Career Education

DUAL ENROLLMENT

Student & Parent Orientation / Information

2019-2020
Congratulations, your student is in a dual enrollment course where both high school credit and college credit can be earned! Hopefully, the following information will be helpful as you and your student begin this course and become college and career ready.

**Important Dates**

**Fall 2019 (first semester)**
- First Day of Class – August 14, 2019
- Dual Enrollment Registration – From August 14 to September 16, 2018
- Withdraw “W” Date – November 22, 2019
- Last Class Day – December 20, 2019
  - *For year-long classes, Last Class Day is May 22, 2020

*MCC has a WINTER Term which some OPS dual enrollment courses register in. The registration forms for WINTER term begin being distributed the beginning of December and are expected to be return after winter recess.

**Spring 2020 (second semester)**
- First Day of Class – January 7, 2020
- Dual Enrollment Registration – From January 7 to January 31, 2020
- Withdraw “W” Date – April 10, 2019
- Last Class Day – May 22, 2020

**Course Information**

Omaha Public Schools Career Education offers 47 dual enrollment courses in the 2019-2020 school year. Your student is currently enrolled in one or more dual enrollment course and can earn college credit.

Please see the entire 2019-2020 Dual Enrollment Course Listing at the end of this document.

**Registration**

- *Registration forms are distributed in class.
- Students must register for dual enrollment during the above-listed dates.
- A district official, school official, or college official will present a dual enrollment presentation in your students’ class to provide basic information.

**Textbooks**

Omaha Public Schools provides enrolled students all course materials including textbooks. There is no cost to the student for textbooks or course materials.
**College Partners**

Omaha Public Schools Career Education currently partners with Metropolitan Community College (MCC), University of Nebraska at Omaha (UNO), College of Saint Mary’s (CSM), and Nebraska College of Technical Agriculture (NCTA) to provide college credit-bearing opportunities to students. Career Education Dual Enrollment courses are offered in the high school building or at the OPS Career Center.

![College Partners Logos]

**Cost of Dual Enrollment**

Tuition cost for the dual enrollment course with MCC is **$48 per class.**

Tuition Cost for dual enrollment with UNO is **$250 per class.**

Tuition Cost for dual enrollment with CSM is **$33 per credit hour.**

Tuition Cost for dual enrollment with NCTA is **$60.50 per credit hour.**

**How is payment handled?**

- Students who pay full price for lunch are responsible for paying the full tuition. See Appendix A for MCC.

- FREE for students who are eligible for the Free and Reduced Lunch (FRL) program. Funding via state scholarship of third-party grant that pays tuition.

*FRL students get tuition assistance (paid for) to ensure they can have access to college coursework.*
Transferability of college credit

College credit earned is accepted at the institution offering the credit.

Generally, college credit earned in career education dual enrollment courses will transfer to a different college as an elective credit.

Students need to earn a grade of “C” or higher for the credit to be transferable.

*For exact transferability contact the institution or use Transferology.com.

Privacy Rights – FERPA

Due to Family Educational Rights and Privacy Act (FERPA), colleges cannot release a student’s academic information to anyone, even parents. FERPA calls for the protection of student records once they turn 18 or attend a school beyond the high school level – Dual Enrollment students fall under this classification.

Consult the partnering college for further information regarding FERPA.

For MCC to release information to parents, the high school student must complete an authorization to release student information (FERPA).

- For completing and submitting the form go to: https://www.mccneb.edu/Current-Students/Resources/Student-Services-SOS/Family-Education-Rights-and-Privacy_Act-FERPA.aspx

Dual Enrollment Benefits

- Participating in dual enrollment course (which results in lower level or elective credit and is open to all students) – increases the likelihood that students will complete college.

- Dual Enrollment helps students become ready for college success and workforce success.

- Dual Enrollment is a gateway to gainful employment.

- Students that participate in dual enrollment experience more positive outcomes than peers who do not participate. (Higher GPAs, earned greater percentage of high school credits, more likely to stay on pace for graduation).

- Students who earn dual enrollment college credit are found to consistently experience more positive outcomes when compared to students who participated in dual enrollment courses but did not register and earn college credit.
**Classroom**

Remember that a dual enrollment course is a college course in all respects. The college course is taught by an approved high school teacher at the high school campus.

**Syllabus Requirements**

A syllabus is your guide to a course and what will be expected of you in the course. It will include the instructor’s name, contact information and office hours, grading scale, course policies, rules and regulations, required texts, and a schedule of assignments/topical units.

The course syllabus will be distributed and covered by your instructor the first week of class. Students must review and adhere to the instructor course syllabus.

**Attendance**

Students registered for dual enrollment are expected to attend and participate in every session of all classes for which they are registered. The only excused absences recognized are those detailed in the OPS student code of conduct policy.

Students should consult with their instructor when it becomes necessary to miss a class.

**Student Withdrawal (Drop)**

Dual Enrollment students must notify their instructor and counselor before withdrawing from the class. This action will ensure graduation requirements can still be met without the college course credit. The instructor will notify students of the final withdrawal date on the syllabus.

When a student withdraws (drops) from the college credit option by the specified date, the course will not appear on the student’s transcript.
Grade Scale

The OPS grade and College grade use different grading scales. College grades are given in a letter grade form (A, B, C, D, F). The OPS high school grades is numerical and follows the OPS grading practices scale (4.0 – 0.0). The instructor coordinates the converting of grades for both institutions.

If the course is Honors level, it impacts your GPA or class ranking as it weights your grade in the OPS grading system.

The grading scales are outlines on the course syllabus.

Dual Enrollment website:

https://district.ops.org/DEPARTMENTS/CurriculumandInstructionSupport/SecondaryEducation/CareerEducation/DualEnrollment.aspx

Students with Disabilities

Students with disabilities are provided a variety of support services and resources needed to enroll and successfully complete their coursework for college credit. Accommodations may be supported in the general education setting by the teacher. Services are coordinated to fit the individual needs of the student and may include, but are not limited to:

- Exam and classroom accommodations
- Academic services
- Academic advisement and counseling
- Referral to resources
- Advocacy

Students should inform the teacher of current a student's Individual Education Plan (IEP) that confirms the need for special accommodations.
Connections & Important Phone Numbers

OPS Connections

1. Secondary Partnerships Supervisor:  531-299-9505  Mr. Jeremy Nielsen

College Connections

1. MCC Secondary Partnerships:  531-622-2368  – Dr. Chuck Chevalier
2. UNO Dual Enrollment:   402-554-3832  – Kelly Malone

APPENDIX A – MCC PAYMENT OPTIONS

STUDENT RESOURCES
CONCURRENT ENROLLMENT 2019-20

*TUITION*: Payment is made separately. Please do not send cash or check with your registration form. Credit card payments may be made online, by phone, or in person. Payment by check can be made at any campus. Students may also apply for an ACE scholarship. Payment due dates by MCC quarters:

- Fall - September 20
- Winter - February 2
- Spring - April 10

PAY ONLINE
Pay tuition and fees by credit/debit card or ACH transfer online with Self Service [https://www.mccneb.edu/Prospective-Students/Tuition-Financial-Assistance/Payment-Options.aspx](https://www.mccneb.edu/Prospective-Students/Tuition-Financial-Assistance/Payment-Options.aspx). The student must have an active student account and password. MCC accepts Discover, MasterCard, VISA, and American Express.

PAY BY PHONE
Pay tuition and fees by phone using credit/debit card by calling Student Accounts at 531-622-2405 or the Contact Center at 531-622-5231. The credit/debit card number, expiration date and CSV code need to be supplied at the time of payment.

PAY IN PERSON
Pay tuition and fees in person with credit/debit card, cash, check or money order at the MCC Fort, South, Elkhorn, Fremont or Sarpy Center campus.

PAY BY MAIL
Checks or money orders may be mailed to:
Metropolitan Community College
Student Accounts
P.O. Box 3777
Omaha, NE 68103

If Paying by Check, please:
1. Make the check payable to: Metropolitan Community College
2. Note on the check the class(es) for which the student is paying and student’s name if different from the name that appears on the check.
3. INCLUDE MCC ID NUMBER or last four digits of SOCIAL SECURITY NUMBER on the check.

Please do not send cash in the mail. Bring it to the nearest campus Student Services Office or the Fremont and Sarpy Centers.

**ACE – ACCESS COLLEGE EARLY SCHOLARSHIP**
Authorized by the Nebraska Legislature in 2007, the Access College Early (ACE) Scholarship Program pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions. High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for award consideration. Qualifications, application and instructions at website [https://ccpe.nebraska.gov/ACE](https://ccpe.nebraska.gov/ACE).

**REFUND POLICY**: See the current MCC Catalog for refund policy.

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**FERPA**

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT**
The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, requires a written and dated consent from MCC students before disclosing personal identifiable information from a student's education/financial records to a third party in most circumstances. Under FERPA, MCC reserves the right to withhold such information from a third party unless a current valid release is on file.

Students who wish to grant parental, spouse, or third party access to their educational records may do so by completing an Authorization to Release Student Information Form. Parents will not have access to any student information, including tuition payment, unless a student completes a FERPA form. To complete and submit the form go to [https://www.mccneb.edu/Current-Students/Student-Tools-Resources/Records/Family-Education-Rights-and-Privacy-Act-FERPA.aspx](https://www.mccneb.edu/Current-Students/Student-Tools-Resources/Records/Family-Education-Rights-and-Privacy-Act-FERPA.aspx).

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