



The DUO Program Handbook

Dual Degree

What is The DUO Program?

The DUO Program is an early college program that was created through a collaborative partnership between McHenry County College (MCC) and Harvard Community School District 50 (CUSD50). The program provides academically motivated students enrolled in CUSD50 an opportunity to earn a high school diploma and Associate of Arts degree simultaneously. During their four years of school, students will take a combination of Dual Credit courses offered through CUSD50 and MCC courses offered at the McHenry County Campus.

The program offers an incredible value for a student who is looking to obtain a two-year Associate of Arts degree at a fraction of the typical cost. The college tuition fee will be shared between CUSD50, MCC and the Harvard Education Foundation. The student will pay for textbooks, supplies, additional fees not included in the tuition cost, and summer transportation to MCC when needed. Students who qualify for the Direct Certification through the State of Illinois will have the cost of tuition waived.

Dual Degree Program Qualifications

Pre-selection Criteria

- Has consistently exhibited a strong academic standing.
- Has a strong attendance record.
- Rigorous course programming.

Dual Degree Program Application

- Student must complete the DUO program dual degree student application which includes:
- Essay questions.
- Two teacher recommendations.
- Have complete PSAT testing during freshman year.

Program Acceptance

- Accepted students will be mailed an acceptance letter.
- Parents/Guardians must complete the DUO program parent form.
- Families must attend an orientation meeting which will be detailed in the letter.

What happens after acceptance?

Students will need to complete the following:

For classes taught at MCC, student are expected to:

- Set up their electronic accounts (My MCC) preceding their initial courses.
- Begin checking email for correspondence on a daily basis.
- Set up their MCC Alerts; registered MCC students are allowed to sign up for the service. If you choose to, you may enter parents' or relatives' phone numbers as part of the three phone numbers you are allowed to enter into the system.

Students will be required to attend an **orientation event** prior to starting summer classes.

Students will be enrolled in **MCC101 - College Experience** during the summer preceding their fall semester enrollment.

Both **CUSD50 counselors and MCC advisors** will be working with the students in this program to recommend the best path for each student.

What to expect as a DUO student

In the DUO program, students take classes to complete **high school graduation requirements as well as an Associates Degree**. Most classes are also selected from the Illinois Articulation Initiative (IAI) for ease of transfer to a 4-year institution.

- The summer between sophomore and junior year, students will take the MCC101 - College Experience and PDV110 - Career Development classes.
- Junior and senior year, students will participate in both dual credit courses at Harvard High School and college classes at McHenry County College. The amount will depend on the students previous coursework.
- The summer between junior and senior year, students will be encouraged to take a course at McHenry County College.

The academic day for classes offered at MCC during the school year will begin as early as 7:00 a.m. and can run as late as 10:15 a.m. Students will be transported to MCC campus on the CUSD50 bus. Students entering into the DUO program will work with their high school counselor to request any changes in their schedule. **Schedules will not be changed after MCC payment deadlines have passed.**

Once you begin your MCC or dual credit classes, you are considered a college student and will assume greater responsibility for your education and academic life. The faculty will expect the same level of classroom participation and quality of work as from adult college students.

Advising and Communication

DUO students are expected to:

- Meet with their high school counselor for high school graduation and semester schedules.
- Only add or drop classes with their high school counselor.
- Meet with an MCC advisor for the MCC graduation requirements. Always make sure you meet your MCC degree requirements by keeping in close contact with your MCC advisor.
- Every student planning to receive a degree from MCC is required to meet all degree requirements, receive a minimum GPA of 2.0 or higher, and apply for graduation. Applying for MCC graduation must be done during the spring semester of senior year, typically April 1st.

Academic Content

Occasionally students struggle with college courses and no longer receive straight A's. Courses can be **more challenging** as classes at MCC do not meet 5 days a week, are faster paced, and often require more out of class work. Preparing for courses is a bit different and students need to take **full responsibility** for their academics. Students have to ask questions and seek out support

when needed. MCC provides assistance to students with their college classes in [many ways](#). Instructors keep office hours so that students may meet with them outside of class time or if they need additional help. Communication with your instructor early and often is recommended.

- Students will be advised as to which courses to take with the support of CUSD50 counselor and MCC advisor to meet requirements.
- Every effort will be made to ensure that each student in the DUO program is meeting their graduation requirements.
- Regularly scheduled meetings will occur regarding graduation requirements for the high schools and MCC to ensure that students are on track to not only take the correct courses but also to stay within the appropriate timeframe for completion.
- Additional appointments can be set up as needed. Students can also schedule meetings with MCC Academic Advisors to learn more about their college degree requirements and opportunities. For MCC Academic Advising, please call 815-479-7565 to schedule an appointment. The student and high school counselor will complete the registration process.
- In some cases, students may not be able to complete all requirements for the Associate of Arts degree. Students are still encouraged to take dual credit courses to aim toward partial completion.

At the beginning of each semester, each of your instructors will give you a **class syllabus** that will outline the curriculum schedule. Typically, homework assignments and due dates will be detailed in each course syllabus. College classes generally demand **two hours of homework for each hour in class**. A three-credit class will have approximately six hours of homework each week. This may include assignments, researching paper topics, and/or group projects. Classroom time is not provided to complete homework. Schedule may provide breaks between classes, which should be used to work on homework, read, and study. If you are having difficulty keeping up with assignments or understanding material, ask for help or visit your instructor during his or her office hours. Free tutoring is also available on campus.

Participation is an integral part of college, and most faculty will require you to participate in classroom discussions. Your classmates may range in age from 15 to 80 allowing for expression of a variety of opinions and discussion of mature materials.

Academic Conduct Policies

All DUO students are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct both in and out of the classroom. Students are expected to be familiar with McHenry County College's policies, including academic dishonesty. All MCC policies can be viewed at [Student Code of Conduct](#). Adherence to all policies is essential and required to stay in the program.

Attendance Policy

For classes taught at MCC, students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. Grades may be based on attendance and participation, and late

work may not be accepted. If you must miss class, make arrangements to have your assignments turned in on time and to catch up on missed work. Additionally, MCC instructors may drop students who fail to attend class on the first day of the semester. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their high school attendance office.

Calendars

College and high school calendars can be different. Spring breaks, winter breaks, and some holidays are often different times. Students must follow the MCC academic calendar located at www.mchenry.edu/academiccalendar/index.asp.

Campus Security

At MCC, the safety and well-being of students, faculty, and staff is important. A truly safe campus can only be achieved through the cooperation of everyone at McHenry County College. The MCC Police Department is responsible for law enforcement, security, and emergency response at MCC. The office is located in the B Building across from the cafe and can be contacted by dialing 911 for an emergency (campus police will respond) or 815-455-8733 for non-emergency situations. All crimes occurring on campus should immediately be reported to the MCC Police Department.

Course drops, withdrawals, and repeats

A student may be **dropped or be withdrawn** from a class while in the DUO program on a case-by-case basis. This action must be approved by the high school program counselor for any MCC schedule adjustments and/or discussions to return to high school. Withdrawing or dropping courses may impact the completion of the dual degree program. The ***MCC withdrawal period*** begins two weeks after the start date of a class longer than nine weeks or one week after the start date of a class 9 weeks or shorter. The withdrawal period ends three-fourths ($\frac{3}{4}$) of the way through the class, based on class start and end dates. For example, a student must withdraw from a 16-week class within the first 12 weeks. Refer to [Registration](#) for more information and specific dates. Upon withdrawal, a "W" will be recorded on the student transcript, but will not count in computing the students grade point average.

Failure to attend classes does not constitute withdrawal. To withdraw from a class, students are encouraged to consult directly with their instructor, an academic advisor, and high school counselor in an effort to try to work out a plan in the best interest of the student. Withdrawal from class is valid only after the proper procedures have been followed. A failing grade will be posted on the student transcript if college withdrawal procedures are not followed and that is used in computing the student's grade point average at the college.

Repeating a course , if necessary, will be discussed with a student on an individual basis. The tuition costs for repeated classes are at the full expense of the student. Students may repeat any MCC course for the regular cost of the course if one the following conditions are met:

- If the student has not completed the course with a grade of C or higher, the student may repeat the course once. After two attempts and if the student has not successfully completed the course with a C or higher, the student may repeat the course one additional time after obtaining approval from the department chair/dean and associate vice president. All attempts on the course will remain on the transcript; however, only the highest grade received will be computed into the cumulative grade point average (GPA). The repeated grade will be designated by a REPEAT in the hour column.
- Students who wish to repeat a course after receiving a grade of C or higher with the intent of bringing his/her GPA up to the minimum required for graduation of 2.0.

Dismissal from the Program

DUO program students may be dismissed from the program as a result of any of the following:

- Failure to complete MCC101 by the summer of their junior year with a C or better.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by MCC and/or the high school district.
- Violation of any of the Acts of Academic Dishonesty.
- Receiving a failing grade in a required academic course and/or prerequisite course.

In addition, if a student feels the program is no longer right for him/her, then there is always the option to not continue with the program. The student will then continue with the high school curriculum as determined by their high school counselor.

Emergency notifications

Students are required to provide the college with an emergency contact name and phone number in case MCC should need to contact a parent/guardian in an emergency situation. This will be completed on the course registration form filled out with the high school counselor.

Family Members of Dual Degree Students

MCC is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA) which helps protect the privacy of student educational records. DUO students and their parents/guardians are required to sign off on this privacy so that the college can share information. When signing up for classes at MCC, the statement states the following: "By signing this form, I give permission for MCC to disclose information relative to my enrollment and progress at MCC to my parents and high school/middle school officials." Signatures are required on the Dual Enrollment Registration form which will be filled out with the high school counselor and sent home for proper signatures.

Grading

Grade reports are not mailed. Semester grades will be available 7 - 10 days after the official last day of the semester. Viewing your final grades, changing your address and printing your class schedule is easy via **Canvas**. You can access these services at www.mchenry.edu/myMCC.

MCC Grading - more information can be found at www.mchenry.edu/grades

- A Outstanding performance in mastery of the subject - 4 grade points per credit hour
- B Consistent performance - 3 grade points per credit hour
- C Performance of a satisfactory nature - 2 grade points per credit hour
- D Minimally acceptable performance - 1 grade point per credit hour
- F Achievement insufficient to demonstrate understanding - 0 grade point per credit hour
- W Withdrawl from a course
- I Incomplete (temporary grade)

Students who do not complete a course, and do not officially withdraw from the course, will receive an F (failing grade).

YOUR GRADES WILL FOLLOW YOU FOREVER!! You are creating a college transcript that will follow you for the rest of your life. Most universities and graduate schools require that you submit transcripts from all colleges that you have previously attended when you apply for admission.

SAT testing at the high school

The high school will notify the students and the MCC Director of College and Career Readiness of the test dates for the SAT and PSAT in high school. The Director of College and Career Readiness will communicate the dates to the MCC faculty. These tests are required of all high school juniors and are administered by high schools in the fall and spring of junior year. ***Students are responsible for informing their instructors if they will have to miss class.*** Missing any MCC class will be handled course by course, instructor by instructor, based on the syllabus for the course.

Tuition, Fees, and Transportation

Tuition costs will be covered one third by Harvard District 50, one third by MCC, and one third by the Harvard Education Foundation. If a student does not complete a course or fails the course, the student must repay Harvard District 50 and the Harvard Education Foundation the amount they invested.

Students are required to pay for **textbooks and additional course fees** when taking courses at MCC. Textbooks can be purchased at the MCC Bookstore [McHenry County College Bookstore: Welcome](#). Make sure that you have your course schedule with you so that you can locate the course number and section number so that you purchase the right materials. If the tag says "required", then you must have this book for the class. If it says "recommended", then the instructor feels it is a good book to assist with the class but you are not required to have it.

MCC issues **IDs** that contain your name and student ID number. With your ID, you will be able to check out books from the library, utilize online database resources, access the fitness equipment in the Fitness Lab, and show proof of student status for discounts at local and national stores, restaurants and entertainment venues. DUO program students will receive a MCC ID during

Orientation. Students must have a photo identification card (either high school ID, state ID or Driver's License) to receive a student ID.

Transportation to morning classes during the junior and senior year will be provided by Harvard CUSD50 from the high school. Any **additional transportation is the responsibility of the student.**

Transferability of MCC Credits

Many public and private colleges and universities in the State of Illinois will accept college-level academic dual credits in transfer. Students should check with out-of-state and private colleges/universities regarding the transferability of MCC credits. Acceptance of MCC credits is at the discretion of each institution.

Consult with the admissions office at each university or college you wish to attend to determine whether you will be considered a transfer student or an incoming freshman. Determining transfer or freshman status is important for a variety of reasons including scholarships, deadlines, and housing. The individual university admissions office can provide the most current information based on the number of credits earned at the time of application.

Select your coursework wisely and prepare as much as possible for potential college majors. Preparation is especially important if you plan to pursue a major that requires many prerequisite courses such as engineering or business. Explore requirements for majors at the college or university you plan to attend by searching their website, contacting admissions staff, and working with the transfer advisor.

Resources to explore college majors and requirements:

- **MCC Academic and Transfer Advising:** Links to the websites of most colleges and universities in the State of Illinois as well as their course equivalency guides and specific admission requirements. Also includes transfer checklists and transfer guide samples to popular majors: www.mchenry.edu/transfer/
- **MCC Career Services, Advising and Placement:** One-on-one career counseling, career testing, and major exploration workshops. Also, computer-based career exploration software and other resources to help with a job search www.mchenry.edu/careerservices.

Transcripts

Colleges and universities often require students to submit, with applications, official transcripts from all colleges they have attended. Students can order official transcripts from McHenry County College several ways: online, by fax, mail, or in person. Instructions are available at www.mchenry.edu/transcripts/.

MCC Campus Resources & Support Services

Advising (815) 479-7565

<https://www.mchenry.edu/advising>

Location: A257

Bookstore (815) 455-8747

<https://mccbookstore.mchenry.edu>

Location: B162

Career Services (815) 455-8566

<http://www.mchenry.edu/careerservices>

Location: A252

Disability Services (815) 455-8766

<http://www.mchenry.edu/access>

Location: A260

Placement Testing (815) 455-8984

<http://www.mchenry.edu/testingcenter>

Location: A245

Public Safety (815) 455-8733

<http://www.mchenry.edu/safety>

Location: B176

Sage Learning Center (Tutoring) (815) 455-8579

<http://www.mchenry.edu/sage>

Location: A212L