What is Dual Enrollment at NOVA's Extended Learning?

Dual Enrollment is a program that allows qualified high school and home schooled students to earn college credit for courses taken online through NOVA ELI while completing high school courses. With approval from the student's high school, these college credits may be used to meet high school graduation requirements, as well earn college credit.

Why Take Dual Enrolled Courses?

You can begin working on an associate degree or certificate, allowing you to complete college course work while finishing high school requirements for graduation. You may gain confidence in your ability to do college work and you may have an easier transition when you move into post-secondary education. You may also take a course for college credit only, which is not available through your high school curriculum*.*

In fact, with careful, advanced planning, students can earn enough credits to complete a 2 year college degree or a Certificate in General Studies while completing high school graduation requirements. In addition, online courses at NOVA ELI can satisfy the high school graduation requirement for an online class.

Your high school counselor or a NOVA counselor can tell you more about these opportunities.

Who Can Participate?

To participate, a student must be a high school junior or senior, have the support of your parent/guardian, and be recommended by your principal and high school counselor. Approval for Dual Enrollment for home schooled students is dependent on the full application and supporting documentation demonstrating college readiness.

All students must also meet all applicable course pre-requisites.

ELI Dual Enrollment Checklist Explained:

☑ **Online Dual Enrollment: Make an Informed Decision**

Parents/guardians and students should have a conversation about online Dual Enrollment, exploring advantages and disadvantages. Taking a Dual Enrollment Class online will have similarities and differences when compared to on-campus classes. To learn more about online learning expectations visit https://eli.nvcc.edu/orientation/need-to-know-dl.htm.

☑ **Complete the ELI Orientation module**

Students and parents/guardians should view the ELI orientation module at http://eli.nvcc.edu/orientation/, and consider registering for a live ELI Orientation Webinar.

☑ **Complete the SmarterMeasure Readiness Assessment for Online Learning**

By taking the SmarterMeasure Assessment for Online Learning, Dual Enrollment students can assess their skills and interests for online learning.

http://nvcc.smartermeasure.com (Login as First Time User)
User name: Dual Enrollment Students (select from drop down menu)
Password: HS2ELI (case sensitive)

Important note: The dual enrollment forms must be *submitted at least 10 work days before classes begin.*

☑ Meet with High School Counselor for Advice and Transcript

A meeting with the student's high school counselor will help clarify how the online course will affect the student's high school graduation requirements, as well as the student's college and career plans. Additionally, the discussion can address if the online format is the best fit for the student's learning style, or if taking the class on-campus is a better fit. Dual Enrollment Students need to request an unofficial transcript, which shows all the course work and credits they have achieved, including any high school credits they have earned.

☑ Apply for admission to NOVA at https://www.nvcc.edu/novaconnect/students/apply.html

Before applying, meet with your high school counselor to assess your readiness for college level work and to determine how dual enrollment credits will apply to your high school requirements.

☑ Demonstrate college readiness through placement tests or other testing.

In order to be admitted to dual enrollment classes, all students must demonstrate college readiness in reading, writing, and math. Most students do this by taking the Virginia Placement Test (VPT), but other options are available in the table below. All assessments must have been completed within the last two years.

Admission Criteria for Transfer and Non-transfer Courses

Students must meet one of the following placement or scoring criteria in English

- PSAT Critical Reading and Writing sections score of 50 or higher (Before Oct. 2015)
- PSAT Evidence-Based Reading & Writing section score of 390 or higher (After Oct. 2015)
- SAT Critical Reading and Writing sections score of 500 or higher (Before Mar. 2016)
- SAT Evidence-Based Reading & Writing section score of 560 or higher (After Mar. 2016)
- ACT score of 18 or higher on Reading and Combined English/Writing sections (Before Sept. 2015)
- ACT score of 18 or higher on English, Reading AND Writing sections (After Sept. 2015)
- AP English Literature or AP Language and Composition Exam score of 3 or higher
- IB English score of 5 of higher
- Virginia Placement Test (VPT) – Qualifying score into ENG 111 for Transfer Course/ENF 1 for Non-Transfer-Oriented Courses

Students must meet one of the following placement or scoring criteria in Mathematics

- Passing score on math SOL taken within last two school years
- PSAT Math section score of 52 or higher (Before Oct. 2015)
- PSAT Math section score of 500 or higher (After Oct. 2015)
- SAT Math section score of 520 or higher (Before Mar. 2016)
- SAT Math section score of 550 or higher (After Mar. 2016)
- ACT Math score of 22 or higher
- AP Calculus BC Exam score of 3 or higher
- IB Math score of 5 or higher
- Virginia Placement Test (VPT) – Qualifying placement out of one MTE unit

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Be aware that certain courses, usually within the math discipline, may have prerequisites or higher placement test requirements. Students taking MTH 163 or higher cannot use PSAT, SAT or ACT math exemptions to qualify them to take the course. Students enrolling in those math courses must take the Math VPT or have a qualifying AP or IB math score. Check the course descriptions for the individual classes before enrolling.

- NOVA Placement tests are given at each NOVA campus testing center. Students outside the Northern Virginia Area can inquire about alternative ways to take the test through a proctored arrangement.
- Photo ID and NOVA student ID number are required.
- Allow approximately two hours for each test.
- Sample questions are available for review.

Review College and Course Information

- The College Catalog describes the courses, college policies and degree and certificate programs offered at NOVA.
- The Schedule of Classes lists the classes, times and locations for credit courses. ELI Course Descriptions provide the following information for all ELI courses: overview, objectives, materials, grading, exams, policies and procedures, and instructor contact information.
- All online courses at NOVA require proctored exams. Review the Testing information for ELI to learn more.

Download the Dual Enrollment Application and Recommendation Form

- **High school students** must sign and submit a completed *Dual Enrollment Recommendation: Individual High School Student Form,* getting written permission from their high school counselor, principal and parent/guardian.
- **Home schooled students** must sign and submit a completed *Dual Enrollment Recommendation: Home Schooled Student Form*, getting written permission from their parent/guardian/approved request for exemption from compulsory school attendance (if applicable).

Contact an ELI Counselor and submit the following information for review

1. A completed Dual Enrollment Recommendation form, with appropriate signatures.
2. A copy of your high school transcript or home school equivalent.
3. A cover letter or email that clearly identifies the reason for requesting to take the course through NOVA ELI at this time, and how the course fits into your overall academic plan and career goal.
4. The student should also confirm that that they have taken the NOVA English Placement test, or provide a copy of other qualifying test.
5. Include the summary page of the completed the Smarter Measure Assessment for Online Course Readiness, or acknowledge by email that the student has completed the SmarterMeasure Assessment. The ELI Counselor will have online access to this information.

Important note: The dual enrollment forms must be *submitted at least 10 work days before classes begin.*

6. Home Schooled students should submit a copy of the Agreement for Home Schooling, between the local school system and the family.

☑ **Submit all Dual Enrollment documents _at least 10 days before course starts_.**

Once you've completed the checklist, submit all requested documents to the ELI Counselors, either by email attachment to **elicounselors@nvcc.edu** or **Fax: 703-323-3392.**

☑ **Administrative Review and Decision**

After the request for Dual Enrollment is reviewed and a decision is made by the ELI Director of Student Services, an ELI Counselor will notify the student about the decision. If approved, an ELI Counselor will register the student in the appropriate class. Students are encouraged to contact the ELI Counselors to address any questions or concerns: **Email: elicounselors@nvcc.edu** or **Phone: 703-323-2425**

ELI Dual Enrollment Student Checklist:

☐ Discuss taking ELI online classes, with your parent/guardian.

☐ Review the ELI Orientation module at http://eli.nvcc.edu/orientation/,

☐ Take the Smarter Measure Assessment
   (Username: _Dual Enrollment Students_ **Password:** _HS2ELI_**)**

☐ Meet with your high school counselor and request an unofficial transcript (or home school transcript) to submit with application.

☐ Apply for admission to NOVA: http://eli.nvcc.edu and click on "Apply Now".

☐ Take Virginia Placement Tests in English and Math, or obtain unofficial copy of other qualifying tests.

☐ Download the Dual Enrollment Recommendation Form, fill it out, and get appropriate signatures:
   - Individual High School Student Form

   - Home Schooled Student Form

☐ Write a letter or email, explaining why taking the Dual Enrollment course(s) is important for your academic and/or career plans, and submit to ELI

☐ Submit all documents to the ELI Counselors by fax or by email.
   Email: elicounselors@nvcc.edu
   Fax: 703-323-3392

☐ Submit Home School Agreement between the local school system and the family, if appropriate.

Important note: The dual enrollment forms must be _submitted at least 10 work days before classes begin._