

# Joliet Junior College Dual Credit





## Joliet Central High School

February 2024 Joliet Junior College Office of Dual Credit OfficeofDualCredit@jjc.edu



## What Is Dual Credit?

The Dual Credit program is a <u>partnership</u> between JJC and area high school and career centers. Junior and senior high school students earn both high school and college credit upon successful completion of Dual Credit courses.



# **Dual Credit Accreditation**

JJC is accredited by the Higher Learning Commission. The HLC establishes guidelines to ensure academic integrity of Dual Credit programs at accredited institutions.

• Instructor Credentials

Instructors for Dual Credit courses are selected, employed and evaluated by the community college.

Course Syllabus & Design

Dual Credit instructors syllabus and design are the the same as JJC instructors syllabus and design.



# **Dual Credit Student Responsibilities**

#### Academic Honor Code

Students are expected to demonstrate integrity, honesty, and responsibility in completing their college level coursework.

#### Transferring

Accepting courses for transfer depends on the individual college or university. Students should contact their intended transfer institution directly to inquire about the transferability of their Dual Credit coursework.

# **Dual Credit Student Responsibilities**

#### Withdrawals

If a student is not earning a "C" or better by the final drop date, it is time to consider a withdrawal. Failure to withdraw by the deadline may result in a failing grade on the student's academic transcript.

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## Moving/Graduating Early

If a student moves or graduates early, the student must withdraw from the Dual Credit course. Failure to withdraw from the JJC course may result in a failing grade on the JJC transcript.



# **Dual Credit Academic Record**

Dual Credit students begin their official college transcript with JJC. College credit is awarded immediately upon successful completion of each Dual Credit course. Students usually earn the same grade for both the high school course and the JJC course. Dual Credit grades will be part of the student's records throughout their college career.

Students enrolled in Dual Credit who do not earn a grade "C" or better will not be allowed to enroll in additional Dual Credit courses. These students are placed on Academic Caution.



## FERPA & Parents

#### FERPA Guide for Parents of Dual Credit Students

The Family Educational Rights and Privacy Act of 1974 (sometimes referred to as FERPA) was designed to protect the privacy of educational records and to establish the rights of students to inspect and review their educational records.

Once a student turns eighteen, or attends school beyond secondary school, the rights of access to the student's records transfer to the student. This includes students that are dually enrolled in high school and college. This means that all academic information regarding your college student goes directly to the student unless the student has given specific, written permission to release that information to someone else. While parents naturally have an interest in their child's academic progress (and may even be paying for their education), they are not automatically granted access to their records.

FERPA Information and Forms | Joliet Junior College (jjc.edu)



# **Benefits of Dual Credit**

## Earn College Credit Prior to High School Graduation

Most Dual Credit courses are transferable and speed up the time to college degree completion.

## **Reduces Overall College Costs**

JJC Dual Credit courses are offered to high school students at a reduced rate \$12 per credit hour, which is much more **affordable** than the cost of a college class offered at a traditional four-year university.

## Student Access

Dual Credit students are considered JJC students, and therefore are granted access to JJC **resources and activities** on campus. Campus resources include free tutoring, college major and career planning, use of the JJC Library and 16 years and older with a signed waiver access to JJC Total Fitness Center.



# **Benefits of Dual Credit**

#### Convenience

High School student can take courses as part of the regular school day.

## Facilitates the Transition Between High School and College

Dual Credit courses help prepare students for the transition to college by engaging students in college-level work and **developing pathways** to degree attainment.

#### Enhances the Curriculum for High School Students

The addition of college coursework to high school curriculum **expands the options available** to high school students while adding college-level rigor.

# Weighing the options



#### **Dual Credit**

- Earned college credit
- If students are below a "C" by final drop date, can withdrawal.
- Can help establish higher GPA and have a concrete grade for special admissions programs
- \$12 per credit hour at JJC
- Counts toward attempted credits for Financial Aid.

#### AP Exams

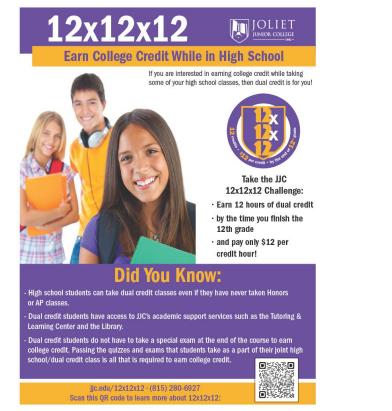
- Used for alternate credit and/or placement
- Must earn score of 3+ to earn credit
- May be a limited amount accepted (for JJC, it is 30 credits)
- Counted as a "C" grade for some special admissions programs at JJC
- Approx. minimum cost \$98 for 2024
- Counts toward attempted credits for Financial Aid.



# **Dual Credit Cost Savings**

#### **Reduces Overall College Costs**

JJC Dual Credit courses are offered to high school students at a **reduced rate \$12 per credit hour**, which is much more **affordable** than the cost of a college class offered at a traditional four-year university.





Students must have successfully completed a minimum of 12 credit hours of dual credit by the time they graduate high school.

Students must register for a minimum of six credit hours at JJC for the term <u>immediately following high school</u> <u>graduation</u> (summer or fall only).

For more infomation, email officeofdualcredit@jjc.edu.





#### Dual Credit Courses Available for Joliet Central High School

Course Name & Number	Prerequisite needed for JJC Credit * subject to change
<u>Rhetoric I- ENG 101</u>	English SAT 480+, ACT 19+, PSAT 480+ or JJC placement test Reading score of 246 & Writing score of 5 or higher
<u>Rhetoric II- ENG 102</u>	C or better in English 101
Elementary Statistics- MATH 128	Math SAT 530+, ACT 22+, PSAT 510+ or JJC placement test Math score of 40+
<u>MATH 142 - Accelerated Trigonometry/Pre-calculus</u>	<b>Prerequisite(s):</b> Appropriate Aleks placement score of 54 or above, PSAT 10 of 590, ACT 22+ or SAT 590 and verification of C or better in both semesters of Geometry from high school sent to JJC
MATH 170 - Calculus with Analytic Geometry I	<b>Prerequisite(s):</b> Appropriate placement score or minimum grade "C" in MATH 142 or Aleks score of 76
CADD 101 - 2D Computer Aided Design and Drafting I	C or better in both semesters of Geometry from high school sent to JJC or 60+ on JJC Geometry Placement test

SAT, ACT scores will need to be sent to <u>admissions@jjc.edu</u> PSAT scores will need to be sent to <u>PSAT@jjc.edu</u>

JJC's school code is 001699

#### Dual Credit Courses Available for Joliet Central High School

Course Name & Number	Prerequisite needed for JJC Credit *subject to change
BUS 110 - Principles of Customer Service	No Prerequisite required
<u>ACCY 101 - Accounting I</u>	No Prerequisite required
MKTG 101 - Principles of Marketing	No Prerequisite required
<u>Personal Finance- FIN 100</u>	No Prerequisite required
<u>AS 106 - Automotive Fundamentals</u>	No Prerequisite required
<u>CA 106 - Applied Food Service Sanitation</u>	No Prerequisite required

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#### **Dual Credit Courses Available for Joliet Central**

#### JJC Degree Plan

- ✓ Communications (9)
- ✓ Social Science (9)
- ✓ Humanities & Fine Arts(9)
- ✓ Math (3)
- ✓ Life & Physical Sciences(3)
- ✓ Electives (27)

\* All courses except the electives should transfer to Illinois State Colleges, however always check with the college to make sure that they will transfer.

oliet Junior College		Major:		Tra	ansfer School(s):
tudent Academic Plan 23-	24 Catalog ( <i>Rev. 09/23)</i> I from those in previous catalogs.	Advisor		Date of Plan: 0	Catalog Year:
Communications	Social Science	Humanities & Fine Arts	Math - 3 hours	Life & Physical	Electives- 27 hours
9 hours	9 hours	9 hours	Must get "C" grades in each	Sciences- 7 hours	Choose electives from the list of
Must get "C" grades in	- Choose 3	- Choose 3: 1 course in	math course to move to the	- Choose 1 Life Science & 1	courses approved for the AA
Eng 101/102	- At least 2 areas are required	Humanities & 1 course in Fine	next level.	Physical Science	and AS degree identified in the
-		Arts & a 3 <sup>rd</sup> course in either area		- One course must include lab	college catalog.
		Humanities			
ENG 101* (3)	ANTH 101 (3)	ENG 103* (3) ENG 104* (3) ENG 105* (3)	MATH 124* (3)	Life Sciences	
ENG 102* (3)	ANTH 275 (3)	ENG 104* (3)	MATH 127* (3)	(Underlined & italicized is a	
COMM 101* (3)	ECON 103 (3)	ENG 105* (3)	MATH 128* (4)	non-lab course)	
(Previously SPCH 101)	ECON 104* (3)	ENG 106* (3)	MATH 137* (4)		│ <u>─</u> ───}
	GEOG 102* (3)	ENG 106* (3) ENG 109* (3) ENG 201* (3) ENG 201* (3)	MATH 150* (4)	BIO 104* (5)	
otal Hours:	GEOG 104* (3)		MATH 153* (4)	BIO 104 (3)	
	GEOG 106* (3)	ENG 203* (3)	MATH 170* (5)	BIO 105* (4)	
evelopmental Prerequisites	HIST 103 (3)	ENG 202* (3) ENG 203* (3) ENG 204* (3) ENG 208* (3)	MATH 171* (4)	BIO 105* (4) BIO 106* (4) BIO 106* (4) BIO 107* (4) BIO 125* (4)	()
ENG 020 (3)	HIST 104 (3)	ENG 208* (3)	MATH 172* (4)	BIO 107* (4) BIO 125* (4) BIO 125* (4) BIO 144* (3) BIO 146* (3)	
ENG 021 (3)	HIST 107 (3)	ENG 209* (3) ENG 250* (3)		BIO 125* (4)	( )
ENG 022 (2)	HIST 108 (3)	ENG 250* (3)	Developmental Prerequisites	<u>BIO 144</u> <sup>*</sup> (3)	( )
ENG 096 (4)	HIST 260 (3)	ENG 260* (3)	MATH 090 (3)	<u>BIO 146</u> * (3)	<u> </u>
Takes the place of both 021	HIST 290 (3)	ENG 270* (3)	MATH 094 (4)	BIO 149* (4)	<u> </u>
nd 099-a savings of two credit	PSCI 101 (3)	HIST 105 (3)	MATH 098 (4)	BIO 151* (5)	()
ours*	PSCI 102 (3)	ENG 260* (3) ENG 270* (3) HIST 105 (3) HIST 105 (3) HIST 200 (3) PHIL 101* (3) DHIL 101* (3)	MATH 095 (4)	BIO 144* (3) BIO 146* (3) BIO 149* (4) BIO 151* (5) BIO 152* (5)	( )
ENG 098 (3)	PSCI 200 (3)	HIST 200 (3)	NATTI 095 (4)		()
ENG 099 (3)	PSYC 101 (3)	PHIL 102* (3)	Verification of Geometry	Physical Sciences	( )
IOTES:	PSYC 208* (3)	PHIL 103* (3)	Prerequisite via HS	(Underlined & italicized is a	()
An asterisk (*) indicates that	PSYC 209* (3)	PHIL 104* (3)	transcripts, placement testing,	non-lab course)	( )(
the course has a	PSYC 210* (3)	PHIL 105* (3)	or MATH 095 completion is		
prerequisite or required	PSYC 215* (3)	PHIL 106* (3)	required for Math 123, 124,	<u>ASTR 101* (</u> 3)	Carry-over (+)
placement score.	SOC 101* (3)	PHIL 105* (3) PHIL 106* (3) PHIL 106* (3) PHIL 106* (3)	131, 138, 142	CHEM 100* (5)	
Courses whose IAI number ends with an "N" indicate a	SOC 220 (3)			CHEM 101* (5)	Total Electives:
course that will meet a non-		SOC 240* (3) FRCH 104* (4)		<u>CHEM 104* (3)</u>	
western course requirement.	SOC 270 (3) SOC 280 (3)	FRCH 104* (4)	NOTES:	GEOG 111* (4)	
Courses whose IAI number	SOC 290 (3)	SPAN 104* (4)		GEOG 112* (4)	NOTE:
ends with a "D" indicate a	SOC 290 (3)	Fire Arts	<ul> <li>Math 124, 137, 150, 153,</li> </ul>	GEOL 101* (4)	<ul> <li>Not all JJC credit courses</li> </ul>
course that will meet a	Tatalilia	Fine Arts	170 may have college-	PHSCI 125* (3)	can be used as electives fo
diversity requirement. (See	Total Hours:	ART 109 (3) ART 115 (3)	level pre-reqs that are used as electives.	PHYS 100* (4)	this degree.
reverse side for IAI		ART 119 (3)	<ul> <li>Initial placement is</li> </ul>	PHYS 110* (4)	
numbers.)		ART 119(3) ENG 190 (3)	<ul> <li>Initial placement is determined by placement</li> </ul>	PHYS 101* (5)	
			test or other approved	PHYS 201* (5)	
Graduation Requirements:		MUS 102 (3)	standardized tests.		
<ul><li> 2.0 GPA</li><li> 64 or more approved</li></ul>	1	MUS 102 (3) MUS 103 (3)	Math hours in this group	NOTE: Science hours in this	Total
<ul> <li>64 or more approved credit hours</li> </ul>	1	MUS 107 (3) THEA101 (3)	beyond 3 will carry over as	group beyond 7 will carry over	Hours:
<ul> <li>15 hours must be taken</li> </ul>	1	THEA101 (3)	electives.	as electives.	(64 credit hours required
at JJC.					for Associate in Arts
<ul> <li>Apply online to graduate.</li> </ul>	1	Total Hours:	Total Hours:		Degree)
<ul> <li>"0-level" courses do not</li> </ul>	1			Total Hours:	Degree
count for degree	1		1		1

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NOTES:

#### <u>iTransfer Home | iTransfer</u>

**Transferology** 



## JJC Placement Testing for all Dual Credit Courses

Testing Sessions can be offered at the High School Campus for all Dual Credit Courses, Please check with your counselor for upcoming dates or visit JJC.edu/placement for hours and locations of JJC Testing Services.

- Students will need to have a JJC Dual Credit application on file prior to test date.
- It takes 24-72 business hours from the time a student completes the application until their MYJJC account is created
- Students will need a physical photo ID to test- HS, drivers license, passport
- Contact your counselor if you need to test for any Dual Credit course prerequisite.



# JJC Disability Services

JJC Disability Services provides accommodations and support services like coaching, technology training, and assistive technology. We are here to help! If you are student with a disability and would like to register with us, please review the Registering with Disability Services section and complete the intake form. If you have questions about documentation, please review the Documentation Requirements section.

Please complete the Student Intake Form to request accommodations for classes and/or placement tests.

Disability Services | Joliet Junior College (jjc.edu)



# JJC Testing Services

#### JJC Main Campus 1215 Houbolt Road, Joliet, IL 60431 Testing Services is located in Building A in room 1138 - 815-280-2261

- Students will need to have a JJC application on file prior to test date.
- It takes 24-72 business hours from the time a student completes the application until their MyJJC account is created
- Students will need a physical photo ID to test- HS, drivers license, passport
- Placement Testing is on a walk in basis
- Last test administered no later than one hour prior to closing.
- Please check the Testing Services webpage <u>Placement Testing</u> | Joliet Junior College (jjc.edu) for locations, days and hours of operation.
- Testing questions email -testingserives@jjc.edu



## College Board Accuplacer Reading & Writing Test

Accuplacer Exam, produced by College Board, is a computer-based, untimed test for reading and writing.

Students may attempt each Accuplacer test twice each semester if they have not begun an English course sequence. Students are eligible for a third testing attempt only after successful completion of Accuplacer remediation through JJC's Tutoring and Learning Center. Please visit the <u>TLC</u> for more information on Accuplacer remediation and how to request an appointment.

Preparation materials for the Accuplacer exam can be found at <a href="https://accuplacer.collegeboard.org/student/practice">https://accuplacer.collegeboard.org/student/practice</a>.

Scores are good for 48 months



## College Board Accuplacer Geometry Test

Accuplacer Geometry exam, produced by College Board, is a computer-based, untimed test.

Can be taken 2 times in a 2 year period.

Students can borrow and use a scientific calculator during the Geometry test.

Earning 60 or more points on Accuplacer Geometry test.
Submitting to the Admissions Department a high school transcript showing completion of two semesters of geometry with a C or higher.
MATH 119, 123, 124, 131, 138, and 142 require the geometry prerequisite

\*Geometry scores never expire

## McGraw Hill Aleks Math Test

The ALEKS Exam, produced by McGraw Hill, is a computer-based, untimed math test.

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ALEKS Math placement uses open-response questioning-not multiple choice.

The ALEKS test will provide an on-screen calculator when appropriate. Use of calculators not provided by ALEKS, is prohibited.

After taking the test for the first time ALEKS offers remediation modules students may access from home if they do not meet the required placement score. There is a 24 hour waiting period between each test attempt. A mandatory minimum of 3 hours must be completed in the ALEKS Prep and Learning modules before testing attempts 3, 4 and 5.

ALEKS remediation is a great way to boost SAT scores.

Scores are good for 24 months

#### To enroll in dual credit classes, you will need to fill out a dual credit application below. How to Apply to be a JJC Dual Credit Student



#### **Dual Credit Application**

Please select the right term (semester/year), then enter your date of birth as ##/##/###. Enter your last name, then your first name.

Under "Educational Goals," choose "I only plan to complete one or several courses." Under "Reason for Attending JJC," choose "Other."

You are required to use your social security number to apply. This is the best way to identify you. It is especially important for processing and maintaining accurate educational records. Your social security number is restricted to internal college use. JJC cannot use your social security number to match your application with test scores, financial aid or maintenance of your academic record. If you are an undocumented student and do not have a social security number, call (815) 280-2493 for an alternative number.

Submit your application. 72 hours after application is submitted you will need to return to JJC.edu create after your new student account, JJC will send an email to the personal email address you provided in your application, containing your new JJC email address.

Refer to the <u>New Account Setup</u> page for instructions on ID lookup and password setting.

Once you have completed your new account set up, you will have access to your MY JJC portal, which contains your JJC email and billing statement.

Questions regarding the Dual Credit application- Apply to Community College | Admissions | Joliet Junior College (jjc.edu)

## How to Access your JJC Dual Credit Bill



#### How to Access your JJC Dual Credit Bill



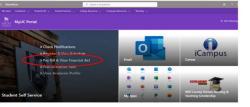
2. Sign in with your JJC email address and password. If you do not know this please see the JJC Dual Credit Account Access Troubleshooting Guide on page 3.



#### 3. Once logged in, you will come to the page pictured below. Click on Pay Bill & View Financial

Aid.

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4. Next, click on PAY BILL & VIEW FINANCIAL AID to expand the drop-down menu. Then, Click on View Account and Pay Your Bill.

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Student Tax Information		
> PLAN ACADEMIC PATH		
> VIEW ACADEMIC PROFILE		

5. This will bring you to the following page. From this page, you can find details about your bill and make a payment.

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#### JJC Dual Credit Account Access Troubleshooting Guide

If you are trying to access your JJC account and are having difficulties, please go to jjc.edu and click on TECHNOLOGY RESOURCES.



The Technology Resources page has a plethora of information to help troubleshoot your issue. Click on STUDENT TECHNOLGY RESOURCES.

	Getting Otarted	Academics	Student Resources		Community	Abose
	Gatting Started	Academics	Divident Hespurces	Oampus Life	Gammanity	ALOUE
Technology Resources						
UC technology resources include learning about access	to email. Microsoft Offi	ce Suite, pasavo	rd weet information, and m	uch more!		
For Students						
STUDENT TECHNOLOBY RESOURCES	)					
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Once on the STUDENT TECHNOLOGY RESOURCES page, you will find access to all of JJC's account troubleshooting tools as well as contact information for our 24/7 Tech Support Hotline. Students must complete the New Account Setup, if they have not already done so. Try the New account Setup instructions in red below first. If you still cannot access your account, please contact the 24/7 Tech Support Hotline.

	Student Technology Resources	TECHNOLOGY RESOURCE
If you have attempted to set up your account and are still having trouble, please contact our 24/7	Student 24/7 Tech Support Hotline: (224) 208-2545	Faculty and Staff Technology Resources
Tech Support Hotline for additional assistance.	SELF-SERVICE PASSWORD RESET	Student Technology Resource
	Making trouble with your email, username, passwore or something similar? Call our tech support line at	CONTACT INCO
	(224) 208-2545. Our support the is available every day, evening or right. You should call if you need help with the following	UON IAUT INFO
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	· Email eventions or insues	Support Hotline
	<ul> <li>Dermane /D Passwert issues</li> </ul>	224 205 2545
	effesources assistance	
If you have not set up your JJC account, click on New Account Setup and follow	Have you recently applied but have never set up your account?	
steps 1-5.	Befor to the New Account Setup rede.	OFFICE 385
THIS MUST BE DONE TO ACCESS YOUR		ONLINE LEADNING
ACCOUNT	JJC Username and Password Information	
	Your UC username and password are required to access all UC technology resources including:	MYLUO
	Student email/Microsoft Office 365	FREBOURCER
	<ul> <li>ICampus (Critine Classes)</li> </ul>	and the second s
	MgJC     missioners	COMPUTTRIAN
	• executes	RESOURCES AND HOURS
Need your JJC ID number or username? CEck here and	Find Your Username or Student ID Number	ACADEMIC
select the "look up" hyperlink.		

Once access to account is obtained you will now be able to access your MY JJC portal which is located on the jjc.edu website.

#### OfficeofDualCredit@jjc.edu



## After Completing Dual Credit Coursework

### If attending Joliet Junior College

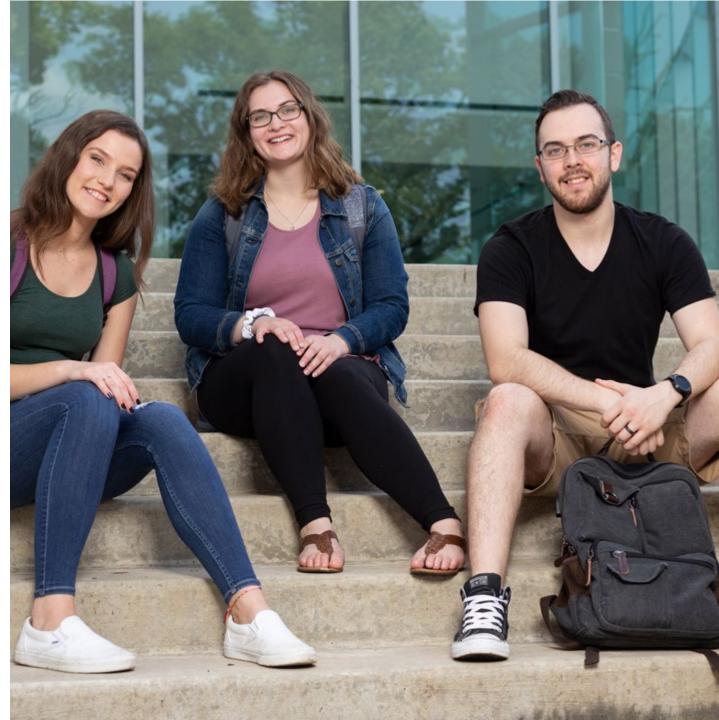
Reapply online as a traditional student. Apply to Community College | Admissions | Joliet Junior College (jjc.edu)

#### If attending elsewhere

Request an official transcript be sent to your college or university by contacting JJC office of the registrar <u>Registrar's Office | Joliet Junior College (jjc.edu)</u>

Transcripts Office Phone: 815-280-2743 Email: <u>transcriptsinfo@jjc.edu</u>

# Questions & Comments





# Thank you!

