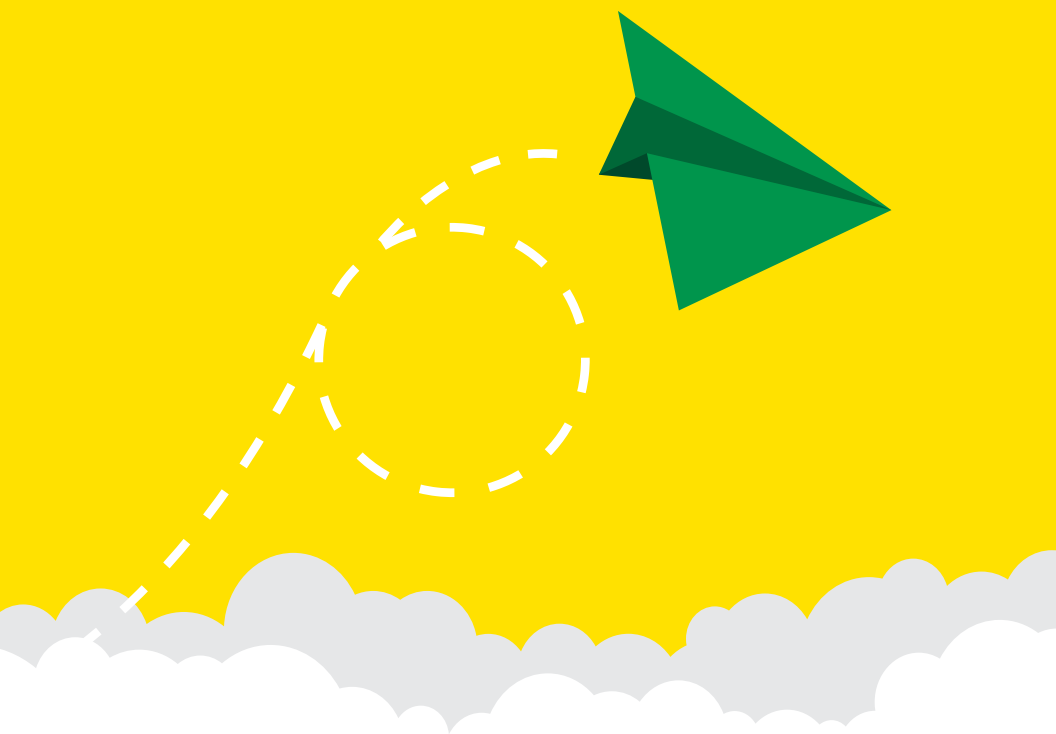


Dual Enrollment

STUDENT HANDBOOK



MOTLOW STATE
DUAL ENROLLMENT

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For technical operations issues,
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Welcome to Motlow

Congratulations on starting your college education. Motlow State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to our constituencies. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; and promoting diversity and cultural awareness. Motlow is passionate about inspiring lifelong learning and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

Advantages of Dual Enrollment

- Jump-start your college experience and accelerate your college education
- Earn college credits with affordable tuition, save tuition dollars with the Dual Enrollment Grant
- Transition seamlessly from high school to college
- Broaden opportunities for academic challenge and expanded course selection
- Have access to collegiate education without interrupting normal high school activities
- Earn an Associate Degree before graduating high school

Program Overview

Motlow is proud to partner with area school systems to provide an opportunity for academically talented students to earn college credit while still in high school. Dual enrollment helps you remain engaged in high school and helps prepare you for college-level curriculum. Courses are mainly offered at the high school campus during the regular school day and follow the high school calendar as closely as possible. Additionally, in some school systems, including Homeschool associations, you are able to take classes on Motlow's campuses or online with the prior approval of your high school administration. Successful course completion allows you to earn high school credit and college credit for the same course.

Appropriate policies must be in place at the local board of education for the College to enter into an agreement with area high schools to offer Dual Enrollment courses. The decision to enter into such an agreement is made by the high school principal and the College's administration. Dual Enrollment is authorized under the State Department of Education Chapter 0520-1-3, Rule 0520-1-2-06.

Dual enrollment courses are taught by instructors who meet SACSCOC credentialing and are a full-time Motlow faculty member, an adjunct instructor, or a high school teacher who meets criteria to teach as an adjunct instructor.

Planning for Dual Enrollment

- 1. Meet with your high school counselor.** It is vitally important to meet with a high school counselor to plan out your approach to Dual Enrollment courses. While Dual Enrollment students are able to take in-person courses at either the high school or a Motlow Campus, and also online courses, different high schools have different requirements and allowances for different types of classes. Your counselor will be the point of contact to help plan your time as a Dual Enrollment student.
- 2. Apply to Motlow as a Dual Enrollment student.** Once we receive your application and have it processed, we have to wait on your most recent high school transcript to ensure that you are still on track and meeting the Dual Enrollment requirements. At this point, you will need to meet with your coordinator and guidance counselor, and they will determine which classes would be the most beneficial for you to take. You will then be registered by your Motlow Dual Enrollment coordinator.
- 3. Decide which pathway you will pursue** by looking at the list of Academic Programs we offer (motlow.edu/academics/programs/). If you meet the academic requirements, you are welcome to choose any program you'd like; if you are unsure which to select, we will be happy to help you make an informed choice. Class scheduling may be a little different from what you are used to, but we must get creative to ensure program requirements are met. You may end up taking classes online and in the evening, as well as during the school day.



4. Review Student Support Services to determine if you want to use them. As a dual enrollment student at Motlow, you have access to resources that may support your opportunity of success in your classes. Counseling services are free to Motlow students. You can talk to a Motlow counselor if you are concerned about your mental health. You can attend workshops or events on campus or online developed through Motlow Counseling Services that are about mental health. If you are in crisis while on campus, you can talk with a Motlow counselor to help you find resources you need. Motlow Counseling Services can also refer you to your guidance counselor, a home school liaison or a community mental health provider for therapy services if needed. If you have a disability or have a high school IEP (Individualized Education Plan) or 504 plan and want to have college accommodations for your Motlow classes, you can apply for college accommodations through your MyMotlow account under the Student tab.

Participating Dual Enrollment Partners

CANNON COUNTY

Cannon County HS

WARREN COUNTY

FC Boyd Christian
Covenant Academy
Warren County HS

BEDFORD COUNTY

Cascade HS
Community HS
Shelbyville HS

VAN BUREN COUNTY

Van Buren County HS

DEKALB COUNTY

Dekalb County HS

WHITE COUNTY

White County HS

MOORE COUNTY

Moore County HS

COFFEE COUNTY

Coffee County
Central HS
Tullahoma HS
Coffee Co. Virtual
Academy
Tullahoma Virtual
Academy

FRANKLIN COUNTY

Franklin County HS
Huntland HS
Winchester Christian
Academy

LINCOLN COUNTY

Lincoln County HS
Fayetteville City HS
Lincoln Central Academy

GRUNDY COUNTY

Grundy County HS

RUTHERFORD COUNTY

Holloway HS
LaVergne HS
Oakland HS
Rutherford County
Virtual HS
Blackman HS
Eagleville HS
Rockvale HS
Riverdale HS
Siegel HS

Eligibility Requirements

Motlow requires a cumulative GPA of 3.0 or higher and a 3.0 or higher in your high school classes in the subject you want to take at Motlow. For example, if you want to take English, Psychology, Sociology, Speech, etc. as Dual Enrollment classes, you must have an overall GPA of 3.0 or higher and a 3.0 or higher in your high school English classes. To be eligible to take a college-level math class, you must have an overall GPA of 3.0 or higher and a 3.0 or higher in your high school English AND Math classes. To take Mechatronics classes, you must have an overall GPA of 2.5 or higher. If, for some reason, you don't meet the GPA requirement but still want to take classes, Motlow can take eligible ACT scores. If you want to take an English, Speech, Psychology, etc. you must have a sub score of 18 in English and a 19 in Reading. To take a college-level math or science class, you must have the sub scores just mentioned, plus a 19 in math. Some of the high schools Motlow works with have stricter eligibility requirements to enroll in Dual Enrollment classes and we honor those as well. Please check with your high school counselor first to make sure you qualify.

Application Process

Complete the Dual Enrollment application at prodssb.mscc.edu/prod_ssb/bwskalog.P_displinnon.

Provide transcript and complete the consent form in MYMOTLOW, sso.mscc.edu.

Dual Enrollment Grant Deadlines

Fall: September 15 / Spring: February 1 / Summer: May 15

Review the Tennessee Dual Enrollment Grant Rules and Procedures:

<https://www.collegefortn.org/dualenrollment/>

Complete the online Tennessee Dual Enrollment Grant Application:

clipslink.tsac.tn.gov/studentsignon/



Prepare for Your Classes

Learn how to login to your MYMOTLOW and Motlow email accounts: support.mscc.edu/support/home.

Print a copy of your schedule of classes prior to the start of the semester to ensure you are enrolled in the right classes, at the right locations.

Dual Enrollment Fees/Financial Assistance

If tuition is owed, the deadline to pay in the fall is October 15; the deadline to pay in the spring is March 15; the deadline to pay for summer is June 15. If you are expecting monies from either the Middle College Scholarship or Dual Enrollment Grant, please do not make your payment until you see that you have received a credit on your account.

You are able to view and pay your student balance by logging into MYMOTLOW. Once you have logged in, click on the Student tab, then Student Account. You will then see the option to view your Account Detail and pay online. You may also come to any of the Motlow locations to pay or call and make a payment over the telephone. The telephone number to the Motlow Business Office is 1-800-654-4877, ext. 1532.

Dual enrollment students are not eligible to receive Federal (Title IV) Aid. Therefore, it is not necessary to complete the FAFSA. However, the Tennessee Dual Enrollment Grant and the Middle College Scholarship make the program more affordable.

The Dual Enrollment Grant must be submitted every year. Once you begin classes, a collegiate GPA of 2.0 must be maintained to continue grant eligibility. Unfortunately, if the GPA drops below a 2.0, you are unable to regain the grant. If you choose to continue to take classes even though the grant is lost, tuition must be paid out of pocket. If you lose the grant due to a GPA below 2.0 and your GPA again gets above a 2.0, you are still not eligible to be awarded monies from the Dual Enrollment Grant.

The Dual Enrollment Grant pays tuition in entirety for five classes. For classes six through ten, students are awarded \$100 per credit hour, per class.

After you have taken ten classes, monies from the Dual Enrollment Grant will have been exhausted.

Tennessee state employees and their dependents are eligible for certain fee waivers and/or discounts for tuition at TBR and other state institutions. Forms must be turned in every semester before classes begin.

You are responsible for cost of course textbooks and course material. The cost of books varies by course. Some courses may have a DEI (eBooks) fee automatically added to the your billing account. You have the option to purchase a hardcopy of the book through the Motlow Bookstore. Note: If the instructor decides not to use the eBook, it is your responsibility to opt-out of the DEI material. Check with your instructor to determine if you need to purchase the book for a course you are enrolled in.

More information about Tennessee Dual Enrollment Grant eligibility and participation requirements may be viewed at <https://www.collegefortn.org/dualenrollment/>.

The Middle College Scholarship is established and funded from proceeds of the state lottery and awarded to high school Juniors and Seniors enrolled full-time at an eligible postsecondary institution, and who are working toward completing their Associate Degree while still in high school. You can be awarded \$2,000 per semester. Like the Dual Enrollment Grant, the Middle College Scholarship must be completed every year and cannot be retained once it is lost. The deadline to apply each year is September 1 and a 3.0 GPA is required to maintain eligibility. If you don't receive the Middle College Scholarship the fall semester of your junior year, you are not eligible thereafter.

For more information about the Middle College Scholarship, including eligibility requirements, visit <https://www.collegefortn.org/middle-college/>.



Dual Enrollment Attendance Regulations

Attendance at classes and other official appointments is required. Your schedule is considered an agreement and constitutes a series of obligated appointments.

Absences are counted from the first scheduled meeting of the class. An explanation for the cause of all absences should be provided to the respective instructor. You must inform instructors in advance of planned absences. You are expected to complete all assignments regardless of schedule changes.

On occasion there may be other school activities (pep rallies, assemblies, etc.) that interfere with scheduled Dual Enrollment class meetings. As a Dual Enrollment student, if you miss class due to an event hosted at your high school (i.e., sporting event, presentations, etc.), you must notify your professor ahead of time and follow those specific instructions that are documented in their respective course syllabus. You are also required to present documentation of these events from your high school principal, counselor, or other school administration.

Courses Available to Dual Enrollment Students

Dual Enrollment students may take any class for which they meet the prerequisites and/or eligibility requirements in any method of instruction (high school campus, any Motlow State campus, or online). For a complete list of available general education courses, please [click here](#) to visit the catalog.

- Textbook/supplies and/or access codes are in addition to tuition/fees amount and vary depending on the course(s) being taken.
- Motlow has partnered with Follett Bookstore to provide the Digital Engagement Initiative (DEI) program. Students enrolled in specific courses are charged an ebook fee for the online book and online homework. See motlow.edu/academics/digital-engagement-initiative for more information.
- Grades are assigned using the Motlow grading scale per-course syllabus. Final grades (A, B, C, D, F, or W) are distributed to the high school counseling office.
- Students must maintain a cumulative 2.0 GPA to continue eligibility with the Dual Enrollment Grant each semester.

Accessing Online Classes

To login to D2L, post to a discussion, submit an assignment, take a quiz, create ePortfolio presentations, and customize the calendar, go here: <https://elearn.msc.edu/d2l/le/discovery/view/>

Where will My College Credits Transfer?

Students are encouraged to view the Course Equivalency Tables, located on the Motlow State website at [Motlow.edu/academics/bachelors](https://motlow.edu/academics/bachelors), for a listing of guides detailing which courses will transfer to specific institutions. Please note that equivalencies are subject to change as course content and offerings are revised at senior institutions. Your course evaluations are based on the equivalencies in effect when your official transcript is evaluated. (For new students, this occurs after you are admitted to a specific institution. For returning students, your transcripts are evaluated upon receipt.) Please review your institution of choice for a complete Transfer Credit Policy in the Undergraduate Catalog for further information.

Class Cancellations/Inclement Weather

If an instructor is ill or has an emergency and cannot meet class, they will notify both their division office and the high school contact as quickly as possible. If the high school closes due to inclement weather, Dual Enrollment classes do not meet. The high school contact should inform the instructor of how closings due to inclement weather are communicated. Instructors may then check with the high school contact to determine if you may be available for a makeup class. If not, additional assignments may be made to make up for the missed instructional time.

If the class is a hybrid or online, you will continue with your online schedule unless otherwise instructed. Communicate with your instructor if you have scheduling questions. If the high school has a delayed-opening schedule, the school's contact should provide this information to the instructor. If not, the instructor should contact the school office to determine the schedule for the day. If the high school makes changes to the academic calendar during a term (i.e. make-up days added due to excessive closings for inclement weather), please note that the college course will end on the stated date.



Grades and Grading Policies

Taking college courses for Dual Enrollment credit creates a permanent college transcript that can affect your future educational opportunities, such as admission to impacted programs, scholarships, and eligibility for financial aid. College faculty will not have any special grading system for Dual Enrollment students. High school grading scales are based on percentage. The college grading scale is not.

You will need to check your college transcript to view your college grade. Final grades will be posted on your college transcripts. It is important for you to know the consequences of a letter grade of a C, D, F or W. You will follow Motlow regulations, including drop dates. You will be allowed to drop the class by the established withdrawal deadlines to avoid a letter grade, but if you don't drop the class by the drop deadline you will be given a W (withdrawal). Further, in observance of the Family Educational Rights and Privacy Act, faculty will discuss course work only with the student directly and not with parents or counselors. For more information, visit motlow.edu/about/policies/confidentiality-of-student-records.html.

Motlow does not send report cards to students. During the semester, you are highly encouraged to keep in constant communication with your instructor regarding your grades. Final grades will be posted on your MYMOTLOW account in the week following the end of the Motlow term each semester.

Course Withdrawal Procedure

The Dual Enrollment Office works in conjunction with the high school counselors. Therefore, if you wish to drop a class, please first notify the Dual Enrollment Coordinator. Motlow will then confer with the counselor to ensure that high school graduation requirements won't be compromised. If all parties agree, the coordinator will take care of dropping the class. Please note that dropping a class(es) will result in paying partial or full tuition. For a list of withdrawal dates by semester, please check the Motlow Calendar, motlow.edu/calendar.

Grade Appeals

If you believe an error has been made in the grade assigned for a course, you may appeal your grade. The appeal must be originated within two weeks (ten working days) after the grade has been posted. Grade appeals are allowed only when the course instructor 1) has not used criteria stated in the course syllabus and/or course outline or 2) has made errors in the calculation or recording of a grade. In both cases, you will assume the burden of proof with respect to these issues.

Steps for Appeal of a Grade:

1. Student meets with course instructor to resolve the grade appeal.
2. If you believe after the meeting with the course instructor that the grade appeal is unresolved, you submit the grade appeal form located in MYMOTLOW within five days of meeting with the course instructor.
3. Academic Affairs office sends the grade appeal form to the appropriate Dean.
4. The Dean has ten working days to respond to the appeal.
5. If you believe circumstances warrant further appeal, you may request a review of the Dean's decision by the Assistant Vice President of Academic Affairs. Said request must be made via email to the Assistant Vice President of Academic Affairs within five business days of the Dean's decision.

Official Transcript Request

Official transcripts can be sent directly to another education institution or business only by written request from the student. Complete a transcript request, found at tsorder.studentclearinghouse.org/school/welcome to have your Motlow academic records sent to another college or university.



Title IX Reporting

It is the intent of Motlow State Community College that the institution shall fully comply with Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto (45 C.F.R. Parts 83 and 86), and Title VII of the Civil Rights Act of 1964 as amended. The following policy and procedures are adopted by the College to facilitate such compliance. The following person has been designated as the Title IX Coordinator and to handle inquiries regarding non-discrimination policies:

Barbara Scales

bscales@mscc.edu
5002 Motlow College Blvd.
Smyrna, TN 37167
615-220-7976

Policies can be found at motlow.edu/about/policies/sexual-discrimination-harassment-misconduct-policies.html.

Transitioning to Full Time at Motlow

If you wish to continue taking Motlow courses after high school, you must complete an application as a First-Time Freshman. This includes:

- Completion of the online admissions application
- Submission of an official copy of your final high school transcript

To start the process contact the Office of Admission: admissions@mscc.edu, visit motlow.edu/admissions, or call:

- Admissions: 931.393.1520
- Fayetteville: 931.433.9346
- McMinnville: 931.668.7010 ext.2005
- Moore County: 931.393.1527
- Smyrna: 615.220.7920



How is College Different than High School?

FOLLOWING THE RULES IN HIGH SCHOOL		CHOOSING RESPONSIBILITY IN COLLEGE	
High School is mandatory and usually free.		College is voluntary and expensive.	
Your time is structured by others.		You manage your own time.	
You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.		You must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.	
Each day you proceed from one class directly to another, spending 6 hours each day - 30 hours a week - in class.		You often have hours between classes; class times vary throughout the day and evening and you spend only 12 to 16 hours each week in class.	
Most of your classes are arranged for you.		You arrange your own schedule in consultation with your advisor. Schedules tend to look lighter than they really are.	
You are not responsible for knowing what it takes to graduate.		Graduation requirements are complex, and differ from year to year. You are expected to know those that apply to you.	
<i>Guiding principle: You will usually be told what to do and corrected if your behavior is out of line.</i>		<i>Guiding principle: You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decision.</i>	
TEST IN HIGH SCHOOL		TEST IN COLLEGE	
Testing is frequent and covers small amounts of material.		Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.	
Teachers frequently conduct review sessions, pointing out the most important concepts.		Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.	
<i>Guiding principle: Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.</i>		<i>Guiding principle: Mastery is often seen as the ability to apply what you've learned to situations or to solve new kinds of problems.</i>	

HIGH SCHOOL TEACHERS	COLLEGE PROFESSORS
Teachers remind you of your incomplete work.	Professors may not remind you of incomplete work.
Teachers approach you if they believe you need assistance.	Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
Teachers are usually available for conversation before, during, or after class.	Professors expect and want you to attend their scheduled office hours.
Teachers have been trained in teaching methods to assist in imparting knowledge to students.	Professors have been trained as experts in their particular areas of research.
Teachers provide you with information you missed when you were absent.	Professors expect you to get from classmates any notes from classes you missed.
Teachers present material to help you understand the material in the textbook.	Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or, they may expect you to relate the classes to the textbook readings.



Take



Flight



MOTLOW STATE
DUAL ENROLLMENT