



DUAL AND CONCURRENT  
CREDIT ENROLLMENT

**PARENT &  
STUDENT  
HANDBOOK**

ACADEMIC YEAR 2019 – 2020

## **What is Meant by the term “Dual Credit Enrollment?”**

Atlantic Cape Community College’s (Atlantic Cape) dual credit enrollment is a partnership between local high school districts in Atlantic and Cape May counties and Atlantic Cape. Certain courses at these high schools are deemed as “college credit-worthy.” Therefore, students simultaneously earn Atlantic Cape college credit (and create a college transcript!) while fulfilling their high school requirements by taking approved, advanced high school courses.

Dual-Credit courses are taught by qualified high school teachers who work closely with Atlantic Cape Faculty Liaisons to ensure the academic rigor the students exhibit in their high school course is equivalent to Atlantic Cape’s college course.

## **How do Students Benefit from Atlantic Cape’s “Dual Credit Enrollment?”**

- Students earn both college and high school credit for each approved course successfully completed.
- Credit earned can be applied toward an Atlantic Cape degree or certification.
- Students may transfer credit earned at Atlantic Cape to other colleges and universities
- Students save money! Tuition is only \$59.30 per credit with no additional costs for fees. That is a 32% discount on regular tuition per credit at Atlantic Cape!
- Students have the opportunity to challenge themselves and develop skills to excel academically.
- Students who complete approved “dual credit” courses have an official transcript created at Atlantic Cape that is not an Advanced Placement (AP) course and does not depend on an approved AP score of “3” or higher.

## **What Do Students Need to do to Participate in “Dual Credit Enrollment?”**

- Students must meet with their Guidance Counselor to review the approved courses available between their high school and Atlantic Cape.
- Students must meet the eligibility criteria and demonstrate certain academic prerequisites at the time of enrollment into an academic concurrent credit course.
- Students are encouraged to complete the Accuplacer or SAT exam prior to registering for a dual credit course.
- Students must complete an online application for admission to Atlantic Cape no later than November 1.
- Students must complete an Atlantic Cape Registration Form with their Guidance Counselor, indicating how many dual credit courses they wish to participate. For students under 18 years of age, this Registration Form must be signed by a parent or guardian. Payment for each dual credit course of interest must accompany the student’s Registration Form.

## **What is Meant by the term “Concurrent Credit Enrollment?”**

Atlantic Cape Community College’s (Atlantic Cape) concurrent credit enrollment is a partnership between local high school districts in Atlantic and Cape May counties and Atlantic Cape. Student may enroll in an Atlantic Cape college course at any one of our three campuses (or online) while still enrolled in high school. There may also exist an opportunity for Atlantic Cape to teach college courses on-site at a participating high school.

Concurrent credit courses are taught by an Atlantic Cape faculty member.

## **How Do Students Benefit from Atlantic Cape’s “Concurrent Credit” Enrollment?**

- Students earn college credit while still in high school.
- Credit earned can be applied toward an Atlantic Cape degree or certification.
- Students may transfer credit earned at Atlantic Cape to other colleges and universities
- Students save money! Tuition is only \$105 per credit with no additional costs for fees (exceptions apply for Aviation Studies and Culinary Arts courses).
- Students have the opportunity to challenge themselves and develop skills to excel academically.

## **What Do Students Need to Do to Participate in “Concurrent Credit Enrollment?”**

- Students must meet with their Guidance Counselor and receive a Letter of Recommendation.
- Students must meet the eligibility criteria and demonstrate certain academic prerequisites at the time of enrollment into an academic concurrent credit course.
- Students are encouraged to complete the Accuplacer or SAT exam prior to registering for a concurrent credit course.  
NOTE: Before attempting to take a college-level English course, student must complete the Accuplacer or SAT exam to determine college-readiness.
- Students must complete an online application for admission to Atlantic Cape prior to the start of the semester they wish to take a concurrent credit course(s).
- Students must complete an Atlantic Cape Registration Form with their Guidance Counselor, indicating how many dual credit courses they wish to participate. For students under 18 years of age, this Registration Form must be signed by a parent or guardian. Payment for each dual credit course of interest must accompany the student’s Registration Form.

## **Is A Payment Plan Available to Cover Costs for Dual and/or Concurrent Credit Courses?**

Parents and guardians who wish to inquire about payment options are encouraged to contact Kathleen Landau, College Bursar, at (609) 343-5105 or [landau@atlantic.edu](mailto:landau@atlantic.edu).

## **Can Students Add/Drop or Withdraw from Dual and/or Concurrent Credit Courses?**

Students may “add” or “drop” a course until the end of the registration period per semester (8-week, 12-week or 15-week), and may “withdraw” before the College’s official withdrawal date for the semester in question.

Students are expected to follow the guidelines regarding Add/Drop or Withdraw (including last day to withdraw) found on the College’s website, [www.atlantic.edu](http://www.atlantic.edu).

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law which affords students with certain rights with respect to protecting the privacy of their educational records. FERPA establishes the right of students to inspect and review their educational records and, lastly, provides guidelines for the correction of inaccurate and misleading records.

FERPA applies to students attending educational programs at Atlantic Cape.

## **Applying Atlantic Cape Credits toward a College Degree or Certification**

Completed dual credits and concurrent credits may be applied toward a degree or certificate at Atlantic Cape or may be transferred to other institutions. Depending on the institution and the student’s course of study, credits may transfer as program course requirements, as general or “free” electives, or they may satisfy a prerequisite for a required course. It is strongly recommended that students contact the college or university they plan to attend to verify how these credits will be accepted.

Students planning to attend a private college/university should speak to the college/university admissions office to clarify whether these transfer credits will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions.

Many colleges and universities provide the ability for students to view how Atlantic Cape credits transfer. From the college/university home webpage, students should type in “credit transfer equivalency” in the search field. This will generally take students to their transfer equivalency tables and guidelines pages.

Typically, a grade of “C” or higher is needed in order to transfer credit to another institution. Each college and university has their own requirement when it comes to the grade required for transfer. Please discuss with your students the repercussions of failing an Atlantic Cape course. This may effect scholarship, athletic and leadership opportunities at Atlantic Cape or other institutions.

## **Using College Credit at Atlantic Cape**

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If students have earned dual credits and concurrent credits at Atlantic Cape, they will have a transcript record in the College database. If students plan to attend Atlantic Cape after graduating from high school, they are encouraged to attend an Open House or Information Session to learn more about Atlantic Cape’s degrees and certificates. For additional information, please refer to Atlantic Cape’s course catalog on [www.atlantic.edu](http://www.atlantic.edu).

## **Transferring College Credit from Atlantic Cape**

Atlantic Cape’s transcript requests are now being processed through the National Student Clearinghouse and can be requested online through their website. There is a minimal fee for this service. Students may contact [register@atlantic.edu](mailto:register@atlantic.edu) or call (609) 343-5662 if they have questions regarding the transcript process.

## **Participating High Schools in Academic Year 2019-2020\***

Atlantic County Institute of Technology	Middlesex County Vo-Tech School
Atlantic Christian School	Middle Township High School
Atlantic City High School	Ocean City High School
Buena Regional High School	Ocean County Vo-Tech School
Cape May County Technical High School	Pleasantville High School
Chartertech High School	St. Joseph High School
Egg Harbor Township High School	Vineland High School
Greater Egg Harbor Regional School District	Wildwood High School
Hammonton High School	Wildwood Catholic High School
Lower Cape May Regional High School	

\*Please see your high school’s Director of Curriculum and Instruction, or other identified representative, for a list of approved Atlantic Cape Dual Credit Enrollment Courses for academic year 2019-2020