



KalamazooVALLEY™

# DUAL ENROLLMENT™

Dual Enrollment New Student Orientation

# PARENT GUIDE



KalamazooVALLEY™  
community college

Texas Township Campus, Room 9300 | 269.488.4040  
Arcadia Commons Campus, Room 109 | 269.373.7800  
success@kvcc.edu

KalamazooVALLEY™  
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As the parent of a student at Kalamazoo Valley Community College, there are some policies, procedures and resources in place to assist you and your student. This document is meant to introduce you to these guidelines. It is not meant to be inclusive of all of the policies and procedures imposed by your student's high school and/or Kalamazoo Valley Community College. Your student is strongly encouraged to read the Kalamazoo Valley Student Handbook prior to beginning the fall semester. A copy of the handbook is available online at [www.kvcc.edu](http://www.kvcc.edu). Search "Student Handbook."

## FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right of privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of postsecondary education. At Kalamazoo Valley Community College, FERPA rights for your student begin the day the student is first admitted and enrolled in a class at Kalamazoo Valley (regardless of age). FERPA rights do not apply to prospects or students who have been admitted, but have not enrolled at Kalamazoo Valley. Under these rules, you may attend your student's orientation and initial academic counseling session. Kalamazoo Valley instructors will only communicate with your student. Your student should check his or her Kalamazoo Valley email account daily for important messages from instructors. Consequently, it is the student's responsibility, not yours, to consult with the instructor regarding assignments, tests, and grades.

## CANVAS

Canvas is the course management system where faculty can place course materials and record grades. Each student will have a Kalamazoo Valley login which will give access to all courses through Canvas. Here the student should be able to

monitor grades, find instructional materials, take assigned quizzes and upload required work. While faculty use of Canvas will vary from course to course, every course will use Canvas for grades. Your dual enrolled student is encouraged to log in weekly to keep track of his or her progress, however more frequent log in times may be required for certain classes.

## TEXTBOOKS

Textbooks and supplies may be paid for by your local school. The amount provided and how materials are obtained varies in each district. Check with your high school guidance counselor for procedures before purchasing anything.

## TUITION

The local school district will approve the courses for which it will pay once your student has met with both your student's local high school counselor and a Kalamazoo Valley academic counselor. Your student will be required to complete and submit a Postsecondary Enrollment Option (PSEO) indicating the courses the district will pay for that semester. Completing the PSEO form will hold a student's seat in the selected courses. Any change in courses during a semester will require the submission of an updated PSEO form; otherwise the bill for tuition will be sent to the parent.

## PROGRAM CALENDAR

Your dual enrolled student follows the Kalamazoo Valley academic school calendar. Your student is expected to be at every scheduled class session. This includes attendance during high school spring break and other high school closure dates.

## Congratulations on being the parent of a new Kalamazoo Valley Community College student!

We look forward to helping your student achieve academic and career success. This is an exciting and challenging period for your student and this guide is designed to give you a few tips to help both of you ease into this transition and to make the college experience rewarding and enjoyable. There are a number of resources available for your student on campus; we can help him or her get connected to the resources and programs available. We encourage you to talk with your student about these resources and how we can help your student succeed in college.

Sincerely,

Deborah Coates, Ed. D.

Dean of Instruction, Early/Middle College  
and Dual Enrollment

Kalamazoo Valley Community College

## INCLEMENT WEATHER

In the case of inclement weather, your student must follow the snow closures of Kalamazoo Valley Community College not the home high school. If the home high school is closed due to weather but Kalamazoo Valley is open, your student is expected to attend class. The Kalamazoo Valley website provides information on how to receive campus closures through text messaging. You may also call the Inclement Weather Line at 269.488.4750 for closing announcements.

## CLASSROOM EXPECTATIONS

Attendance requirements are determined by the Kalamazoo Valley course instructor. At the beginning of each course, the instructor will provide students with written attendance requirements as part of the class assignment schedule. Pay close attention to these requirements as they may differ from attendance policies in high school. Failure to follow attendance requirements will negatively affect a student's grade. Students who do not meet the attendance requirements as determined by the instructor may be involuntarily removed from the course. Students who fail to attend the first scheduled class meeting of the semester or who fail to contact the instructor regarding absences may, at the option of the instructor, be removed from the course.

## SPECIAL SERVICES

Special Education and 504 plans are not applicable at the college level, however other services may still be available. Students currently eligible for accommodations and services in high school must register with Kalamazoo Valley's Office for Student Access in Room 2220 on the Texas Township Campus to receive academic support in college-level courses. For more information, call 269.488.4397.

## STUDENT SUCCESS SERVICES

Student Success Services, located in Room 9300 on the Texas Township Campus and in Room 109 in Anna Whitten Hall on the Arcadia Commons Campus, brings together campus services to help your student navigate through the college experience. From advising and counseling to tutoring, mentoring and more than 20 different clubs and organizations, Student Success Services has something for everyone.

So, if your student needs assistance picking out classes for next semester, is looking to explore different career options or is interested in getting more involved with the college community, encourage him or her to visit Student Success Services. For more information, call 269.488.4040.

## ACADEMIC FREEDOM

Freedom of ideas, content, and expression are the foundations of college courses. While attending Kalamazoo Valley, or any college/university, your student could be exposed to topics and content, some of which may be adult in nature, which could be drastically different from their current world view. We believe this open information format is vital in creating a well-rounded student who will become an informed citizen of the world.

## PUBLIC SAFETY

Lost and found items are housed in Kalamazoo Valley's Public Safety Department located in Room 5120 on the Texas Township Campus and in Room 113 in Anna Whitten Hall on the Arcadia Commons Campus. The Public Safety Department assists motorists stranded by mechanical failure on campus. Officers provide battery jump-starts, lock-outs or help in obtaining a tow service. Assistance may be requested by calling 269.488.4575 (TTC) or 269.910.1339 (ACC) or from any of the Red/Blue Emergency Phones. Public Safety officers also are available to escort students to and from their vehicle after dark. Contact Public Safety by using a Red/Blue Emergency Phone or go to the Public Safety Office on either campus to arrange for a personal escort.

## ADDITIONAL QUESTIONS?

If you have additional questions about dual enrollment, please contact:

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