

# Dual Enrollment Faculty Handbook



WHERE OUTSTANDING **STUDENTS** GET STARTED

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# Welcome

## Welcome

**The Office of Dual Enrollment welcomes your willingness to provide instruction to qualified high school juniors and seniors as they obtain college credit as well as high school credit. We appreciate your participation in this very valuable program, offering high school students in our service region an opportunity to experience college level work while being in a supportive environment.**

**This guide will help you navigate the Dual Enrollment process and shed light on the expectations of Dual Enrollment faculty.**

### Types of Dual Enrollment

In order to participate in the Dual Enrollment program at Reynolds, all high school students must be in the 11th or 12th grade. They must meet college readiness standards and “place” into transferable courses. To meet college readiness and place, they must take the Virginia Placement Test in English and Math or have submitted qualifying PSAT, SAT or ACT test scores. Most Dual Enrollment students have a non-curricular status and participate in Dual Enrollment in a number of ways:

#### Courses on a Reynolds Campus

There are a number of students who enroll in courses on a Reynolds campus and attend classes alongside traditional college students. If you are teaching a Dual Enrollment student in your course, they are held to the same policies as other students, but they also have an extra “layer” of communication that must be taken into consideration. If you have a Dual Enrollment student who stops attending or is not performing well academically, we encourage you to contact the Office of Dual Enrollment at Reynolds or your program head. Also, you are encouraged to utilize SAILS, an alert program designed to help students early in the semester before they run into academic trouble. The Office of Dual Enrollment receives copies of all SAILS alerts. We pass these alerts on to the high school counselors who, in turn, can have a conversation with parents for further intervention.

### Courses Taught at the High School

These courses are taught by high school faculty as well as Reynolds adjunct faculty. If you are a Reynolds adjunct instructor teaching Dual Enrollment courses at the high schools, communication is key to having a successful partnership with the school district. Each high school has a Dual Enrollment liaison. Typically, it is one of the school counselors but you should also make contact with an administrator, such as the Principal or Assistant Principal. If a Reynolds adjunct instructor has to cancel a class taught at the high school, it is important that you discuss proper procedures with an administrator prior to the semester beginning. Unlike college, a high school has to find coverage of the class and an instructor absence can put a strain on their resources in the building.

Occasionally, parents may request a meeting to discuss their student’s progress. Please refer to the FERPA guidelines below and include your Dual Enrollment liaison at the high school in any communication that you may have. If you are a high school instructor teaching a Dual Enrollment course, you are considered an adjunct faculty member with the same access to Reynolds resources and policies. Please do not hesitate to reach out to your program head or the Office of Dual Enrollment if you have questions pertaining to a Dual Enrollment student.

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## Courses Taught via Distance Learning

Some Dual Enrollment students enroll in distance learning courses through Reynolds. Dual Enrollment students are to adhere to all distance learning and attendance policies outlined by their instructor. The Office of Dual Enrollment has made every effort to communicate to these students the importance of logging on and submitting assignments by deadlines.

## FERPA Family Educational Rights and Privacy Act

Dual Enrollment students fall under Family Educational Rights of Privacy Act (FERPA) guidelines even though they are below the age of 18. FERPA provides students certain rights with respect to their educational records. If you have a student who is having difficulty in your class, contact the Office of Dual Enrollment or your Program Head. A Reynolds liaison will contact the high school and share the information. Occasionally, a parent will want to meet with an instructor. If this occurs, a Release of Information form must be signed by the student and kept by the instructor.

[http://www.reynolds.edu/get\\_started/steps\\_for\\_admission/forms/11-0020.pdf](http://www.reynolds.edu/get_started/steps_for_admission/forms/11-0020.pdf)

## Blackboard

Ideally, courses taught at the high school should use Blackboard as the learning management system, regardless of whether they are taught by high school faculty or Reynolds adjunct faculty. All Reynolds course sections are automatically assigned a Blackboard course space and all students are automatically enrolled into Blackboard. School divisions in the service area vary in their use of Blackboard. Some utilize Blackboard on a daily basis, however it is a new learning tool for many. As the Dual Enrollment instructor, please take a moment to review the basics with your students and take advantage of the technology training opportunities available to you through Reynolds.

<http://inside.reynolds.edu/adjunct>

For more information about Blackboard, please consult the following Help pages:

For faculty:

<http://inside.reynolds.edu/adjunct/>  
(under Technology Support)

For students:

[www.reynolds.edu/register\\_for\\_classes/technology\\_support/blackboard.aspx](http://www.reynolds.edu/register_for_classes/technology_support/blackboard.aspx)

<http://teach.reynolds.edu/bb9/>

## Faculty Expectations

Dual Enrollment faculty have the same responsibilities as other adjunct faculty.

- **Attendance policies and Add/Drop and Withdraw deadlines must be followed.** It is imperative that Dual Enrollment faculty monitor their roster on a regular basis and notify either the Office of Dual Enrollment or the high school's Dual Enrollment liaison if someone stops attending. If a student on the roster has stopped attending, instructors will be able to enter grades for the class but the grades will not be able to be posted to the student's individual transcripts. Failure to alert someone when a student stops attending can also complicate the billing authorization and invoice process for that school division. Also, students who have not been dropped or withdrawn will eventually have a grade of "F" placed on their transcript for the course which negatively impacts their Satisfactory Adequate Progress (SAP) for financial aid should they decide to attend Reynolds after graduation.
  - Entering grades into the PeopleSoft Student Information System (SIS) upon class completion is extremely important. Grades for courses taught in the fall semester appear on high school transcripts and are shared with prospective colleges. For more information about SIS, visit <http://inside.reynolds.edu/adjunct> and click Technology Support under PeopleSoft SIS.
  - Although final grades are entered at the end of each semester, students should be aware of their academic progress in a course at all times.
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- **MOAT (Managed Ongoing Awareness Tools)**  
Each year Reynolds employees are expected to complete MOAT. You will be emailed a reminder about when this is due. If you need assistance with logging on contact the HELP Desk (523-5555) or click on the Help Desk tab on <http://inside.reynolds.edu>. For information visit, [http://inside.reynolds.edu/\\_helpdesk/MOAT/MOAT\\_QuickRef\\_Sheet.pdf](http://inside.reynolds.edu/_helpdesk/MOAT/MOAT_QuickRef_Sheet.pdf)
- Your course syllabus should reflect that the course is a Dual Enrollment course taught through Reynolds. Reynolds makes every effort to ensure there is course equivalency with our Dual Enrollment programs. Courses should have the same rigor and requirements as courses on our campus. Follow the link for a syllabus template: [http://inside.jsr.vccs.edu/inside\\_asr/Curriculum/Default.htm](http://inside.jsr.vccs.edu/inside_asr/Curriculum/Default.htm)
- Reynolds requires that syllabi and final exams for all course sections and office hours for all instructors (including Dual Enrollment) be posted on SharePoint, the college's internal, online file sharing system. You will receive reminders about the specific deadlines for these submissions via your Reynolds email account. For a tutorial on how and where to make these submissions, see the SharePoint section of <http://inside.reynolds.edu/adjunct> (Technology Support under SharePoint).

## Your Two User IDs and Passwords

1. **MyREYNOLDS** is a single login portal used to access the college's web-based learning management tools. This includes the PeopleSoft Student Information System (SIS), Blackboard and college email accounts.
  - a. SIS provides students with the ability to register for classes, pay tuition and fees, review financial aid, requests transcripts, view grades, and track their progress. Faculty use SIS to access student rolls and final grade rosters.
  - b. Blackboard is the college's online learning management system, where you will load

course materials, conduct discussion boards, post assignments, and report grades.

- c. College email is where all official college information will be communicated. It is important to use this account and check it regularly.
    - Visit [inside.reynolds.edu](http://inside.reynolds.edu)
    - Under Learning Environment, SIS & PeopleSoft, click on Log into SIS & Blackboard via MyREYNOLDS
    - Click on Look up your username and set your password
    - Enter the Information
    - Write down your user name, create a password and security question and click submit
    - You should see a welcome message and list of MY TOOLS (will include Blackboard & SIS)
2. **"ntpd01\sXXXXX" or "Lan"** usernames and passwords are used for Webmail (where you will access your Reynolds email account weekly) and SharePoint (where you will post your syllabi, office hours, and access other information).
    - Visit [inside.reynolds.edu](http://inside.reynolds.edu)
    - Click on Webmail (blue button at the top)
    - Click on Microsoft Outlook Web App
    - In the domain/user name type in ntpd01\then add the Lan userid you have been assigned
    - Use the case sensitive (temporary) password you have been assigned
    - Follow the process to reset your password (you will be asked to enter the domain/user name again)

Other helpful information can always be found at <http://inside.reynolds.edu>. The HELP Desk at (804) 523-5555 is also available to answer your questions. You can also contact your Program Head for additional support.

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## Contact Information

### The Office of Dual Enrollment

Tracy I. Banks, *Coordinator of Dual Enrollment*  
tbanks@reynolds.edu

Darnell McGhee, *Transitional Programs Specialist*  
dmcghee@reynolds.edu

Terri Vaughan-Ransome, *Transitional Programs Specialist*  
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(804) 523-5320 | fax: (804) 523-5087

## Academic School Contact Information for Dual Enrollment

### VP Academic Affairs

Dr. David Loope dloope@reynolds.edu (804) 523-5547

### Dean, Educational Support Services

Dr. Ty Corbin tcorbin@reynolds.edu (804) 523-5726

### Director, Advance College Academy

Dr. Miles McCrimmon mmccrimmon@reynolds.edu (804) 523-5606

### School of Humanities & Social Sciences

Dean Dr. Barbara Glenn bglenn@reynolds.edu (804) 523-5263

Asst. Dean Paul Carlton pcarlton@reynolds.edu (804) 523-5178

Art Program Head Jane Rosecrans jrosecrans@reynolds.edu (804) 523-5599

English Program Head Elizabeth Bensen-Barber Ebensen-barber@reynolds.edu (804) 523-5754

History/Political Sci.  
Program Head Christopher Thomas ccthomas@reynolds.edu (804) 523-5291

Psychology/Sociology  
Program Head Linda Pinney lpinney@reynolds.edu (804) 523-5744

### School of Business

Dean David Barrish dbarrish@reynolds.edu (804) 523-5301

Asst. Dean Lois Bradley lbradley@reynolds.edu (804) 523-5301

Asst. Dean Mazhar Anik manik@reynolds.edu (804) 523-5617

Asst. Dean Alan Crouch acrouch@reynolds.edu (804) 523-5969

Automotive Technology  
Program Head TBA TBA TBA

Drafting Program Head Wen Andrews wandrews@reynolds.edu (804) 523-5586

Fire Science Program Head Donald Baer dbaer@reynolds.edu (804) 523-5518

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<b>Geospatial Technology Program Head</b>	Catherine Thomas	cmthomas@reynolds.edu	(804) 523-5072
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<b>Information Systems Program Head</b>	Barbara Comfort	bcomfort@reynolds.edu	(804) 523-5311
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### **School of Math, Science & Engineering**

<b>Dean</b>	Dr. Raymond Burton	rburton@reynolds.edu	(804) 523-5374
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<b>Asst. Dean</b>	Richard Groover	rgroover@reynolds.edu	(804) 523-5225
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<b>Biology Program Head</b>	Dr. Janet Adams	jadams@reynolds.edu	(804) 523-5255
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<b>Biology Program Head</b>	Ramzi Ockaili	rockaili@reynolds.edu	(804) 523-5742
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<b>Engineering Program Head</b>	Sylvia Clay	sclay@reynolds.edu	(804) 523-5587
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<b>Math Program Head</b>	Julia Woodbury	jwoodbury@reynolds.edu	(804) 523-5513
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<b>Physics Program Head</b>	Dr. Ann Sullivan	asullivan@reynolds.edu	(804) 523-5777
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### **School of Nursing & Allied Health**

<b>Dean</b>	Dr. Susan Hunter	shunter@reynolds.edu	(804) 523-5375
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<b>Asst. Dean</b>	Don O'Donohue	dodonohue@reynolds.edu	(804) 523-5375
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<b>Dental Assisting Program Head</b>	Nancy Daniel	ndaniel@reynolds.edu	(804) 523-5380
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<b>EMS Program Head</b>	John Kirtley	jkirtley@reynolds.edu	(804) 523-5768
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<b>Medical Laboratory Program Head</b>	Dr. Gayle Melberg	gmelberg@reynolds.edu	(804) 523-5763
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<b>Medical Terminology Program Head</b>	Stephen Sowulewski	ssowulewski@reynolds.edu	(804) 523-5528
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<b>Pharmacy Program Head</b>	Dr. Pramrod Jain	pjain@reynolds.edu	(804) 523-5375
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