



DUAL CREDIT PROGRAM

WHAT IS THE DUAL CREDIT PROGRAM?

Dual Credit is a program whereby a high school student enrolls in a class taught at the high school for college credit. Any high school course offered for dual credit will have been approved by the appropriate academic department at Alvernia University as being comparable to the same course given on the Alvernia campus. Dual credit differs from Advanced Placement in that the student does not take a national qualifying exam to receive the credit.

WHAT IS THE VALUE OF TAKING A DUAL CREDIT COURSE?

Alvernia has offered more than 85 Dual Credit courses at over 20 different high schools. More and more freshman are entering their institutions with college credits already on their transcripts. This means that, depending on the institution, these students may be able to get a head start on credits required for graduation and possibly even eliminate some basic courses.

WHO TAKES DUAL CREDIT COURSES?

Students in their junior or senior year who have completed most of their academic requirements for high school graduation.

HOW DO STUDENTS REGISTER?

Selected students must complete the Alvernia University Dual Credit Registration form. All students applying to the program must meet the requirements as defined by the course instructor in order to enroll in the Dual Credit course. Course instructors will forward the names of all students taking their course(s) to Alvernia University in early September.

Dual Credit students must request special permission form Alvernia University Dual Credit Coordinator to take more than 15 credit hours.

Once a student is registered for the Alvernia course, each student may receive an Alvernia ID card and a grade report based on Alvernia's grading system at the end of the term.

Grading Policy

A	94-100	P	Passing Grade
A-	90-93	I	Incomplete
B+	87-89	WP	Withdrawal/Pass
B	83-86	WF	Withdrawal/Fail
B-	80-82	AU	Audit
C+	77-79	F	Failure
C	73-76		
C-	70-72		
D+	67-69		
D	63-66		
D-	60-62		
F	0-59		

HOW MUCH DOES IT COST?

Alvernia University is primarily interested in offering a service to area high schools and creating closer ties with them. The cost to the student reflects an 80% discount of the standard tuition. There are no other fees, although students are responsible for textbooks. Courses are \$125.00 per credit.

HOW DO STUDENTS GET BILLED?

In October, each high school will be billed collectively for every student that is registered for a Dual Credit course. All students on the Dual Credit course roster will be factored into the billing. After the four week drop period, all students on the Dual Credit course roster will be billed even if the student decides to drop the course at a later date.

WHAT IF THE COLLEGE/UNIVERSITY THE STUDENT ATTENDS DOES NOT ACCEPT THE CREDITS?

Alvernia University does not reimburse students for the cost of the Dual Credit course(s) taken that do not transfer to another college or university.

HOW DO I REQUEST A TRANSCRIPT?

Students must fill out a transfer request form to have Alvernia University send the transcript to the post-secondary institution.

The transfer request form should be submitted after Alvernia University's grade report has been received.

Requests may be mailed to

Alvernia University Registrar Office
Francis Hall Room 203
400 Saint Bernardine Street
Reading, PA 19607-1799

CONTACT INFORMATION

General Information

Sherry Shade-Reenock
610-796-8299

sherry.reenock@alvernia.edu

Grades, credits and transcripts

Registrar's Office
610-796-8201
8:00 AM – 4:30 PM



Enrollment, Registration and Billing Procedures Dual Credit Program 2018-2019

1.0 Enrollment

- 1.1. Students interested in approved courses must apply to the program using the Alvernia University Dual Credit Program Registration form.
- 1.2. All students must meet the requirements as defined by the Dual Credit Coordinator and course instructor to enroll in a dual credit course.
- 1.3. All students will be coded *DUAL* in Power Campus to signify their “dual-credit” status.
- 1.4. Course instructors will forward the Dual Credit Registration Form of all students taking their course(s) to the Office of the Provost Secretary at least one month prior to the start of the term or no later than September 8th.
- 1.5. Upon receipt of the registration forms, the Office of the Provost will send the forms to the Registrar’s Office and Student Billing to ensure that registration and billing are expedited. *Please do not send payment with registration forms.*
- 1.6. The Registrar’s Office will issue a class roster to all course instructors.
- 1.7. Dual credit students must request special permission from the Alvernia University Dual Credit Coordinator to take more than **15** credit hours.

2.0 Withdrawal

2.1. One Semester Course

- a. Students have until the date stated on the Alvernia University academic calendar to drop their class or classes without a grade of ‘W’ reflected on their transcript.

b. Any day after the date listed (according to the last day to drop a course without a grade on the academic calendar) a student will receive a grade of 'W' that will be reflected on their transcripts.

2.2. Academic Year Course

- a. Students will have until the fourth week of class to drop without a grade.
- b. Any date after the fourth week of class a student will receive a grade of 'W'-
No exceptions.

2.3. The Alvernia University academic calendar can be found by visiting our website at www.alvernia.edu.

3.0 Billing

- 3.1. Four weeks after the start of the academic semester, the responsible party will be billed for all students registered in Dual Credit courses.
- 3.2. Any student that appears on the class roster (according to the classroom instructor) will be factored into the billing.
- 3.3. It is the sole responsibility of the Dual Credit course instructor or appointed person to make sure Alvernia University is notified of any students that need to be added or dropped from the course.
- 3.4. After the four week drop-period, all students on the roster at that time will be billed even if the student decides to drop the course at a later date.

4.0 Transcript Requests

- 4.1. Students must fill out a transfer request form to have Alvernia University send the transcript to the post-secondary institution.
- 4.2. The transfer request form should be submitted after Alvernia University's grade report has been received.



Dual Credit Program
Deadlines and Dates for the 2018-2019 Academic Year

Forms	Due Dates
Syllabus	May 1
Updated Instructor Resume	May 1
Registration Form	September 8
Last day for enrolling or withdrawing from course	September 12
Print class lists for verification	September 22
Verified Class lists due to Registrar	September 29
Billing....School Invoice issued	October 6
Registrar's Office generates grade sheets	May 2
Grade sheets sent to instructors	May 9
Grade sheets due to Registrar's Office	June 6



**DUAL CREDIT COURSE APPROVAL
2018-2019**

High School _____ Phone _____

Course Title and Number _____

High School Instructor _____ Phone _____

*High School Instructor Social Security # _____

*High School Instructor Email _____

Equivalent Alvernia Course Title & Number _____

Alvernia University Academic Department _____

Inclusive Dates of Course _____ Number of University Credits _____

I. I have evaluated the syllabus and/or other materials for the course listed above and agree that in content, rigor, and duration, the proposed course is comparable to the Alvernia University course for which dual credit is sought.

Alvernia University Dual Credit Coordinator _____ Date _____

II. I have evaluated the syllabus and/or other materials for the course listed above and would like to make the following suggestions about content or level of instruction. If these suggestions can be accommodated, I agree that the proposed course is comparable to the Alvernia University course for which dual credit is sought. *(Use back of form if necessary.)*

Alvernia University Dual Credit Coordinator _____ Date _____

III. I have evaluated the syllabus and/or materials for the course listed above. I do not agree that this course is appropriate for dual credit. My reasons are as follows: (use back of form if necessary.)

Alvernia University Dual Credit Coordinator _____ Date _____

*Required



**STUDENT REGISTRATION FORM
2018-2019**

PLEASE PRINT

Academic Year: _____

Class: Junior___ Senior___

High School Name and Address: _____

Student Name: _____

Student Address: _____

Telephone #: _____ email: _____

.....
The following information is required either by federal agencies or for identification purposes:

Social Security #: _____ **Date of Birth:** _____

Gender: Female Male **US Citizen:** Yes No **Religion:** _____

Ethnicity: African-American Hispanic Pacific Islander
Asian Native American White
More than one race

.....
Indicate below the Alvernia University courses for which the student is registering this academic year.

Alvernia University Course Number & Title _____

Alvernia University Course Number & Title _____

Alvernia University Course Number & Title _____

.....
Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

This form needs to be completed in full before you can be registered for the Dual Credit course(s).

Return registration form to School District for processing