

TABLE OF CONTENTS

| | |
|--|--------|
| <u>Quick Contact Reference</u> | pg. 3 |
| <u>Quick Tips</u> | pg. 4 |
| <u>What is Dual Enrollment/Early College Credit?</u> | pg. 5 |
| <u>How Dual Enrollment Works</u> | pg. 6 |
| <u>More Advantages to Dual Enrollment</u> | pg. 7 |
| <u>Application and Enrollment</u> | pg. 8 |
| <u>Napa Valley College Mini Portal – MyNVC</u> | pg. 9 |
| <u>Credits and Grading</u> | pg.10 |
| <u>Deadlines and Dropping</u> | pg.11 |
| <u>Official Transcripts</u> | pg.12 |
| <u>In College - Things Are Different</u> | pg. 13 |
| <u>How Can I Be Successful</u> | pg. 15 |
| <u>What if I’m struggling?</u> | pg. 17 |
| <u>Financial Aid Eligibility</u> | pg. 18 |
| <u>Welcome Letter to Students & Parents</u> | pg. 19 |
| <u>Academic Probation - Warning Letter</u> | pg. 20 |
| <u>Articulation - Credit by Exam Courses</u> | pg. 22 |

Napa Valley College QUICK CONTACT REFERENCE

| | | |
|-------------------|--|---|
| Jessica Erickson | Dean, Enrollment and Outreach Services 707.256.7205 jerrickson@napavalley.edu | Registration Related Questions |
| Dr. Doug Marriott | Sr. Dean, Career Education and Workforce Development 707.256.7256 douglas.marriott@napavalley.edu | Career Education Specific Questions |
| Leticia Naranjo | Academic Affairs Specialist 707.256.7755 lnaranjo@napavalley.edu | CCAP/High School Articulation Onboarding |
| Robert Harris | Interim Assistant Superintendent/Vice President of Academic Affairs 707.256.7605 rharris@napavalley.edu | CCAP Agreements |
| Cristine Tapia | Manager, Dual Enrollment & Educational Partnerships 707.256.7257 cristine.tapia@napavalley.edu | Questions about CCAP Faculty, Initial Point of Contact for Division / Department Specific Questions |

QUICK TIPS

This is an incredible opportunity for students to get an early FREE start with college and to save money at the same time.

There are some major differences between college and high school, and those differences can be challenging for many students. We've prepared some quick tips and strategies to help make this a smoother transition for students. This information is covered in greater detail throughout this handbook.

TIP 1

Please read the Parent and Student Handbook. Please be sure to review this together.

TIP 2

Review the sections "How can I be successful?" and "What if I'm struggling?" There are strategies described here that will help you and your student understand how to be successful in college!

TIP 3

During the first week of class, ask your student for the college course "syllabus" which contains everything about the course, assignments, due dates, and most importantly, the instructor's expectations and grading policy. Ask for this so that you too can learn and support your child with meeting important course deadlines and expectations. It is helpful to remind your student to check their NVC email every other day and always before a class. The NVC email is the most important conduit for communication from the college

TIP 4

Check in with your student and ask how the college class is going. Consider doing this at least once a week and ask specific questions, like "What are you working on this week? What was the topic of the last class? What surprised you about the class? What is interesting about the class? What parts of the class are easy, or challenging?"

TIP 5

If they are struggling, encourage your student to reach out for help and ask the college instructor for support. The best way to reach out is for your student to talk with the instructor personally. Your student can text or email the instructor to set up a time to meet or Zoom chat. In addition, they can also reach out to their peers to form study groups.

TIP 6

Remember your student is now in college and has specific FERPA privacy rights. FERPA protects college students' education records so they remain confidential between the college and student. How involved you are in their academic life is now at your student's discretion. If you have any questions or feel that there is something about the course that you want to communicate, you should contact your student's high school counselor or principal.

Best wishes at this major milestone! Your student is now a Napa Valley College student. They are that much closer to clarifying what they want for their future and becoming college and career ready.

TIP 7

Support your student to meet the course expectations, assignments and deadlines by monitoring their work time. They should be busy working on college assignments, such as reading, writing essays, or completing group projects. Typically, a student should plan to spend several hours of time reading, working and studying for every hour spent in class. For example, a typical 3-unit class will have 3 to 9 hours outside of class work every week. Try to assist and help to build your student's time management skills and personal weekly schedule.

For more information, please visit [Early College Credit](#).

WHAT IS DUAL ENROLLMENT/EARLY COLLEGE CREDIT?

Dual Enrollment allows 10th, 11th and 12th grade students/15 years or older, who are still in high school to take college-level courses, earn early college credit, and accelerate their educational achievement **totally free of charge**. Dually enrolled students earn early college credit towards high school graduation, while at the same time earning college credits. Many Dual Enrollment courses are offered on the high school campus.

There are three ways your student can be dually enrolled and earn early college credit at Napa Valley College:

| Dual Enrollment | College and Career Access Pathways (CCAP) | Concurrent | Articulation (CBE) Credit by Exam |
|--------------------------------------|---|------------|-----------------------------------|
| Receives Permanent College Credit | x | x | x |
| Enrolled in College Course | x | x | |
| Focused on Underrepresented Students | x | | |
| Requires a District Agreement | x | | x |
| Follows the College Schedule | x | x | |
| Student Pays for Textbooks | | x | |
| Closed Section at the High School | x | | x |

NOTE: Each individual college to which you apply determines acceptance of dual enrollment credit. Colleges have different requirements. Students should check with the college they are interested in attending to find out if they can use their dual enrollment credit. A Napa Valley College transcript will need to be sent to your college of choice.

Students under 15 are able to enroll and must use a separate process (see the [Admissions and Records Forms](#) and see the Students Under 15 High School Permit to Attend and the Steps for Dual Enrollment for Students Under Age 15. Scroll to the High School Section.



HOW DUAL ENROLLMENT WORKS

1. Dual Enrollment, College and Career Access Pathway (DE CCAP) Your high school district enters into an agreement with NVC and designates certain high schools and NVC courses to be offered. The student takes their college classes with their peers on the high school campus during the regularly scheduled day. These college courses are selected based on specific college and career pathways. Your student is eligible to earn college credit recorded on an official NVC transcript, which is a permanent record.

Advantages to Dual Enrollment CCAP:

- Students take **FREE** NVC courses at high school during the regular school day with peers.
- Available to students attending our CCAP partner districts (Napa Valley Unified School District, Saint Helena Unified School District, and Calistoga Joint Unified School District).
- Earn high school and college credit at the same time.
- Advance transfer to a 4-year university after attending NVC.
- Increase college and career readiness skills.
- Textbooks and materials are provided by the high school.

2. Concurrent Enrollment (CE) A student may apply independently to Napa Valley College (NVC) as a special admit, part-time student. They attend scheduled classes at the college along with other regularly enrolled college students. Your student is eligible to earn college credit recorded on an official NVC transcript, which is a permanent record.

Advantages to D/CE:

- Students take **FREE** college courses after school, on the weekend, online, or during the summer at NVC.
- Open to all high school students.
- Earn high school and college credit.
- Advance transfer to a 4-year university after attending NVC.
- Increase your college and career readiness skills.

3. Articulated, Credit by Exam (CBE) Your high school may offer NVC Credit by Exam (CBE) for some high school courses in the Career and Technical fields. Current CBE Articulated courses offered at each HS Credit by Exam is fully transferable and accepted at NVC. Your student is eligible to earn college credit by exam, recorded on an official NVC transcript designated as CBE, which is a permanent record. However, some universities and colleges limit acceptance of CBE, so it is not fully transferable college credit.

Advantages to Articulated Credit by Exam:

- Students take **FREE** NVC courses at the high school during the regular school day with peers.
- Earn high school and college credit at the same time.
- Guaranteed transfer credit to NVC.
- Increase your college and career readiness skills.
- Textbooks and materials are provided by the high school



MORE ADVANTAGES TO DUAL ENROLLMENT

More Advantages to ALL students who earn early college credit:

Free College: Registration fees, tuition and mandatory fees are waived.

- Dual enrollment is an accelerated path to and through college, saving time and money.
- Students can experience the college environment while still in high school
- Students who complete even a single college class are more likely to graduate from high school, attend college, persist through college, and complete an Associate's degree or higher
- Dual enrollment expands Career Technical Education Pathways at high schools and provides more college readiness courses that are often transferable to four year colleges
- Students can explore career fields before starting college

Some important facts to consider when choosing a dual enrollment class:

- Dual enrollment courses become a part of your permanent college transcript and failing grades could negatively affect eligibility for financial aid and admission to other colleges and universities.
- If you are taking a course to fulfill a high school requirement or earn high school credits and fail one of these classes, it can negatively affect your high school transcript and impact your graduation.
- If a student needs additional support to complete regular general education high school classes, adding the additional strain of the college class may not be the best choice without extra support
- Each individual college to which you apply determines acceptance of dual enrollment college credit. Colleges have different requirements. Students should check with the college they will be attending to find out if they can apply their dual enrollment credit. A Napa Valley College transcript will need to be sent to your college of choice.



APPLICATION AND ENROLLMENT

Enrollment at Napa Valley College is a **FIVE STEP** online process. Please go to [NVC application Link](#) to complete your application. Be sure to watch the helpful how-to videos on the NVC website page.

Here are some pointers before you start to apply!

STEP ONE:

All California students who apply to a local community college in California must first complete a common gateway application online. This is called **CCCApply**. Students will need a personal email in order to create a username and password on **CCCApply**. Students will receive a CCC ID number, this is NOT the same as a student ID #.

STEP TWO:

Continue to the Napa Valley College portion of the CCCApply. application, it is 9 pages long. After you complete the application and hit SUBMIT, you will receive an email 40 minutes later with your 7-digit Napa Valley College ID #. It will look like 0500000. **SAVE THIS NUMBER IN A PERMANENT PLACE.**

STEP THREE:

If you are not enrolling in a Math or English course, you may skip this step.

If enrolling in an English or Math course, you will need use a [NVC Placement Tool](#) online to clear course prerequisites.

IMPORTANT: You will need to upload an unofficial copy of your high school transcript reflecting two semester grades of English or Math, *get this from your high school counselor before you start the application online.*




STEP FOUR:

Submit the High School Permit to Attend form - Request for Special Admission. This form is specific to your high school campus and is submitted according to the Priority Registration dates as noted on the [Registration Calendar](#).

For students participating in a CCAP or a High School Articulation / CBE course, an NVC Onboarding Representative and your High School teacher will assist you with the registration process during class time.

STEP FIVE:

Set up your [MyNVC mini-Portal](#). This is where you will access the online services you will need as a student at NVC. Three components make up your student portal: Self-Service, Office 365, and Canvas.

| | |
|--|--|
|  | <p>Log into to Self-Service for the most up-to-date experience registering for classes and accessing student information.</p> |
|  | <p>Includes the robust Office desktop apps that you're familiar with, like Word, PowerPoint, and Excel. You also get extra online storage and cloud-connected features that let you collaborate on files in real time.</p> |
|  | <p>Connects you to your instructor and is used to monitor grades, manage assignment submissions, share course documents, facilitate message correspondence between you and your instructors and contain course syllabus information for you to access.</p> |

NAVIGATING YOUR myNVC mini-Portal

MyNVC

MyNVC allows you to login to Self-Service, NVC email, and Canvas with one username/password. Logging in with MyNVC is easy.

Username Information

Your MyNVC student account has a specifically formatted username that might be new to you. An email was sent to your currently registered email address with that information.

Your username is created using your first initial, your last name, and the last 5 numbers of your Napa Valley College student ID (NOT your SSN). Someone named Jane Doe with student ID 12345 would have the username **jdoe12345** and NVC email address **jdoe12345@student.napavalley.edu**.

Your new username can be used in TWO ways.

1. To access Self-Service/Webadvisor, you will only use the first part of your new username: **jdoe12345**.

Once you have logged into Self-Service, you can open the other applications on MyNVC without logging in again.

2. To access Canvas or Office 365, use your complete NVC email address: **jdoe12345@student.napavalley.edu**

Password Information

Your password is in a MM-DD-YY format. Please note that if your birthday has a single digit month or day, you do need to add a zero.

So, a birthday of 3/15/92, would make for a password of **031592**.

LET'S GET LOGGED IN!

Now that you know your login information, you can navigate to the web link below, enter your username and password, and start using the great features of MyNVC: napavalley.edu/Pages/default.aspx

How can I get help if I can't access MyNVC?

If you need more help logging in, the Welcome Center has: [video tutorials](#) available to help you.

If you need more personal assistance accessing MyNVC, feel free to contact the NVC Welcome Center. You can call them at (707) 256-7215, visit the: [Welcome Center Virtual Lobby](#), e-mail: welcomecenter@napavalley.edu, or stop by in person to see them at the Information Center near the flagpoles on campus.

Remember to check your NVC email regularly for communications from the college. It is helpful to check your NVC email every other day and always before a class. The NVC email is the most important conduit for communication from the college.

CREDITS & GRADING

College students only receive a final course grade for their class. Unlike high school, students in college do not receive Marking Period grades or progress reports, unless otherwise noted in the syllabus.

Look for the course grading policy in your course syllabus; ask questions if the grading policy is not clear to you.

Be sure to know where you stand throughout the semester and ask your professor if you have any questions about your grade and progress. Successful students take advantage of the instructor’s office hours and availability to help answer questions, clarify assignments, and discuss themes and specific details of the course content.

Office hours are times set aside by your instructors to be available for you! During office hours you can ask questions, get help with course material, or learn more about the discipline. This is a great opportunity to get to know your instructors and enhance your learning.

Students must follow all Napa Valley College semester deadlines and processes for adding, dropping, or withdrawing from a class. Please refer to the course syllabus and the *Admissions and Records Registration Calendar* for your class. For late start and short-term classes please see the [link](#) for section-specific deadlines under the Registration Calendars.

Please be aware that the Dual Enrollment CCAP college classes are **real** college classes.

The awarding of the final grade is wholly the responsibility of the instructor. Grades are A, B, C, D, F, Pass, No Pass, or Incomplete. Your college transcript will reflect all final grades and a *W - for Withdrawal*, if you miss the W date deadline. Requesting an *Excused Withdrawal (EW)* grade can be requested based on extenuating circumstances.

The grade received will appear on your official Napa Valley College transcript forever.

Your final grade and credits earned will count towards future financial aid eligibility should you decide to attend Napa Valley College or any institution of higher education.

| | | |
|-----------------------------------|---|-----------------------|
| A Excellent | F Failing | EW Excused Withdrawal |
| B Good | P Satisfactory/Credit Awarded (passing) | IP Course In Progress |
| C Satisfactory | NP No credit (not passing) | RD Report Delayed |
| D Passing, Less than Satisfactory | W Withdrawal & No Credit | AU Audit |

A student’s grade point average (GPA) is computed by dividing the total grade points earned by the total units attempted. Units attempted on a P/NP basis are not used for computing the grade point average. Grade points are earned as follows: A = 4, B = 3, C = 2, D = 1, F = 0, P = 0, W = 0, I = 0

For example, a student who earns 3 units of A, 3 units of B, 2 units of P*, 5 units of C, 2 units of D, and 1 unit of F has a grade point average of 2.36. $(3 \times 4) + (3 \times 3) + (5 \times 2) + (2 \times 1) + (1 \times 0) = 2.36$

*P/NP are not used for computing GPA

DEADLINES & DROPPING A CLASS

Concurrent and Dual Enrollment CCAP students follow the same rules as regular Napa Valley College students. This means, if a student wishes to drop a class or change their schedule, they have to do so by the published Napa Valley College deadlines.

If you decide that you do not want to continue in a course that you are registered for, it is **your responsibility to drop the course**. Be sure to talk to your instructor. If you don't want a W (Withdraw) on your transcript, you must drop before the deadline. **While W grades do not affect your GPA, they may affect your academic standing.**

It is the students' responsibility to know these dates and take action to drop a class in order to avoid a D or F grade appearing on their permanent NVC Transcript. If they miss a deadline, the student will remain in the class and their grade becomes part of their permanent college record.

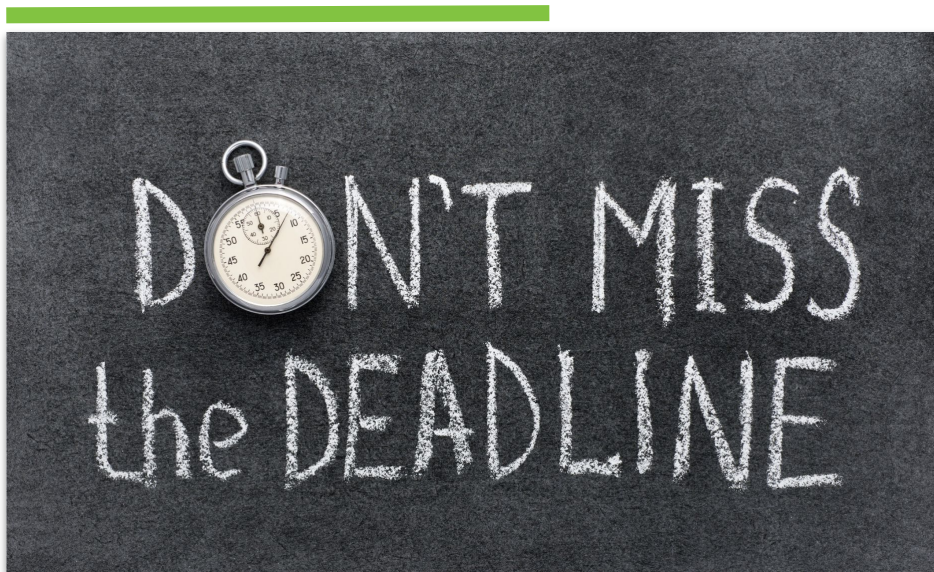
If the Withdrawal date for the class has passed and the student is struggling, they need to seek extra help from the instructor, arrange for a tutor, and work to improve their final grade, so their transcript shows a passing grade.

When a student wishes to drop a class, they must inform the high school site lead/liaison/counselor responsible for the Napa Valley College class before the Withdraw (W) date for the class. The high school lead/liaison/counselor will communicate this in an email to ANRMail@napavalley.edu. The student will receive an automatic "W" once grades are verified. This is to protect the student from receiving a permanent record of a "D" or "F" which affects their GPA and potentially their financial aid.

The NVC Instructor may also drop the student and is responsible for sending an Instructor Drop email to ANRMail@napavalley.edu.

E-mails regarding drops and/or withdrawals should include the following:

- Student Name
- NVC Student ID #
- Section Name
- Section Number



OFFICIAL TRANSCRIPTS

High school seniors will need to submit an official Napa Valley College transcript to the college(s) to which they are applying and/or attending.

College Transcripts

Transcripts are confidential permanent records of a student's academic history at NVC and will be released only upon written request by the student.

NVC provides transcripts directly to high schools without additional student request. The student's signature on the Permit to Attend form provides for the sharing of transcript data to their high school. Additional transcripts may be requested through the [Admissions and Records website](#).

Some things to know about getting your NVC transcript:

- The first two official copies of a student's transcript will be issued at no charge but must be ordered in person; each additional copy is \$5.00.
- Students should allow at least 7-10 working days to process a transcript request.
- Rush transcripts are available for pick-up or to be mailed regular USPS Mail the next business day after 12:00 noon for a fee of \$10. Plus, the regular transcript fee of \$5 per transcript ordered, up to 5 copies.
- Express service is available for same day receipt of transcript for a fee of \$25 plus the regular transcript fee of \$5 per transcript ordered, up to 5 copies.
- Certifications of UC and CSU (IGETC and CSU-GE) credits are not available with a rush or express transcript order.



TranscriptsPlus[®]

**Credentials
Solutions**

IN COLLEGE - THINGS ARE DIFFERENT

Course Syllabus

This is your guide to the course provided by the instructor, including what will be expected of you and what you can expect to learn (Student Learning Objectives or SLOs), course policies, instructor office hours, rules and regulations, required texts, how you will be graded, and resources available.

Please print and hold onto your syllabus! It lists the professor's email, name, and contact information; also, s/he will list the daily class topics, textbook, readings, assignments, due dates, and sometimes-even assignment instructions. They may not always remind you in person when something is due, if it is written on the syllabus, it is due!

Check your NVC email regularly for communications from the college. It is helpful to check your NVC email every other day and always before a class for any unexpected messages from the instructor. The NVC email is the most important conduit for communication from the college.

Timely Submission of Work

Another difference between a high school and college class is that many instructors do not accept late work. The instructor's policy on accepting late work will be described in the course syllabus. Paying attention to assignment due dates and submitting work on time is critical for your success especially in classes where late work is not accepted. If a student fails a college class, it is often because they simply don't submit enough assignments to pass. This is another reason why time management is so important.

What rights do parents have to student information?

Once a student has officially enrolled in an institution of higher education with their parent's permission, as a result, the Family Educational Rights and Privacy Act (FERPA) now protect your student. Regardless of age, once a student begins attending a postsecondary institution, FERPA rights are transferred from the parent/guardian to the student. Students must act on their own behalf. Anyone other than the registered student is not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications.

Under Section 49061 of the Education Code, parents/guardians of community college students do not have the right to access their children's student records regardless of age. Therefore, student's college records will be released only with the written consent of the student.

Can a parent/guardian contact their son's/daughter's instructor regarding course content, assignments, or grading policy?

Under FERPA (Family Educational Rights and Privacy Act), instructors are not allowed to discuss student performance or other student-related issues with parents/guardians. Most instructors will only work directly with students.

Parents/Guardians may want to consider the following before signing the Dual Enrollment form: the possibility of controversial course content and the maturity level of their student. Faculty establishes a syllabus for each course, which includes content, assignments, and a general guide to the pacing and grading of the course. Once the student receives the syllabus and the student chooses to remain in the course, the syllabus becomes a contract between the student and teacher.

IN COLLEGE - THINGS ARE DIFFERENT (CONT'D)

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. When a student is 18 or attends a school beyond the high school level, the rights to a student's educational record transfer from the parent to the student, regardless of age.

Who may access personally identifiable information without the student's consent?

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

How do faculty provide student's grades under FERPA?

The best method for students to obtain their grades is through Napa Valley College's secured student information system, MyNVC Self –Service where faculty electronically posts their grades and students view their grades via a secure network ID and password.

Grades are available in MyNVC Self –Service after the end of the term.



FERPA
Family Educational Rights
and Privacy Act

HOW CAN I BE SUCCESSFUL?

Go to every class. In college, it can be tempting to skip a class because the professor may not collect assignments every day. HOWEVER, skipping classes means you will miss out on notes and fall behind quickly. If you know you're going to be absent ahead of time (i.e., family going on vacation), **TELL THE PROFESSOR AHEAD OF TIME.**

If you need to miss a class, make arrangements for notes (for example, ask a classmate if you can get a copy of their notes when you get back), and make arrangements if there's any assignments due the day(s) you will be absent. **An unexcused absence on a day of a quiz or test means you cannot make up that quiz or test, unless you have special pre-arranged permission from the professor.**

Email or talk to the Instructor before or after class. Introduce yourself. Show interest. Get help. Remember to check your NVC email regularly for communications from the college. It is helpful to check your NVC email every other day and always before a class.

Questions come up? Ask your instructor! Your instructor wants to help you! Asking for help is part of being human. To be successful, students seek help and tap into resources! Practice asking for help! For example, if the instructor assigns something and you're not sure what to do, ask the instructor after class or email the instructor with the details of your question or to request a time when you can meet with them.

Textbooks: Use post-it notes so you can "talk-to-the-text" in your book. Because you are dual enrolled, the high school will provide you with your textbook(s) for the course. Please note this textbook is the school's property so you must return it at the end of the semester. For this reason, try to refrain from writing (or damaging) the book.

Notes are your best friends. Professors do not collect a lot of paperwork or handouts. This means your notes are your guardian angel. It's how you study/review for a test or prepare for an essay. For example, you can quote/cite your notes for an essay, or the professor may even let you use your notes on a test!

Print the syllabus and highlight any DUE DATES. This will serve as a reminder to you about assignments, their deadlines and all the professor's policies. If you lose your syllabus, ask for another one from your peers or professor.

Use a calendar or planner. Write down due dates and homework. USE YOUR PHONE calendar or alarm to set reminders.



MORE WAYS TO BE SUCCESSFUL

Network! Get to know at least one other person in your class and get their contact information. College courses are a great way to build a social network of friends and peers who also share in your desire to achieve your college dreams!

Form a study group! The number one feedback from former high school students now in college is how helpful it is to study with peers! This means meeting up with 1 or 2 (or 4 or 10!) other people from your class. This can be at the library, at cafes, at coffee shops; it can be on campus or off campus. It makes studying/reviewing/practicing/asking questions SO MUCH easier and fun. You can eat, and it's relaxed. What you know, you can teach. What you don't know, you can learn from each other. Again, it can be awkward and weird to talk to strangers in your class, but EVERYONE benefits from study groups. Please try it out!

Observe others in your class. Which specific strategies are your peers using that seem to help them (do they make flash cards? Do writing notes in a notebook work better than typing? Do they use their phone for calendar/date reminders, or use highlighters, or participate in class?)

Ask for help! Asking for help is part of being human. Many students struggle their first time in college because they hesitate to ask for help (or are too shy); unfortunately, they learn the hard way that you **HAVE TO SEEK HELP** and tap into helpful resources! Thankfully, you're getting to practice college early; please practice asking for help! For example, if the professor assigns an essay and you're not sure what to do, email the professor requesting a time when you can meet with her/him, or ask the Professor questions before or after class.

FAST PACED: College classes can be harder, because, well...they're college! Do not slack off, do not skip class, and do not procrastinate (put things off until a later time). If you do, you'll fall behind quickly, & you'll want to give up. Do your reading, do your homework, go to all classes!



WHAT IF I AM STRUGGLING?

REACH OUT

- **Self-advocate!** College can be difficult! Life can be difficult! Don't suffer in silence.
- **Don't wait to ask for help.** You are not expected to remember or understand new concepts right away; that's the point of being a student! The earlier you reach out, the better—don't be shy.
- **Which resources can you reach out to—whether it's a place or a person?**
 - a. If you're not sure whom to talk to first, think of a friend in class, the professor, a student who took the class/professor before, or any other advocate you have on your high school campus.
 - b. Does your high school site have tutoring or after-school academic support? Try to attend and receive support.
 - c. Use the [NVC Writing Success Center](#) and the [NVC Math Success Center](#) for help online and in person.
- **Be prepared to ask your instructor plenty of questions** - but be sure to ask them when appropriate (not when they're in the middle of teaching or a meeting) and ask as early as you can (not on the day something is due) so they see you're being respectful of their time and capacity.

TRY THESE STRATEGIES

- **Review your notes.** Highlight and use post-it notes (in your notebook).
- **Talk-to-the-text.** Next to paragraphs or sections in your reading, write a quick summary (one sentence or phrase) that summarizes that section (what is it about?)
- **Questions come up?** Email them to your professor.
- **Initiate or join a study group.** Remember, even meeting up with at least one other person at a café or after class and *talking* about what you're learning, asking/answering questions, *sharing* ideas, reviewing notes, reading *together* can make a HUGE difference and be VERY HELPFUL. Two brains are better than one!
- **Make flash cards.** Use them.

Starfish *Early Alert*

Starfish is an early alert retention tool on a mission to improve student success and retention. It connects faculty, students, advisors and other student support staff through an online platform.



FINANCIAL AID ELIGIBILITY

While Dual/Concurrent Enrollment courses offered to high school students are free, if the student decides to matriculate on to Napa Valley College (and other colleges), their financial aid eligibility will be impacted.

GPA and total units attempted during high school may affect determination of financial aid eligibility. For additional information on financial aid, you can contact a NVC Financial Aid Specialist at (707) 256-7301 or go to the Napa Valley College [Financial Aid website](#).

Be sure to inform any Financial Aid staff from the start that you have earned early college credit at NVC.



WELCOME LETTER TO STUDENTS & PARENTS

There are 2 Parent Letters for the Dual/Concurrent Enrollment program (see samples below). Here are the letters and a description of each and when they are distributed to students and parents/guardians.

Welcome Letter

This is a required letter that welcomes students/parents/guardians to the Dual/Concurrent Enrollment Program. It describes the opportunity as well as the responsibility that comes with joining the program and how the grades earned are real college grades that will affect their financial aid eligibility once they attend a 2 or 4-year college. It is distributed when students are applying for NVC and have completed enrollment.

Dear Parent or Guardian,

Congratulations! Your student is enrolled in a class at Napa Valley College. This means that a Napa Valley College Faculty member is teaching a Napa Valley College class on your student's high school campus.

Benefits of your child participating in early college classes include:

- *Earning college credit for FREE! Community college classes would normally cost approximately \$138 for a 3-unit class*
- *Making progress towards college and career goals while still attending high school*
- *Earning credits that can be used at other colleges, including some to CSU/UC*
- *Increase their readiness for college and career by practicing skills in reading, writing, time management, learning about the world of college, how to apply and manage important steps to get into college.*
- *Students who complete even a single college class in middle or high school are more likely to graduate from high school, attend college, persist in college, and complete an Associate's degree or higher!*

In order to receive college credit for a Napa Valley College class, students must complete a CCCApply and Napa Valley College application. Your student's counselor and school staff will help with the steps above.

If you have any questions or concerns about your student's class, please contact his/her high school counselor.

Credits earned in a college course become part of your student's permanent transcript and will count towards his/her financial aid eligibility in college. For a standard 2-year degree/certificate program, the maximum number of credits eligible for financial aid is 90 units.

If you have any questions about Napa Valley College, please feel free to contact us.

*Thank you.
Sincerely,*

Counseling Department

ACADEMIC PROBATION - WARNING LETTER

Academic Probation - Warning Letter

This letter communicates to students who are in academic or progress probation. In order for them to continue participating in the Dual/Concurrent Enrollment program, student would need to apply through the appeal process.

The NVC Probation, Dismissal and Readmission policy does not affect students until the student has completed 12 or more units.

Under extenuating circumstances beyond the student’s control or ability to foresee, exceptions to these policies may be granted by the Dean of Enrollment and Outreach Services. Students should see a Counselor to discuss their progress or academic status and for details associated with the academic standards policy. Needs to be distributed at least one month before enrollment forms are due each semester. A student who received a D/F/W/I will not be enrolled into any Dual Enrollment courses without parental consent.

Academic Probation at NVC is intended to identify and support students to be successful. Counseling support and various academic interventions are offered to all students at NVC. It is important that students understand their options, consequences, and deadlines to either Withdraw, take an Incomplete, No Pass, or no Credit in a course. High School students need to follow the NVC Academic Calendar and deadlines. It is strongly recommended that a student speak with a NVC counselor when considering any of these actions to understand the impact of their choices on their college transcript, financial, aid, and enrollment.

NVC Standards for Probation

Once a student who has enrolled in 12 or more semester units at Napa Valley College they are subject to the probation policy of the college. (BP 4250, AR 4250)

| Definitions of Probation | | |
|---|---|--|
| Academic Probation First Semester Status | Academic Probation Second Semester Status | Academic Dismissal Status |
| The first semester in which a student shows a cumulative grade point average (GPA) below 2.0 for all units completed at NVC, the student will be placed on academic probation—First Semester Status. | The second semester, in which a student maintains less than A 2.0 cumulative GPA, the student will be placed on academic probation—Second Semester Status. | The third semester, in which a student maintains less than a 2.0 cumulative GPA, the student will be placed on Academic Dismissal Status. |
| Progress Probation | | |
| Progress Probation First Semester Status | Progress Probation Second Semester Status | Progress Dismissal Status |
| The first semester in which a student earns grades of “W,” “I,” “NC,” and/or “NP” in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Probation—First Semester Status. | The second semester in which a student earns grades of “W,” “I,” “NC,” and/or “NP” in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Probation—Second Semester Status. | The third semester in which a student earns grades of “W,” “I,” “NC,” and/or “NP” in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Dismissal Status. |

ACADEMIC PROBATION - WARNING LETTER (CONT'D)

| Effects of Probation | |
|--|--|
| Academic and Progress Probation First Semester | Academic and Progress Probation Second Semester |
| After being placed on first semester probation, the student may enroll for a second semester. | During second semester probation the student must meet with a Counselor prior to enrolling in a third semester. Students may be required to meet interventions determined in consultations with a counselor. |
| Removal from Probation | |
| Academic Probation | Progress Probation |
| When the cumulative GPA of a student on Academic probation becomes a 2.0 or higher, student will be removed from Academic Probation. | <i>When a student's grade notations of "W," "I," "NC," and/or "NP" are less than 50% of student's cumulative units of enrollment at NVC, the student will be removed from progress probation.</i> |



ARTICULATION - CREDIT BY EXAM (CBE) COURSES

What are articulated college and high school courses?

An articulated NVC course is a high school course offered at the high school that is comparable to a Napa Valley College course. The NVC discipline faculty makes this determination in consultation with the high school faculty. Articulated classes are taught by high school faculty at the high school and meet the same NVC Student Learning Outcomes (SLO's) and final exam requirements as the NVC course.

Articulated credit is designated on the NVC transcript as Credit by Exam (CBE). A grade of "B" or better is required for students to earn NVC CBE. All articulated CBE is accepted at NVC. Not all UC/CSU or private colleges accept transfer CBE, though this is slowly changing across the state. It is important to check this detail as you apply to or attend a college other than NVC.

There are several advantages to pursuing articulated courses at the high school level: Students moving from high school to NVC will be much better prepared when the expectations of the college faculty are met through the preparation provided by high school teachers.

Articulated courses can also meet certificate and major requirements for some degrees (primarily occupational) at NVC. This enables students to go directly into the more advanced courses when they reach college, which saves money.

Articulated courses will be clearly noted as such on college transcripts with a Credit by Exam (CBE) notation and will be accepted at NVC.

To receive college credit in an articulated class, students need to:

- Complete the NVC admissions application
- Create a CATEMA account with the help of the high school instructor
- Pass the course Credit by Exam with an "A" or "B" grade.

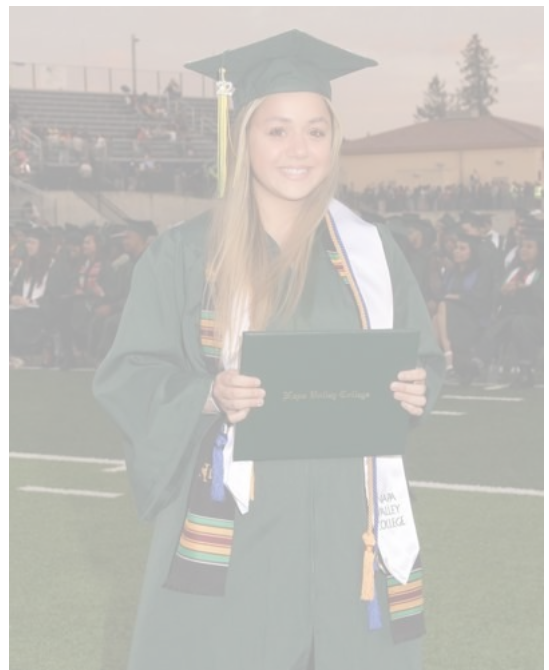
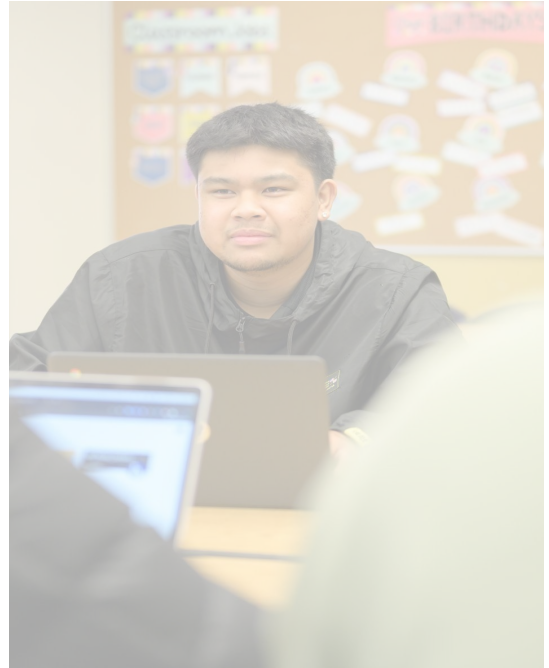
Important Notes:

- Credit by Exam can be an exam, project, portfolio, etc. as agreed on by the high school and college faculty.
- Any grade below a "B" will not appear on the college transcript.
- Credits earned in an articulated course become part of your student's permanent transcript and will count towards his/her financial aid eligibility in college.

Please go to this [link](#) to find the current NVC articulated courses currently available for high school students.

If you have questions regarding high school articulation, please contact:

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Napa Valley College
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<http://www.napavalley.edu/>