



College and Career
Readiness
Dual Credit Programs

Administrative Procedures
and
Handbook

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McHenry County College Dual Credit Overview

Welcome

McHenry County College (MCC) is committed to providing high school students opportunities to enroll in college level courses. Opportunities to earn college credit before high school graduation saves students time and money. Courses also provide students with a head start on their future educational and career goals.

Purpose

McHenry County College's Dual Credit programs provide opportunities consistent with the overall purpose of dual credit, as outlined by the Illinois Dual Credit Quality Act as follows:

- To reduce college costs.
- To decrease the time to degree completion.
- To improve the curriculum for high school students and alignment of college curriculum and workplace expectations.
- To facilitate the transition between high school and college.
- To enhance communication between high schools and colleges.
- To offer opportunities for improving degree attainment for underserved student populations.

Link: [Dual Credit Quality Act](#)

Additional considerations:

While the dual credit programs outlined in this Handbook offer many benefits, participants should understand their impact on high school and college transcripts. All grades earned in these courses will permanently affect both transcripts, so students should strive for their best performance. Before registering, students should consult their high school counselor about high school transcript implications and contact the College and Career Readiness office at McHenry County College about college transcript implications and transferability to their chosen institution.

College & Career Readiness Programs and Eligibility

Dual Credit Programs

College in the High School (CIHS)

College in High School is a dual credit program where MCC classes are taught at high schools by high school teachers qualified by the College as Dual Credit Instructors. These college courses are awarded both high school credit on the high school transcript and college credit on an official MCC transcript - also known as dual credit. Students should speak with their high school counselor about registering for these courses.

Dual Degree

McHenry County College's Dual Degree program provides academically motivated students an opportunity to earn a high school diploma and Associate of Arts or Associate of Science degree simultaneously. Students will take dual credit courses offered through the College in the High School program and MCC courses taught by College instructors at the College campus or online. This program is available at select high schools, per MCC and school district agreement.

Running Start

Running Start is a dual enrollment program at MCC that enables eligible high school students to enroll in regularly scheduled MCC classes. Students must consult with their high school counselor or homeschool official if seeking high school credit (i.e., dual credit) for these classes, as the awarding of high school credit is within the full purview of the high school and its policies. All courses become part of a permanent college transcript, and students are held to the same college policies, procedures, and expectations as traditional students.

Students less than 16 years old – Students under the age of 16 who meet the necessary placement standards may be eligible to enroll in credit courses at MCC, dependent upon dean and instructor approval.

Partnership for College & Career Success (PCCS)

Students who participate in the Partnership for College and Career Success (PCCS) program come to MCC during the regular school day to take classes. PCCS programs prepare students for employment or further education in career and technical fields. Credit earned may count toward high school graduation requirements, in addition to earning college credit at MCC. These college credits may also transfer to other community colleges and four-year schools. Current program offerings can be found [here](#) and are updated annually.

Transitional Math and English:

Illinois's Postsecondary and Workforce Readiness (PWR) Act includes provisions for evaluating high school students' math and English proficiencies during junior year. Students who are not college level math and/or English ready by the end of their junior year can choose to take transitional math and/or transitional English during 12th grade. Transitional courses are high school courses that guarantee college level placement upon successful course completion. College level placement is recognized by all 48 Illinois community colleges and some Illinois four-year universities.

McHenry County College has partnered with each high school district to offer STEM Transitional Math tailored to career goals requiring advanced algebra, trigonometry, or calculus skills. Transitional English is offered at some high school districts. Students and families should consult their high school counselor for more information about transitional courses available at their high school.

No tuition or fees are associated with these classes.

Homeschool Students and Dual Credit

Homeschool students can take dual credit classes through MCC, allowing them to earn college credits while completing their high school diploma. Many homeschooled students excel thanks to their independent learning skills and strong work ethic.

Homeschool students in high school can join our Running Start and PCCS programs but are ineligible for Dual Degree or CIHS programs.

More information specific to homeschool students can be found in the "Student Experience" section of this handbook.

Eligibility Criteria

Dual Credit at McHenry County College is available to individuals who demonstrate strong academic ability based on performance either inside or outside of the classroom.

Course prerequisites must be satisfied as identified in the McHenry County College catalog, linked [here](#).

MCC uses additional criteria for course placement, including standardized test scores and GPA. Details can be found [here](#).

Placement tests may be required if listed as a prerequisite in the course catalog. See [Math Placement | ALEKS](#), and [English | ACCUPLACER](#) information.

Additional Testing Information

- McHenry County College's Testing Center - [LINK](#)
- College-Level Examination Program | CLEP ([See webpage for details](#))
- AP Test Scores - AP Exam Chart [LINK](#)

Students successful in their College Board Advanced Placement (AP) tests may earn college credit for their AP course and placement into an MCC course. See the chart on AP Exams and Minimum Acceptable Scores for details. [LINK](#)

FERPA

Family Educational Rights and Privacy Act (FERPA):

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. FERPA ([20 U.S.C. § 1232g; 34 C.F.R. Part 9](#)) provides that educational institutions allow students to withhold from disclosure certain information regarded as public directory information.

To withhold directory information from disclosure, students must notify the Registration and Records Office in writing at the beginning of each semester. Failure to make such a written request indicates approval to disclose directory information by the College for any purpose, at its discretion.

Additionally, high school students sign a FERPA waiver statement as part of their registration for college credit programs, allowing information to be shared with the high school and named parent(s)/guardian(s).

Registration and Payment for Dual Credit Classes

College in the High School (CIHS)

Students first register for CIHS courses during the course selection process at their high school each year. When the CIHS course begins in the new school year, students then formally register for the college credit with MCC during class time at the high school using the Dual Enroll system. Registration for each course is facilitated by the Dual Credit Instructor. Dual Enroll interfaces with MCC's student information system. Step by step instructions used by the high school can be found [here](#).

College in the High School Course Fee Information - Students participating in College in the High School are billed a \$25 per course fee per term enrolled (i.e., Fall only classes are billed in fall term; yearlong and spring only classes are billed in spring term). Billing statements and

receipts are accessible through the student's myMCC Self-Service account. Payments can be made in Self-Service, in-person, or over the phone through the MCC Registration and Records Office at (815) 455-8588. Payment is not required to begin classes. Additional information, including billing, will be provided to families mid-semester. Students who are eligible for the Free and Reduced Lunch program at their high school will not be responsible for payment.

Running Start

Students register for Running Start and PCCS by accessing an online from the MCC website. Once the form is received by the CCR Office, eligibility requirements are confirmed, and the information is forwarded to Records and Registration to register the student. Once the process is complete, CCR sends an email to the student confirming registration. The Dual Enrollment Registration Form can be found [here](#).

Timeline – MCC begins registration for fall classes in April; for spring classes in October; and for summer classes in March. It is best to register as soon as possible after the registration start date for the best course availability.

Running Start Course Fee Information – Students are responsible for regular tuition, fees, textbooks, and supplies.

PCCS

Students interested in PCCS should contact their high school counselor during the high school's course selection process for the upcoming academic year. Register for PCCS by accessing an online from the MCC website. Once the form is received by the CCR Office, eligibility requirements are confirmed, and the information is forwarded to Records and Registration to register the student. Most students complete the form in February and March, but forms can continue to be received until seats are full. Once the registration process is complete, CCR sends an email to the student confirming registration. The Dual Enrollment Registration Form can be found [here](#).

PCCS Course Fee Information - Students are responsible for regular tuition, fees, textbooks, and supplies. Select districts pay tuition and fees on behalf of students. MCC payments can be made through myMCC Self-Service, in-person, or over the phone through the MCC Registration and Records Office at (815) 455-8588.

Dual Degree

Students Participating in the Dual Degree program will register for classes one of two ways. Students will register using the Dual Enroll system (as described above for) for classes offered at the high school (CIHS). For classes taken at MCC, registration requests for all participants will be collected by the high school counselor and provided to MCC.

Dual Degree Course Fee Information - Students participating in Dual Degree classes at MCC pay 1/3 of the total tuition and fees, payable to the school district. Students are responsible for all textbooks and supplies purchases. Dual Degree courses offered via the College in the High School program are billed a \$25 per course fee, payable to MCC. In both cases, students qualified for Free and Reduced Lunch at their high school will not be responsible for payment, with the exception of textbooks and supplies. MCC payments can be made through myMCC Self Service, in-person, or over the phone through the MCC Registration and Records Office at (815) 455-8588.

myMCC

The myMCC student page is available to all dual credit students. Login credentials are provided upon initial registration and emailed to the student's personal or high school email. Once the student confirms their account and creates a password, students access this account through the MCC home page. myMCC allows students to access their student email, class schedule, Self-Service, and Canvas.

- **Email**- all official MCC correspondence goes to the student email account.
- **Class Schedule**- allows students to view their current schedule and plan for future courses.
- **Self-Service**- allows students to pay tuition, check grades, view their progress, and order transcripts.
- **Canvas**- MCC's learning management system where students access their syllabi, coursework and assignments, and communicate with instructors, etc.

Student Services

In addition to support services available at their high school, dual credit students have access to many of MCC's support services. Students can find links to student services by accessing their myMCC account and selecting the Student Services button. Dual Credit students can utilize services such as the computer labs, library, and online tutoring. Students attending classes on

the College's campus or online have additional access to Student Services, including in-person tutoring. Links to support services can be found [here](#).

Access and Disability at McHenry County College

Overview of Access and Disability Services at MCC

[Access and Disability Services](#) (ADS) is the office on campus designated to provide reasonable accommodations for otherwise qualified students and community members with disabilities. We partner with instructors, staff, student organizations, and community partners to make MCC an accessible and inclusive environment for all students and community members.

Additionally, students who are English Language Learners and students enrolled in Career and Technical Education programs who face academic barriers may qualify for Access and Disability Services assistance.

Contact the ADS office at (815) 455-8766 or [email disability services](#) with general questions or to schedule an appointment.

Dual Credit Students and Access and Disability Services at MCC

In accordance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, McHenry County College is committed to creating an accessible learning environment for students with disabilities through the provision of reasonable accommodations.

The College and District work collaboratively to ensure that individual students with disabilities have access to the courses outlined in this Handbook, provided that the students meet all applicable eligibility criteria for entry into such courses.

A student with a disability who accesses a dual credit course on the high school campus (i.e., College in High School) will have access to the supplementary aids and/or accommodations included in their IEP or Section 504 Plan, in accordance with established practices at the high school for providing such aids and accommodations.

A student with a disability who accesses a dual credit or dual enrollment course on the College's campus (i.e., Running Start, Dual Degree, PCCS) will have access to appropriate supplementary aids and/or accommodations for which the student is determined eligible through the College's Access and Disability Services office. A student's current IEP or 504 Plan does not transfer to the College, but copies may be used for reference purposes.

Any student wishing to discuss supports at MCC should contact the ADS office at (815) 455-8766 or [email disability services](#) to schedule an appointment.

The Dual Credit Experience – for Students

MCC Expectations for High School Students

College Coursework and Rigor

Dual credit classes are designed to be more rigorous than a high school class and prepare students for college level coursework. Most courses require 2-3 hours of outside work for each credit hour being earned. College courses may deal with controversial subject matter that is not typically found in high school curricula. College course expectations for participation, learning outcomes, course materials, and evaluation are included in each course syllabus. The student's high school may have additional expectations.

Credit

Students will earn college credit in each program. High school credit may also be awarded on the student's high school transcript, if approved by their high school. College credits are typically transferable to other colleges/universities.

Transcript

The grades earned will appear on the student's McHenry County College official transcript. Please understand, once the grade is final, it cannot be removed from the transcript.

Benefits

Dual credit can save students time and money while also providing an opportunity to experience the academic rigor of a college course while still in high school. Overall, taking a dual credit class can be a valuable way to challenge oneself academically, accelerate progress towards a college degree, and enhance college applications by demonstrating an ability to be successful in college-level work.

Tutoring

Dual Credit students attending classes on the MCC campus or online have access to in-person tutoring at the Tutoring and Academic Support Center and online tutoring through TutorMe. Additionally, CIHS students have access to MCC's online tutoring. Students will need their myMCC login information to access tutoring. [See tutoring information](#)

Additional Expectations by Program

College in the High School (CIHS)

Orientation

Attendance is expected for new CIHS students at Dual Credit Orientation. Multiple dates and times are offered each term. Students unable to attend orientation may be asked to complete an online orientation, schedule an in-person 1:1 orientation, with the office of College and Career Readiness or show proof of access to myMCC to ensure they are prepared for course(es).

Running Start

Orientation

Students participating in Running Start will be asked to complete an online orientation to become familiar with campus services, policies, and expectations.

Additional Requirements

Students taking online courses must login to their Canvas account the weekend before classes begin to view their course syllabi. All Running Start students are responsible for communicating with their instructors and other campus offices.

Dual Degree

Orientation

Attendance is required at Dual Degree orientation, whether hosted at the high school or on MCC's campus.

Additional Requirements

Students will need to complete all MCC graduation requirements to remain eligible for MCC graduation, including submission of an E-Portfolio. It is important for students to save samples of their work throughout their MCC coursework.

Partnership for College and Career Success Programs (PCCS)

Orientation

Attendance is required at the PCCS Orientation, offered each term. Students unable to attend orientation may be asked to schedule an in-person 1:1 orientation, with the office of College and Career Readiness.

Additional Requirements

Students taking programs such as Certified Nurse Assistant, Automotive Technology, Early Childhood Education, Fire Science, or Criminal Justice may have additional requirements, including strict attendance policies.

The Office of College and Career Readiness will provide additional PCCS requirements and orientation details to the high schools and directly to registered students.

Policies for Dual Credit Students

Academic Integrity at MCC

MCC is committed to providing an empowering educational experience for all students. Academic honesty in all educational classrooms and programs is critical in providing and maintaining this high level of education.

MCC students are expected to be responsible members of the College community and to be honest and ethical in their academic work. To support students, the College has identified critical thinking, effective communication, information literacy, and professionalism as our general education goals. All MCC students learn what these goals mean in the context of academic integrity, and they learn how to communicate and use information ethically and responsibly.

Academic dishonesty in any form, including cheating, plagiarism, unauthorized collaboration, unauthorized use of artificial intelligence, fabrication, and all other acts of academic theft, is considered intolerable. MCC holds students to a high standard, and violations may include suspension and withdrawal from the academic community.

Any student who wishes to seek assistance pertaining to a problem related to academic integrity may do so by contacting the dean of that department. More specific information can be found in the MCC Student Code of Conduct.

MCC's Academic Integrity Policy, 2024-2025 Catalog,

<https://catalog.mchenry.edu/content.php?catoid=9&navoid=274&hl=%22academic+integrity%22&returnto=search#academic-integrity-and-standards>

MCC Student Code of Conduct, 2024-2025,

<https://www.mchenry.edu/conduct/studentcode.pdf>

College In the High School Academic Integrity Process

1. All dual credit students must abide by McHenry County College's Academic Integrity and Standards policy, as published in the MCC catalog and MCC class syllabus, and MCC's Student Code of Conduct.
2. Instances of academic dishonesty will be determined per MCC's Academic Integrity and Standards policy and MCC's Student Code of Conduct, however consequences will be determined by the high school in accordance with the high school's handbook.
3. When academic dishonesty is confirmed by the instructor of a dual credit class offered on a high school campus, the high school teacher will utilize the high school's handbook to determine the appropriate academic consequence and resolution. High school administrators will be included, as required by high school or district policy.
4. The high school will track instances of student academic dishonesty in dual credit, and the district liaison will email a notice to MCC's Director of College and Career Readiness to be kept on file with the College and Career Readiness office. Instances will be tracked cumulatively over all semesters of a student's participation in dual credit coursework at the high school.
5. If a second instance of academic dishonesty is confirmed by the high school, the district liaison will email another notice to MCC's Director of College and Career Readiness to be kept on file with the College and Career Readiness office. The Director of College and Career Readiness will mail a letter to the student's home address on file with MCC.
6. If additional instances occur, the high school and the Director of College and Career Readiness will meet to discuss the student's continuation in dual credit coursework.
7. Instances of academic dishonesty for dual credit classes offered on high school campuses will not be shared with or tracked by MCC's Student Conduct Officer.

Questions about the above Dual Credit Academic Integrity policy should be directed to the office of College and Career Readiness.

High School vs. MCC Academic Policies

Students are both high school students and MCC students, so they are expected to abide by the policies and handbook at both institutions

McHenry County College Student Code of Conduct

Students are expected to abide by the [MCC Student Code of Conduct](#). In cases where the high school code of conduct and the MCC code may not align, the office of College and Career Readiness will meet with high school administration to provide clarification.

A full list of students' rights and responsibilities can be found [here](#).

Grades and Grade Changes – Student Initiated

Grading procedures in college differ from those experienced in high school. If a student has any concerns regarding a grade received in a course, it is important that the student reach out directly to their instructor to discuss the matter. Please be aware that MCC instructors cannot discuss students' academic progress or grades with their parents or school counselors.

Additionally, instructors may not be available during breaks (such as summer break, winter break, and holidays), so it is advisable to address any concerns early to prevent potential issues during final grading periods or breaks.

Transcripts and Transferring

Students participating in CIHS, Running Start, PCCS, or Dual Degree have earned official MCC college credit. Students looking to transfer to another institution can find information and guidelines [here](#). Students can order transcripts through the Self-Service feature from their myMCC account or from the MCC website [here](#).

Attendance Expectations and Academic Calendar

Students registered for classes at MCC must follow [the MCC Academic Calendar](#), found here and in the class syllabus. Students are expected to attend all scheduled MCC classes, even if their high school is not in session. MCC instructors are not obligated to excuse absences, assignments, or assessments for dual credit students due to high school events.

Be mindful of high school calendar differences that may include but are not limited to:

- Days off (holidays, teacher in-service days, etc.)
- Half days/late start/early release
- Events (homecoming, prom, SAT testing, etc.)
- Snow days/heat days/other high school closures

Drop/Withdrawal Policies

Important Dates

Each term MCC updates the [Important Dates](#) form. This form shows all classes currently offered that term and the following dates:

- Last Day to Drop for 100% Refund (PCCS, Running Start, Dual Degree only)
- Last Day to Drop for 50% Refund (PCCS, Running Start, Dual Degree only)
- Midterm Grades Due
- Last Day to Withdraw
- Final Grades Due

NOTE: College in the High School (CIHS) classes have school-specific drop dates. Students should inquire with their instructor or counselor about the final day to drop a class.

Dropped/Withdrawn Classes and Transcripts

- Students who drop from a course prior to the *Last Day to Drop for 100% Refund* deadline will have no record of the course on their transcript.
- Students who drop a course prior to the *Last Day to Drop for 50% Refund* deadline will receive a 'W' grade on their transcript.
- Students who drop a course prior to the *Midterms Due* deadline will receive a 'W' grade on their transcript.
- Students who do not withdrawal from a course by the *Last Day to Withdraw* will receive the grade earned on their transcript. This could mean a "D" or an "F."

How to Drop/Withdraw from a Class

- *CIHS* – Students speak with their instructor and school counselor to initiate a drop. Students may be asked to drop or withdraw using the registration software or be directed otherwise by the high school.
- *PCCS*- Contact the office of College and Career readiness to initiate a withdrawal from a course. Students are also responsible for informing their high school counselor that they have withdrawn from the program.
- *Running Start* - Contact the office of College and Career Readiness to initiate a withdrawal from a course. If earning dual credit, students are also responsible for informing their high school that they have withdrawn from the course.
- *Dual Degree* – Students should contact their school counselor to start any drop process. Dual Degree students must complete specific courses for their degree, and all changes

must be communicated to the high school counselor, who will coordinate with the College and Career Readiness office.

Repeating courses

Students who retake a course will have only the higher grade counted in their MCC GPA. For instance, if a course is taken in the Fall and earns a “C” but is retaken in the Spring for an “A,” the transcript will show the “A,” and the GPA will reflect a 4.0 for that course. The original attempt and grade remain on the transcript, but the previous grade will not be calculated into the cumulative GPA or earned credits.

- *CIHS* – Students coordinate any repeat courses with their school counselor.
- *PCCS* – Students coordinate any repeat courses with their high school counselor and College and Career Readiness. In some cases, the high school will require tuition reimbursement for a repeated course. Students should clarify with their high school before registering.
- *Running Start* - Students coordinate any repeat courses with College and Career Readiness. If earning high school credit, students must also coordinate with their high school counselor. In some cases, the high school will require tuition reimbursement for a repeated course. Students should clarify with their high school before registering.

If registered as “Dual Enrollment,” meaning a student is not earning high school credit, they may repeat a course at their own discretion.

- *Dual Degree* - Students contact their high school counselor to start any drop process. Dual Degree students must complete specific courses for their degree, and all changes must be communicated to their high school counselor, who will coordinate with the College and Career Readiness office.

Choosing Courses

When selecting dual credit classes, it is essential to consider which courses will align best with the student’s future goals and which will offer the highest level of transferable credits. The student should first meet with their high school counselor to review their options.

MCC Course Catalog - [LINK](#)

This link shows current and upcoming courses offered at MCC, which can be reviewed with a high school counselor. If students are registering for the Running Start program, they will find the available courses for their request here. For all other programs, this

catalog serves as a helpful resource to verify prerequisites and articulation details for each course.

Before Registering

Before enrolling in any dual credit course, the student must meet the required placement and/or prerequisites. Students may be asked to provide documentation of their SAT, ACT, PSAT, or AP scores.

It is important that students discuss their dual credit plans with their high school counselor and family prior to registration.

Students should be prepared for the increased rigor and expectations associated with collegiate-level work. Keep in mind that student's grades will become part of their permanent college transcript, so they must have adequate time to devote to studying and be committed to achieving the best possible outcomes.

Choosing Courses as a Homeschool Student

Homeschool students in high school are eligible for McHenry County College's Running Start and PCCS programs.

Before registering, families should consider tuition, credit limits, transfer options, and how compatible the program is with the student's future goals. MCC's College and Career Readiness office has advisors to assist in these plans.

To register for Running Start or PCCS, homeschool students may be asked to submit an updated high school transcript, standardized test scores, and/or syllabi for past courses taken for prerequisite. Collecting these documents beforehand will speed up the registration process.

Homeschool students and families may want to contact the office of College and Career Readiness before enrollment opens to allow for review of provided documents and to ensure a smooth registration. (Registration typically opens for fall classes in April, for spring classes in October, and for summer classes in March.)

Reviewing Eligibility while Choosing Classes

Age Requirements for Dual Credit

Students 16 years and older may register for any class offered at MCC, either at the high school or on campus.

Students under 16 at the beginning of the term will have their registration submitted for a Dean's Permit for underage students. This process enables the office of College and Career Readiness to collaborate with the instructor and the corresponding dean to ensure that all course materials are appropriate for the student's age. Should a student be denied enrollment in a course, they will be eligible to register once they reach the age of 16.

Course Prerequisites

Course prerequisites must be satisfied before registration can be completed. These requirements can be found in the [course catalog](#). Below the description of the course, is a section labeled "Requisite."

MCC uses additional criteria for course placement, including standardized test scores and GPA. Details can be found [here](#).

Placement Tests and Standardized Test Scores

Placement tests may be required if listed as a prerequisite in the course catalog. See [Math Placement | ALEKS](#), and [English | ACCUPLACER](#) information.

Additional Testing Information

- McHenry County College's Testing Center - [LINK](#)
- College-Level Examination Program | CLEP ([See webpage for details](#))
- AP Test Scores - AP Exam Chart [LINK](#)

Students successful in their College Board Advanced Placement (AP) tests may earn college credit for their AP course and placement into an MCC course. See the chart on AP Exams and Minimum Acceptable Scores for details.

Important Information for High School Partners

Overview of Programs

These Programs are described more in-depth above. This list can serve as a quick reference.

College in the High School (CIHS)

College in High School classes are taught at the high schools. Students participating in College in the High School are assessed a \$25 per course fee, which must be paid to MCC. Students will register in-class using DualEnroll, or CIHS registration software <https://mchenry.dualenroll.com>

Dual Degree

Students at select participating schools take Dual Credit courses offered through the College in the High School program and MCC courses offered at the McHenry County College. Student's schedules are chosen by their high schools and submitted to the MCC registrar by the office of College and Career Readiness.

Running Start

Running Start at MCC enables eligible high school students 16+ to take college classes on MCC's campus and/or online. Students under 16 will have an additional "underage permit to register" submitted on their behalf before being placed in their requested classes. Students must register using this link: <https://insidemcc.mchenry.edu/secure/Enrollment/Dual>

Partnership for College & Career Success (PCCS)

High school Juniors or Seniors who participate in the Partnership for College and Career Success (PCCS) program come to MCC during the regular school day to take classes. Current program offerings can be found [here](#) and are updated annually. Students must register using this link: <https://insidemcc.mchenry.edu/secure/Enrollment/Dual>

Transitional Math and English:

Illinois's Postsecondary and Workforce Readiness (PWR) Act includes provisions for evaluating high school students' math and English proficiencies during junior year. Students who are not college level math and/or English ready by the end of their junior

year can choose to take transitional math and/or transitional English during 12th grade. Reach out to the office of College and Career Readiness with questions.

New Student Orientation (CIHS)

MCC's Dual Credit New Student Orientation (DCNSO) provides vital information and resources for our College in the High School students. At the orientation, students will learn more about dual credit academic expectations, explore campus, meet with MCC faculty and staff, and learn about transfer resources as well as MCC's diverse range of academic program and pathways offerings.

Registration opens for DCNSO at the end of the previous school year and continues through August and September. Schools will be notified and provided with detailed instructions to register for DCNSO.

Process for Courses – College in the High School

Requesting a New Class

Course Request Process – New Dual Credit course requests are due to the College and Career Readiness office on October 1 of the academic year prior to a course's first offering within a district. MCC has 30 days to review the request and respond to the district.

Curriculum Alignment

Overview

New dual credit classes pre-approved after the October 1 deadline will be scheduled to complete a curriculum alignment process. High school administrators will meet with a representative from College and Career Readiness and the MCC Faculty Dual Credit Liaison to review the new courses for the upcoming academic year. This meeting aims to ensure that the CIHS course curriculum aligns with its corresponding on-campus course. The course will be fully approved once the College and District agree on the discussed curriculum alignment items. Curriculum alignment must be completed by the end of February.

This curriculum alignment meetings may encompass, but are not limited to:

- Confirming that current and potential instructors meet the minimum qualifications to teach Dual Credit courses in their discipline.

- Reviewing course syllabi
- Coordinating College-wide and departmental instructional goals.
- Ensuring the CIHS course provides a college-like environment within the high school physical setting. This can include a review of facilities for courses with specific physical needs including chemistry, strength training, automotive, etc.
- Confirming that total class contact time meets or exceeds that of the College.
- Reviewing procedures for student eligibility

Observations and Annual Review

Each high school district offering CIHS courses will undergo an annual review each Spring. The purpose of these meetings is to reaffirm expectations, establish accountability, recognize high performers, identify improvement areas, foster collaboration with high school partners, and ensure compliance with the Illinois Dual Credit Quality Act.

College Roles

MCC Faculty Dual Credit Liaisons

Faculty with relevant credentials who serve as content experts, collaborate with high schools on "Course Planning, Documentation, and Approval," and complete the Annual Review.

MCC Observers

Faculty who visit dual credit classrooms once per year, per course to ensure college rigor and curriculum alignment.

Observations

Prior to observations, the MCC dean affiliated with the course will review the current syllabi. On the day of the observation, a member of the MCC faculty will travel to the high school to observe the instructor's lesson. Notes and observations will be shared with the instructor.

Instructors teaching a new course, or who need additional support, will be observed once each semester, per course.

All other instructors will be observed once each year, per course.

Annual Review

Current Dual Credit courses will be assessed annually in the Spring to ensure they align with MCC's curriculum. District administrators will meet on-campus with a representative of the office of College and Career Readiness and the affiliated MCC Faculty Dual Credit Liaison to review the current year's courses. These reviews may encompass, but are not limited to:

- Review of syllabi each semester
- Discussion of classroom observations
- Evaluation of sample assignments and student work.

Substitute Teachers

If substitute instruction is needed in a CIHS course, the following conditions apply:

- The new course instructor/substitute must be pre-approved by McHenry County College and possess the required minimum qualifications to teach the course.
- McHenry County College must be notified promptly of the substitute's details, including their name, contact information, assignment duration, and a copy of their undergraduate and graduate transcripts. The new instructor will also need to complete the Dual Credit Instructor application posted on MCC's employment opportunities page.
- If a course is currently in session and a substitute is needed, districts must notify MCC within 48hrs of identifying the need.
- To maintain the dual credit offering, every effort must be made to hire a substitute with appropriate credentials.

Instructor Responsibilities - College in the High School

Application, Observation, and Professional Learning

Applying to Teach

McHenry County College strictly adheres to the Dual Credit Quality Act (110 ILCS 27/1 *et seq.*) in its policies and processes for selection and preparation of instructors for dual credit instruction.

High school instructors interested in teaching dual credit classes through College in the High School should first consult with their school or district administration. Upon obtaining the necessary approval, they will complete the McHenry County College Dual Credit Instructor Application for the specified academic year and submit a resume, academic transcripts, and any pertinent certifications.

<https://www.schooljobs.com/careers/mchenrycountycollege>

Upon approval by the office of College and Career Readiness, the instructor will be provided with information accessing their technology applications including Canvas, Concourse, and Self-Service. The instructor will also connect with their affiliate MCC dual credit liaison for support creating and teaching their course.

MCC Technology for Instructors

◆ Email

Dual credit instructors must regularly check their MCC email, as important notices and reports of missing grades are communicated this way. Checking the @mchenry.edu email at least weekly is essential.

Outlook is the only supported desktop and mobile email program. Access to email is also available via a browser (e.g., Edge, Chrome) at the address below.

Access: <https://www.outlook.com>

Login: Email, like all of Microsoft 365, is SSO-enabled. Use MCC email address and password to login (MFA required).

◆ Canvas

Canvas is the college-wide learning management system that supports online, blended, and many traditional courses. All students in dual credit classes have access to the myMCC page, which links to Canvas.

Please note: Syllabi uploaded by instructors are accessible to all students enrolled in the course via Canvas. Students in the Dual Degree program will create their E-portfolio using Canvas. <https://www.mchenry.edu/eportfolio/index.html>

New instructors who may not be familiar with Canvas may ask their dual credit liaison for assistance, or contact MCC's Center for Teaching and Learning at (815) 479-7573 or hrey@mchenry.edu.

Get One-on-One Support -> [Center for Teaching and Learning Canvas site](#)

Access: go to <https://mchenry.instructure.com/>

Login: Use MCC username (first part of MCC email address) and MCC password.

◆ Concourse

Concourse is a syllabus management system linked to Canvas. Instructors use this system to update and edit sections of their syllabi to ensure up-to-date information is provided to students each semester. Dual Credit instructors should access their Concourse syllabus via their Canvas course shell. (Click on MCC Syllabus from the Course menu)

New instructors who may not be familiar with Concourse may ask their MCC Faculty Dual Credit Liaison for assistance or contact MCC's Center for Teaching and Learning.

Get One-on-One Support -> [Center for Teaching and Learning Canvas site](#)

◆ SoftDocs

SoftDocs (from eTrieve) is an online document and form management service. Instructors will use SoftDocs to submit late grades, late midterms, grade changes, and other forms, as well as review their observation feedback.

Access: go to <https://mchenrycentral.etrive.cloud/#/inbox>

Login: Use MCC email address and password to login

◆ Self Service

Self Service is the student information system accessed by all instructors (and students). Dual Credit Instructors will use Self-Service to view MCC class rosters and submit official census reports, midterms, and final grades.

Access: Go to <https://selfservice.mchenry.edu/Student/Account/>

Login: Use MCC username (first part of MCC email address) and MCC password.

Password Reset: <https://www.outlook.com> Enter MCC email address, then click the Forgot Password link to start the reset process.

◆ Important Dates for Counselors and Instructors

MCC's [Important Dates](#) document is updated each term with current course information, including withdrawal deadlines, midterm grade due dates, and final grade due dates.

Grades (College in the High School)

Census and Grades

10 Important Points for High School Partners – Dates, Withdrawals, Dropping classes

1. MCC Dual Credit Instructor site: Quick links to all important MCC resources
www.mchenry.edu/dcistructors
2. MCC Email: MCC instructors are expected to use their “@mchenry.edu” email address for MCC business to maintain FERPA compliance. Plan to check this email address regularly for notifications of missing grades or other correspondence.
3. Syllabi: MCC master syllabi are in Concourse. Use Concourse to create a syllabus for each course section by the first day of class each term. The “Last Day to Withdraw” auto-populates in each syllabus. The MCC syllabus should be shared with students, as it is the official syllabus for the dual credit course being taught.
4. Class Rosters: MCC Self-Service Rosters should be reviewed regularly. Students not on the roster on any given week should be communicated with the office of College and Career Readiness, or to a high school/district administrator to pass to the office of CCR.
5. Due dates: “Last Day to Withdraw” dates and due dates for census certification and grades are section specific. (The dates will not necessarily match another instructor’s dates.) Find each section’s dates on [Important Dates](#)
6. Census Certification and Grading: Timely submission of reporting and grades is critical. All census certification, midterm and official final grades are entered in the Self-Service >

Faculty > [select Section] > Census tab and Grading tab. Please read on-screen instructions each time before entering. If you have any questions, please contact the Records Office at 815-455-8935

7. Census (formerly known as 10th-day): reports students on the roster who have “Never attended” at that point in the class. Please read screen instructions before completing. Do not change this input after submitting unless directed by the MCC Records office. To correct a submission error, submit a SoftDocs “Midterm/Census Correction Request” for each student. To request a student withdrawal, submit a SoftDocs “Administrative Withdrawal” form for approval by the Director of College & Career Readiness.
8. Midterms: are “real” grades. Please read screen instructions for valid grades, based on course/level. To correct a submission error, submit a SoftDocs “Midterm/Census Correction Request” for each student.
9. Final grades: should be submitted within 24 hours of the last class meeting or the final, but no later than the due date on the Important Class Date list. To change a grade previously entered, submit a SoftDocs “Grade Change”
10. If a student is removed from a class, their MCC transcripts will be impacted in the following ways:
 - a. If a student leaves the course before the last date to drop (30 days), the course will be deleted from their record and no bill will be due.
 - b. If a student leaves a class after the last day to drop but before the “Last Day to Withdraw,” they will receive a “W” on their transcript which will not impact their MCC GPA.
 - c. If a student leaves a class after the “Last Day to Withdraw,” they will receive whatever grade they have earned up to that point, and this grade will be factored into their MCC GPA.

Syllabi

Overview

Each dual credit course section needs a fully completed syllabus on file with MCC to comply with articulation agreements and accreditation standards. Also, a transfer institution may request a copy of the syllabus from a student to determine transferability. Syllabi are due by the first day of class each term – yearlong course syllabi are due by the first day of school in the fall. This is the official college syllabus required to be shared with students in class. If additional information needs to be provided as part of the syllabus, please copy and paste into the MCC syllabus or attach additional pages to the MCC syllabus.

Syllabi Requirements

Syllabi have several required components that need to be completed each term, including contact information, textbooks and materials, detailed weekly schedule, grading scale, and methods of evaluation. The detailed weekly schedule should include assessment dates, homework assignments, and in-class topics and assignments.

Syllabi Review

Deans will review syllabi within the first three weeks of each term. Feedback will be shared from College and Career Readiness to District administrators. Necessary revisions must be completed within 1 week of receiving feedback from MCC.

Observations and Assessments

Overview

CIHS instructors will be observed by an MCC Observer, who may be the MCC Faculty Dual Credit Liaison, department chair, or an alternate.

Instructors teaching a new course, or who need additional support, will be observed once each semester, per course.

All other instructors will be observed once each year, per course.

Instructor Responsibilities for Observation

Instructors will have some pre-observation tasks to submit to the College. Details will be communicated to the districts prior to observations and may include:

- By the first day of classes, instructors must submit one (1) course syllabus per section taught.

- Fall and Year-long classes are due the first day of Fall semester
- Spring and are due the first day of Spring semester
- Schedule a date with MCC Observer within two weeks of receiving the “MCC Observation Request” email.
 - Include three date and time options for possible observation.
 - Provide the subject and topic of the lesson (one to two sentences) for the observer to choose from.
 - The observer will choose from these three options.
- Provide the requested documents to the Observer before the observation meeting.

Types of Assessment Requests from MCC

- 1. Observers will ask Dual Credit Instructors to provide a sample assessment planned for use in the class. This is an ungraded sample planned to be given at any point during the semester.
- 2. The College will ask Dual Credit Instructors to complete a course-level assessment each term as part of MCC’s assessment policies and processes for all MCC instructors. Instructors will choose 1 course learning objective to self-assess. Course-level assessment is recorded on a web form:
<https://insidemcc.mchenry.edu/secure/assessment/start>
- 3. If a course has a common assignment or assessment, the MCC Faculty Dual Credit Liaison will request that the Dual Credit Instructor submits a sample of graded work and/or aggregate student results for annual review at the completion of each term. These graded samples will be submitted via a shared Google folder. Graded samples will also be utilized for grade norming and course assessment across all the College’s offerings.

Professional Learning (CIHS)

Each academic year, MCC's College and Career Readiness office hosts a dual-credit Professional Development Day. Instructors meet with MCC Faculty Dual Credit Liaisons and other department faculty, network with peers teaching similar courses, and engage in professional growth opportunities.

Registration for Professional Development Day will be communicated through the district administrators and links to RSVP will be provided.

Key Terms, Important Links, Appendices

Key Terms

Articulated Credit – These are high school courses that earn college credit after a student enrolls in a specified program at McHenry County College following high school graduation. These credits are only eligible to be earned at McHenry County College and will not transfer to other institutions.

Dual Credit – Dual credit courses are college courses that earn both college credit and high school credit. College credits earned are part of a student’s official McHenry County College record, and they are transferrable to many institutions. If high school credit is awarded by the student’s high school, then the course and grade will also be added to the student’s official high school transcript.

Dual Degree – Participants in the Dual Degree Program at McHenry County College earn a high school diploma and an associate degree concurrently. For a list of partnering high school districts, please visit. <https://www.mchenry.edu/dualdegree/>.

Dual Enrollment – College courses taken at McHenry County College by high school students where high school credit is also not awarded. College credits earned are part of a student’s official McHenry County College record and are transferable to other institutions.

Important Links for Students and Families

[Academic Calendar](#)

[Drop/Withdrawal Dates and Policy](#)

[Family Educational Rights and Privacy Act of 1974 \(FERPA\) at MCC](#)

[Important Dates](#)

[Student Code of Conduct](#)

[Tuition, Fees, and Payment](#)

[Transcript Requests](#)

[Transferring College Credit](#)