



**VANGUARD
UNIVERSITY**

**DUAL
ENROLLMENT
HANDBOOK**

FOR STUDENTS

TABLE OF CONTENTS

WHAT IS DUAL ENROLLMENT?	2
ELIGIBILITY	2
STEP 1: APPLYING TO THE DUAL ENROLLMENT PROGRAM	3
STEP 2: REGISTERING FOR THE DUAL ENROLLMENT CLASSES	4
STEP 3: TUITION AND PAYMENT	5
<i>Dual Enrollment Tuition</i>	
<i>How to Pay your Bill</i>	
WITHDRAWING FROM CLASSES.....	6
YEAR-LONG COURSES VS. SEMESTER-LONG COURSES	6
TRANSCRIPTS AND TRANSFERRING CREDIT	6
IMPORTANT TERMS TO KNOW.....	7
<i>Student ID</i>	
<i>MyVU</i>	
<i>MyBill</i>	
<i>Canvas</i>	
<i>Email</i>	
<i>IT Help Desk</i>	
FERPA: STUDENTS RIGHT TO PRIVACY AND ACCESS TO RECORDS	8
VANGUARD UNIVERSITY DUAL ENROLLMENT STUDENT SERVICES	9
<i>Campus ID Card</i>	
<i>University Library</i>	
<i>The Academic Resource Center</i>	
KEY DATES	10

DUAL ENROLLMENT CONTACT INFORMATION

The Dual Enrollment Coordinator is available to assist with all issues related to the Dual Enrollment Program including student application and registration, transcript requests, course withdrawal, etc.

Enrique Rodriguez, Dual Enrollment Coordinator

Dualenrollment@vanguard.edu



WELCOME TO VANGUARD'S DUAL ENROLLMENT PROGRAM

Vanguard's Dual Enrollment Program is an extension of Vanguard's initiative to promote academic excellence and improve access to college. Through participation in the program, you can earn college credit and at the same time fulfill your high school graduation requirements.

WHAT IS DUAL ENROLLMENT?

Vanguard's Dual Enrollment Program allows you to enroll in college-level courses for credit prior to high school graduation. Courses are taught at your high school during the regular school day by high school faculty who have earned affiliate lecturer status at Vanguard University. You can expect the rigor of dual enrollment courses to match the rigor of the on-campus university course.

Credits earned through Vanguard's Dual Enrollment Program can be applied to your high school graduation requirements and in most cases, transferred to other colleges and universities. By offering college credit in the high school classrooms, you are more primed to succeed in college. In fact, studies show that students who begin college with credit earned in high school are more likely to stay in college and complete their degree in four years.

Vanguard University offers concurrent enrollment through high school campus partners and Dual Enrollment on campus. You will be able to select what option you would prefer on the application.

ELIGIBILITY

Students must have the appropriate academic qualifications to be considered for Vanguard's Dual Enrollment Program. Vanguard seeks highly motivated and capable high school students who meet the following criteria:

- Currently enrolled in the junior or senior year of high school*,
- Have a cumulative unweighted GPA of 3.0 or higher on a 4.0 scale, and
- Have authorization from the high school administrator that certifies the year in school and academic standing.

*Sophomores enrolled in courses that are typically junior or senior level courses — that is, courses whose majority enrollment is junior

or senior level — may participate in the Vanguard Dual Enrollment Program with an email request from the dual enrollment liaison (usually your high school principal, assistant principal, or guidance counselor) indicating the following:

- The designated course in question is a junior (or senior) level course.
- The student meets the required 3.0 GPA standard, verified by a copy of the student's high school.

STEP 1

APPLYING TO THE VANGUARD DUAL ENROLLMENT PROGRAM

All students interested in taking dual enrollment courses must apply to Vanguard's Dual Enrollment Program. Even if you have taken previous dual enrollment courses at Vanguard, you must apply again in order to verify your eligibility and to update your information.

Navigate the [Vanguard Dual Enrollment web site](#)
Click on [Dual Enrollment Application](#) under Student Qualifications. Fill out the application in its entirety.

Upon completion and submission of your application, an email confirmation will automatically be sent to you. The High School Dual Enrollment Liaison (typically the principal, assistant principal, or guidance counselor) will be notified and requested to confirm eligibility on your behalf. Your liaison will verify that your GPA is 3.0 or greater and that you are a current high school junior or senior.

You will be notified of an admission decision and directions for registering for courses via the email address you provided in your application. If you don't receive an email in 3-5 days, please check your junk mail before contacting the Dual Enrollment Coordinator.

There is an annual \$15 fee to apply.

STEP 2

REGISTERING FOR DUAL ENROLLMENT CLASSES

2a. Setting up your University account. Once you have been notified by email of your acceptance into the Dual Enrollment Program, you will receive a second email from the Vanguard University's IT Department. Please follow the email instructions, taking particular notice of your Vanguard ID and temporary password. You will need to navigate to www.portal.office.com, enter your university email address, and the provided temporary password.

On your first log in, you will be prompted to enter some additional information (e.g. alternate email password, phone number, etc.). This multi-layer authentication process helps protect your account information from unauthorized login attempts. Once on the homepage, click the Settings gear (located in the top, right-hand corner) then select Change Your Password.

2b. Course Registration. Once you receive your acceptance letter into the Dual enrollment program, you will receive an email to register for the courses you selected on your application. Please consult the [list of available classes](#) for the term you would like to take courses in.

If you are taking Dual Enrollment courses on the University Campus, you will need to confirm course selection and register on the University's Self-Service site called, [Degree Tracker](#). Use your Vanguard Account information in detailed in Section 2a above.

Once you login to Degree Tracker, you will click on Course Plan. Select the appropriate term. Select Calendar. Confirm that the courses you selected are listed on the schedule. They should be color coded in yellow as "planned courses." If the courses listed are acceptable, click the Register button in the upper right-hand corner to register the courses. Upon successful registration, the course will be color coded green as "registered."

STEP 3

TUITION AND PAYMENT

Dual Enrollment Tuition. The tuition for high school students participating in Vanguard's Dual Enrollment Program is \$65 per credit hour. This represents a savings of approximately 90% of the tuition a typical Vanguard student pays. **NOTE:** most classes are 3-4 credit hours.

How to Pay your Bill. Vanguard uses an online information system to help parents and families stay well-informed of important enrollment and tuition information, called [MyBill](#).

Tuition and fees are billed to students on the 15th of each month and payment is due on the 5th of the following month. Bills are emailed to the student's campus (@vanguard.edu) address. Vanguard offers several methods to pay your bill, so that you can choose which is most convenient for your family.

Online—In MyVU through electronic check or debit card. Credit cards are not accepted.

By Mail—Checks or money orders can be mailed to:

Vanguard University
Attn: Cashier
55 Fair Drive Costa Mesa, CA 92626

In Person—Currently unavailable due to COVID-19. Preferred payment method is online.

Remember. Your **MYBILL** is a snapshot of your account on the day we generate the statement. Payments and other changes we have received since the last e-Bill will not show up until the next e-Bill is generated.

Students who fail to pay their dual enrollment tuition by the posted deadline will be dropped from the dual enrollment course and will not receive Vanguard credit. Students will continue to receive high school credit granted by their school.

Financial Aid is not available to dual enrollment students at Vanguard.

WITHDRAWING FROM CLASSES

As a dual enrollment student, although still in high school, you are beginning your official college transcript, regardless of where you attend college in the future. Grades earned in dual enrollment courses will be part of your ***permanent college record*** kept throughout your college career. It is important to consider your readiness to enroll in and successfully complete dual enrollment courses. You should be especially aware of drop dates and procedures to avoid a transcript with a negative grade.

Students who decide, after registering for a dual enrollment class, that they no longer want to be enrolled in the class for Vanguard University credit, must withdrawal by the withdrawal deadline (*before 75% of the class has elapsed*). Be sure to check the withdrawal deadlines posted below. You must contact the Dual Enrollment Coordinator at dualenrollment@vanguard.edu and notify them of your intent to withdrawal. In the email, you should include your name, Vanguard ID #, course name, faculty name, and the name of your high school. It is important to officially drop a class to avoid an “F” on your transcript.

YEAR-LONG VS SEMESTER-LONG COURSES

Many of the dual enrollment courses, while offered in just one semester when taught on-campus at Vanguard, run the entire school year at your high school. For these year-long courses, you only register once, in the fall. Tuition is due in the fall as well. Some dual enrollment courses (many of the science courses) run for only one semester and are followed the second semester by the next course in the sequence.

TRANSCRIPTS AND TRANSFERRING CREDIT

Credit earned for courses taken through Vanguard’s Dual Enrollment Program is recorded on an official Vanguard transcript.

These credits are generally transferable to other accredited colleges and universities across the nation. However, the receiving institution will always make the final decision on the transferability of courses.

Students are encouraged to consult with the institution they are considering transferring to. This will allow you to directly inquire

about their institutional transfer policies for accepting transfer credit.

To request a copy of official transcripts, follow the directions outlined [here](#).

TERMS

IMPORTANT TERMS TO KNOW

Student ID. Your Vanguard Student ID (Username) is unique to you. Your Student username and password provide you single source sign-on to university applications, and access to university computers and resources. Be sure to always secure your account with a strong password.

MyVU is the website where you access **Degree Tracker** to register for classes; **MyBill** to pay your bill online, and **Canvas** where seated students access their course materials. You can sign in with your universal ID and password at <http://www.myvu.vanguard.edu/> 24 hours a day, 7 days a week.

MyBill. Here you can view your Vanguard billing statements, and recent account activity as well as make payments and store profiles. In addition, you can request to receive reminders via text messaging. Finally, you can set up your parents or guardians to access your bills and make payments on your account. This can be accessed at:
<http://www.myvu.vanguard.edu/>.

Canvas. Is our new interactive online learning environment utilized by all programs throughout Vanguard. Professors uniquely build their courses to impact and increase functionality in student learning. This portal allows professors to upload key lecture notes, create discussion boards, allows students to upload assignments, and many other resources pertinent too each pertinent course. This can be accessed at:
<https://canvas.vanguard.edu/>.

Degree Tracker. Is our new mobile-friendly, cloud-based solution. It is a central hub, having all pertinent tools and resources in one access point. It allows students with more control and ownership of their degree planning. You can add courses, register for your courses, view course descriptions, plan your four-year timeline, view your progress, and communicate

with your advisor. This can be accessed at:
<https://selfservice.vanguard.edu/Student/Account/Login>.

Email. We frequently send information, requests or updates to your Vanguard email account. Be sure to regularly check your Vanguard email account or arrange to have messages sent to your Vanguard address forwarded to the email program you use.

Access your email account via the web or contact the Help Desk and they will guide you through the steps to add it to your mobile device.

IT Help Desk. If you encounter difficulty with the password self-service, please contact the ITS helpdesk at helpdesk@vanguard.edu or 714-619-6500.

FERPA

STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS

Dual enrollment students are considered Vanguard University students in every way as related to their academic record.

According to the Family Education Rights and Privacy Act (FERPA) of 1974, Vanguard University has established guidelines regarding access to and release of educational records. FERPA allows Vanguard to:

1. Releases “directory information” without consent or knowledge of the students unless the student has notified Vanguard in advance that such information is not to be released. Directory Information may include the following:
 - i. Photo
 - ii. Name
 - iii. Address
 - iv. Telephone listing
 - v. Email address
 - vi. Date and place of birth
 - vii. Major field of study

File Information about the student, such as class schedules, grades, financial aid, student account balance, etc. is not available to parents unless the student has signed a Secondary Party Access Form (written release). Secondary Party Access Forms can be found [here](#).

Further details regarding FERPA can be found at:

<https://www.vanguard.edu/resources/accounting/parent-information>

SERVICES

VANGUARD UNIVERSITY DUAL ENROLLMENT STUDENT SERVICES

When you enroll in Vanguard's Dual Enrollment Program you become a member of our student body with the opportunity to access Vanguard's numerous resources.

Campus ID Cards. All Vanguard University Dual Enrollment students are eligible to receive a Vanguard Campus Card. Your ID is Vanguard's official identification card and identifies all members of the Vanguard community.

University Library. All Vanguard University Dual Enrollments students are encouraged to use the university library. The O. Cope Budge Library at Vanguard facilitates the pursuit of knowledge and creativity through user-focused services and collections in an inviting, collaborative, and innovative learning environment. To use any of the library materials, students must present their Vanguard Campus Card. Students also have full access to Vanguard's online resources. Simply visit <http://vanguard.edu/academics/library>.

Academic Resource Center. The Academic Resource Center provides Vanguard University students the opportunity to engage in Collaborative Learning conversations that will increase retention of course material, improve study habits, and assist in achieving higher grades. For more information concerning out free tutoring services visit: www.vanguard.edu/resources/academic-resource-center.

DATES

KEY DATES

Fall 2020	
August 24	Classes begin
September 4	Last day to add or drop new courses w/o appearing on transcript
October 16	Last day to drop course(s) w/o academic penalty
December 7	Last day of classes
December 8-11	Final examinations



VANGUARD UNIVERSITY

DUAL ENROLLMENT PROGRAM

55 Fair Drive • Costa Mesa, CA 92626

T 714.619.6496 • E dualenrollment@vanguard.edu

www.vanguard.edu/academics/titlev/dualenrollment