syllabi, annual dual enrollment contracts, student registrations, and high school course offerings. Quality checks that all grades have been entered into RACC’s databases, ph: 610.607.6214, [kgueye@racc.edu](mailto:kgueye@racc.edu).

**Record's Office:** Handles student course changes and transcripts: [records@racc.edu](mailto:records@racc.edu).

**Cashier's Office:** Handles student payment for dual enrollment courses, ph: 610-607-6235 or 1-800-626-1665, ext. 6235

## DUAL ENROLLMENT COURSE OFFERINGS

The particular dual enrollment courses offered at the high school are dependent upon the high school's curricular needs and teacher qualifications, so each high school participating in dual enrollment may offer a different collection of courses. The High School Counseling office has a listing of courses offered.

Many dual enrollment courses are taught in the Advanced Placement sections. In some cases, students can earn credits for two college-level courses for their AP courses. Each high school offers courses based on its resources.

---

## TRANSFERABILITY OF DUAL ENROLLMENT COURSES

Dual enrollment courses are often general education courses used to transfer to many colleges and universities. Although the receiving institution still ultimately decides how and if they will accept dual enrollment credits, RACC dual enrollment credits have seamlessly transferred to colleges and universities within the Pennsylvania State System of Higher Education (PASSHE) and to colleges and universities affiliated with the state system. RACC dual enrollment credits have also transferred seamlessly to many private institutions; RACC credit has transferred to over 1200 colleges and universities.

RACC's dual admission agreements also ensure transferability of dual enrollment courses. These dual admission agreements include the students' completion of a RACC associate degree before entering RACC's partnership schools. Please refer to this site for transfer services through RACC - <https://www.racc.edu/services/dual-admissions>.

---

## ASSESSMENT AND ARTICULATION

In addition to Dual Enrollment credit, students can receive credit for educational experiences other than RACC classes.

## TYPES OF CREDIT

**Dual Enrollment** – RACC has partnered with area high schools to offer college credit for college-level courses students take at their high school. The courses taught at the high school must cover the same competencies as courses taught at RACC and the teacher must meet adjunct faculty qualifications. Dual Enrollment students concurrently complete their requirements for high school graduation at the same time they earn college credit.

**Advanced Placement** – AP is a program in the United States and Canada created by the College Board which offers college-level curricula and examinations to high school students. American colleges and universities may grant placement and course credit to students who obtain high scores on the examinations.

**SOAR (Students Occupationally and Academically Ready)** – SOAR prepares students for college and careers in a diverse, high-performing workforce. A student from any state-approved program from any CTC in the state can transfer these program credits (9 or more) to any college offering these programs. SOAR credits are earned by submitting transcripts to RACC for evaluation. SOAR credits are free except for a small posting fee. Further information regarding assessment and articulation, including Reading Area Community College’s Articulated Credit Policy can be viewed here: [assessment and articulation; articulated credit policy](#)

---

## GRADING SYSTEM

The College’s letter grade policy system:

---

### Letter Grade % of Points

A 93% or higher

A- 90-92%

B+ 87-89%

B 83-86%

B- 80-82%

C+ 77-79%

C 70 -76%

D+ 67-69%

D 60-66%

F below 60%

The College uses the following grade point system:

<u>Letter Grade</u>	<u>GRADING SYSTEM</u> <u>Definition</u>	<u>Quality Points</u>
A	Excellent Performance	4.0
A-		3.7
B+	Above Average Performance	3.3
B		3.0
B-		2.7
C+	Average Performance	2.3
C		2.0
<u>CAUTION</u>		
<u>Below Average – May Not Transfer;</u> <u>May Count Toward Graduation</u>		
D+	Minimal Performance	1.3
D		1.0

## COLLEGE TRANSCRIPTS

To request that an official college transcript be sent, the student must use the online request form located on the RACC website at: <https://www.racc.edu/services/transcript-request>. Students will need their RACC student ID number in order to request a transcript. It is the student's responsibility to verify the transfer credit policy at the college they wish to attend to find out how dual enrollment credits will be accepted.

## STUDENT ACCESS TO MyRACC PORTAL

Students can access their RACC record by logging into the MyRACC portal on RACC's website. Students receive their student ID when they apply to the college and on their course schedule. Students can receive log-in assistance through the Student Helpdesk at email: [helpdesk@racc.edu](mailto:helpdesk@racc.edu), phone: (610) 372-4721 ext. 5342. Students will need their RACC Student ID number.

## OTHER STUDENT RELATED INFORMATION

### Student Records

Reading Area Community College maintains two kinds of student records; the cumulative folder and the permanent transcript. All student records are maintained on a confidential basis as outlined in the Family Educational Rights and Privacy Act of 1974. Students can access these records by written request to the Registrar, who will respond within 45 days. Copies of the Privacy Act are available upon request in the Records Office, Berks Hall.

### Student Right-to-Know Act

Public Law 101-542 requires colleges and universities to report the graduation/college transfer rates for new full-time students who enrolled during a specific Fall Term. Accordingly, the graduation and college transfer rate for new full-time students entering during the 2016 Fall Term was 35%. The Right-to-Know Act also permits institutions to publicize persistence (reenrollment) rates for this same student group. Thus 63% of the entering 2018 Fall Term student group re-enrolled during the 2019 Fall Term.

### Statement of Academic Integrity

The principles of truth and honesty are expected to be followed in all academic endeavors. Academic dishonesty in any form will not be tolerated. A procedure has been developed to prevent occurrences of academic dishonesty and to guide faculty and students should they become involved in such incidents. This procedure is fully described in the Student Handbook. View the Academic Honesty Policy here: [AcademicHonestyPolicy.pdf](#)

### The Family Educational Rights and Privacy Act of 1974

Reading Area Community College has adopted a policy to uphold the provisions of the Family Educational Rights and Privacy Act of 1974. This federal law guarantees the confidentiality of students' education records, establishes the right of students to inspect and review their records, and provides for the hearing of complaints pertaining to alleged, inaccurate or misleading information in the education records. In compliance with the Act, the College has prepared this policy statement to inform students of their rights under the Act and describe the procedures in effect for reviewing records and hearing complaints. Full policy can be viewed here: [The Family Educational Rights and Privacy Act of 1974](#)

### Code of Conduct

Reading Area Community College is committed to the advancement of learning and to the development of responsible individuals. The College has an interest in student conduct on-campus and at off-campus functions sponsored by the College. Each student has a right to seek an education on a campus which is safe and at a college that does not tolerate misconduct. Each student is considered to be a responsible person and is expected to uphold appropriate standards of behavior.

Consequently, a student has the responsibility to follow the Student Code of Conduct. Students who demonstrate the inability to conform to acceptable conduct may lose the right to enjoy the educational, social, and recreational opportunities of the College. Further information can be viewed here: [student-conduct-and-expectations](#)

## Title IX

Reading Area Community College is committed to your full participation in all of its educational programs and activities. RACC understands that Sexual Misconduct is a problem in our society, including, on college campuses.

RACC takes seriously any allegation of Sexual Misconduct, which includes discrimination based on sex, sexual harassment, dating violence, domestic violence, sexual assault, and stalking. RACC's stand against Sexual Misconduct also includes Sexual Misconduct that you may have experienced as a result of your sexual orientation, gender identity, or national origin. If you are experiencing, or have recently experienced, any form of Sexual Misconduct, please contact the Office of the Title IX Coordinator at (610) 372-4721, ext. 5016, or any faculty member or administrator whom you trust. In an emergency or off-hours situations, always call 9-1-1. Further information and the full policy can be viewed here: [title-ix](#)

## Disability Services

Reading Area Community College and the office of Disability Services welcome all qualified students with disabilities. In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, the college is committed to providing equal access to all programs and activities.

RACC does not offer a specialized program for students with disabilities. All students, including those with disabilities, are responsible to meet the requirements outlined in RACC's Student Code of Conduct. Further information can be viewed here: [disability-services](#)