



# STEM Early College at NC A&T Dual-Enrolled Student Handbook Academic Year: 2025-2026

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Principal



## **What is Dual-Enrollment?**

As a student at STEM Early College at NC A&T, you entered the program with the knowledge that you would be entering courses in NC A&T during the fall of your junior year. This means that you will be enrolled in college level courses taught by college professors with traditional age college students as classmates and collaborative partners. Dual enrollment comes with both additional freedoms and responsibilities for you, the student.

As a dual enrolled student, you are expected to abide by not only the NC A&T code of conduct, but also the Guilford County Schools code of conduct. While you may be exclusively taking university courses, you are still an enrolled student at GCS and therefore are subject to its academic and behavioral expectations. This guide is designed to ensure that you have a clear understanding of the dual enrollment process and who to contact and when as you seek support while taking college courses.

## Dual-Enrollment Timeline

In the spring of your sophomore year, you will attend a dual-enrollment orientation meeting hosted by the dual-enrollment advisors, Ms. Yancey and Mrs. Horton

Below, you will find a general timeline of your introductory dual enrollment experience:

February 2025:	Dual-Enrollment Orientation Meetings NC A&T Applications Completed via online portal.
March 2025:	Registration for Fall 2025 Classes ( <b><u>All registration at this time is final</u></b> )
August 2025:	Junior Orientation Meeting Fall Classes Begin
October 2025:	Advising for Spring Registration Registration for Spring 2026 Classes

It is vital to note that most if not all of the deadlines associated with dual enrollment are defined by the University and are most often not negotiable.

During your Dual-Enrollment Orientation Meeting, you will be provided with information related to applying to NC A&T including medical records, the registration process, academic and behavioral expectations, graduation requirements, and information about the available pathways. It is important that your parents and/or guardians attend this meeting with you as there is key information provided for them related to your enrollment in the university.

Prior to the start of the University semester in August, you will attend a Junior Orientation Meeting. During this meeting, you will receive your schedules, receive your textbooks, and meet directly with your dual-enrollment advisor about specific academic policies and expectations. Some of that information is also shared here.

## Dual-Enrollment Registration

Unlike a traditional university student, you do not register yourself for your courses. Based on the determined pathways and classes available during the STEM school day, you will be provided with a list of options from which to choose. You will then submit your *requested* classes via an advising form. Then, your requested classes will be submitted to the university for registration. Based on current availability and prior restrictions (if any), you will be registered for classes. Please note *just because you requested a specific time/day/section/teacher does not guarantee that you will get it.* The University has final say in registration placement.

Additionally, you are bound by a very different calendar when it comes to your class selection. You register for courses prior to the traditional college students, which provides you with more options of receiving the courses you requested. This also means that you are not allowed to drop or add additional classes after your registration is submitted. Typically, the only changes made after registration are the adjustment in math or English placement based on AP scores. **The University drop/add period *does not apply* to you.**

Each semester, you will meet with an advisor to discuss your current progress, your pathway, and to select your courses for the next semester. These meetings will determine if you are eligible to move on to the next course in sequence and address approval for courses that are not on the approved pathway (seniors only). After meeting with your advisor, you will be given access to the registration form. Please note students who have not demonstrated successful academic progress in the 9<sup>th</sup> and/or 10<sup>th</sup> grade may enter dual enrollment on probation with a limited number of courses. This decision will be made in collaboration with the principal, counselor, dual enrollment coordinator, and curriculum facilitator utilizing input from teachers and historical grade data. Most students will enter dual enrollment with a full university class load.

### **Please read the following section carefully:**

When registration occurs, it is important that you look at your class options very carefully and discuss them with your parent, guardian, and/or family. This is important because there are very specific deadlines for submitting and finalizing registration for dual enrolled students. This means that your course selection (CLASS, not day/time/teacher as this is not guaranteed) should be your FINAL choice for classes in a semester. It is vital that you

understand that course selection and submission of the registration form is your opportunity to make choices. You should read the registration form *carefully* as it will include a date for any changes to your selections. The final day of the registration process at STEM is the final day to request schedules. ***This is YOUR Add/Drop Date.***

## **Academic & Behavioral Expectations**

As a dual-enrolled student, you are expected to abide by both the NC A&T and the GCS codes of conduct for behavior. The following expectations are important ones to keep in mind.

### *Behavioral*

You are expected to...

- Represent the STEM Early College with dignity and respect
- Attend all scheduled class meetings
- Move through all classroom buildings quickly and quietly to avoid causing disturbances in the hallways or during class periods
- Refrain from entering dormitories or college-student apartments/homes at all times
- Effectively utilize the resources of the university, including class building study lounges, computer labs, the student center, and Bluford Library
- Attend any and all meetings with your designated advisor
- Communicate your needs effectively to your advisor through self-advocacy
- Communicate professionally and respectfully with your professors using Aggie Email
- Communicate with peers via Aggie Email
- Check in with STEM Early College DAILY via the communicated method

Failure to follow these and other stated expectations can result in disciplinary actions at either the university, STEM, or both should they violate the code of conduct for either institution.

### *Academic*

You are expected to...

- Attend all scheduled class meetings
- Observe and meet deadlines shared by professors

- Read all course syllabi and understand that professor policies are enforced
- Meet satisfactory academic progress, defined as a minimum GPA of a 2.0 (C average)
- Demonstrate and practice academic integrity at all times, as university policies are much more severe and long-lasting.

Students with educational support plans (i.e., 504, IEP, etc.) should meet with an Office of Accessibility Resources (OARs) advisor at the beginning of each semester. Communication with professors about educational support plans is the responsibility of the student and parent. **Note that FERPA applies to dual enrolled students, and the OARs office must obtain releases from the student to share any information with parents regarding plans or meetings regarding plans. The OARs office will work directly with the students to develop support plans.**

Dual enrollment at the university is an opportunity to demonstrate your personal responsibility and your ability to perform at rigorous and high academic levels. Because of this, academic expectations are put in place—both at NC A&T and STEM—to ensure your continued success. In the event that you do not meet the identified academic expectations, the following conditions will apply:

**At the University** Failure to maintain Good Academic Standing (a minimum 2.8-weighted or C average) will result in being placed on Academic Probation with NC A&T. This requires that you bring your GPA up to Good Academic Standing within a single semester. Should you fail to do this, the University can place you on Academic Suspension, which prevents you from taking courses at NC A&T for a full academic year. Both Academic Probation *and* Academic Suspension are reported on the official NC A&T transcript.

**At STEM** Academic probation occurs when you either A) fail to maintain Good Academic Standing, OR B) finish a semester with a D or F in one or more classes. Should you be placed on academic probation with STEM, you will be required to:

- Meet weekly with your advisor
- Attend mandatory tutoring sessions
- Attend mandatory office hours
- Document weekly meetings, tutoring sessions, and professor office hour attendance

- Demonstrate growth over the course of a semester, with a minimum of a C in all courses

Failure to comply with academic probation at STEM can result in disciplinary action.

In addition, failure to pass a course with satisfactory progress (a C or higher) will prevent you from taking the next course in sequence. This means that, for example, if you finish Biology 101 with a C-, D, or F, you will not be able to take Biology 102 and must switch science pathways to Chemistry.

### **Dual-Enrollment Pathways**

There are four (Biology, Engineering, Information Technology, and Health Service Mtg) possible pathways available to students. During the application process in the spring of the sophomore year, students will select one of the pathways and this will determine the course offerings made available to students each semester. Junior year courses are prescribed, and students are not allowed to take a course not included on the pathway.

Before looking at the course progression, it is important to note several things that you will see in most or all of the pathways. First is the option for a student to take Honors English IV in lieu of the three course English progression (100, 101, and 220) at the university. Should a student select this option, they will have additional elective opportunities but will not receive college English credit. Second is the offering of AP Research. This course is an application based selective course that is the second course in the AP Capstone program. Not all students will take AP Research, but those who do will not have an elective during their junior year. Third is the graduation requirement. Should students have any outstanding graduation requirements, such as a world language, students *must* take this course in place of any elective at the university. Graduation requirements take priority. Fourth is that students taking single credit hour courses such as GEEN 100 must take an additional class, as single credit classes do not carry enough credit to be considered a full course. Last is the condition that, during the spring semester of their senior year, students will have to take *either* a standard math course (i.e., one given from the math department) *or* standard science (chemistry, physics, biology). They do not have to take both unless they are needed as a graduation requirement. The tables below share general information about the pathways that are offered to STEM students along with potential career options.

**Biology: Pre-Med**

The Pre-Med pathway is designed for students aspiring to pursue careers in the medical field. This program provides a strong foundation in the sciences, critical thinking, and clinical skills necessary for success in medical school and beyond. Students will gain a comprehensive understanding of human biology, healthcare systems, and patient care.

**Career Options**

Physician, Surgeon, Pharmacist, Physician Assistant, Nurse Practitioner, Respiratory Therapist, Emergency Medical Technician, and Public Health Specialist

**Biology: General Biology**

The Biology pathway offers a comprehensive exploration of the living world, from the molecular level to entire ecosystems. This program is designed to provide students with a solid foundation in biological principles, preparing them for careers in research, healthcare, environmental science, and education.

**Career Options**

Biotechnologist, Botanist, Clinical Research Coordinator, Environmental Consultant, Microbiologist, Laboratory Technician, Biology teacher, Genetic Counselor, and Forensic Scientist

**Engineering: Chemical**

The Chemical Engineering pathway is designed to equip students with the knowledge and skills necessary to solve complex problems involving chemical processes. This program combines principles of chemistry, physics, mathematics, and engineering to prepare students for diverse careers in industries such as pharmaceuticals, energy, materials, and environmental protection.

**Career Options**

Process Engineer, Chemical Plant Manager, Pharmaceutical Engineer, Quality Control Engineer, and Research Scientist

**Engineering: Mechanical**

The Mechanical Engineering pathway provides students with a robust understanding of the principles and applications of mechanical systems. This program covers a wide range of topics, from thermodynamics and fluid mechanics to materials science and robotics, preparing students for diverse careers in industries such as automotive, aerospace, energy, and manufacturing.

**Career Options**

Mechanical Engineer, Automotive Engineer, Manufacturing Engineer, HVAC Engineer, and Research & Development Engineer



**Engineering: Electrical****Career Options**

The Electrical Engineering pathway provides students with a comprehensive understanding of electrical systems and their applications. This program covers a wide range of topics, from circuit design and signal processing to power systems and telecommunications, preparing students for diverse careers in industries such as electronics, energy, telecommunications, and automation.

Electrical Engineer, Power Engineer, Telecommunications Engineer, Control Systems Engineer, and Research & Development Engineer

**Information Technology****Career Options**

The Information Technology (IT) pathway is designed to equip students with the skills and knowledge necessary to excel in the rapidly evolving field of technology. This program covers a wide range of topics, from software development and network administration to cybersecurity and data management, preparing students for diverse careers in various industries.

Software Developer, Network Administrator, Cybersecurity Analyst, Web Developer, IT Support Specialist, and Data Analyst

**Health Services and Management****Career Options**

The Health Services and Management pathway is designed to prepare students for leadership roles in the healthcare industry. This program provides a comprehensive understanding of healthcare systems, management principles, and policy issues, equipping students with the skills needed to effectively manage healthcare organizations and improve patient care.

Healthcare Administrator, Public Health Administrator, Quality Improvement Coordinator, Health Policy Analyst, Healthcare Social Worker, Wellness Coordinator, and Nutritionist/Dietitian

\*Students may elect to take Honors English IV online through GCS OR use a qualifying AP Score to skip English 100. Students who skip English 100 will select a second elective from prescribed options. Students MUST complete either Honors English IV online or the course pathway at the university to achieve their final English graduation requirement.

\*\*Students with existing graduation requirements (such as foreign languages) MUST complete the graduation requirements during their junior year. Students may also elect to take AP Research in place of their elective during their entire junior year. See below for a more exhaustive list.

A detailed list of course descriptions for core and elective option courses for dual enrolled students will be made available to students during the advising process.

## Dual-Enrollment Grade Reporting

Once you enroll at NC A&T as a dual-enrolled student, you will have two transcripts: one with STEM and one with NC A&T. The coursework you complete at the university *does* count on your STEM transcript and *does* contribute to your STEM GPA. This means that if you receive an F in a college course, it is reported on your STEM transcript as well and does affect your GPA. College courses are calculated beginning at 4.5 GPA points. Additionally, your college transcript is a running record of your college courses *only* and includes the final grades for each semester. Midterm grades are *not* reported on the transcript. Your college transcript can be used for college applications and to receive transfer credit at the college for your admission.

Grades from the university will be found in Blackboard, which is updated by your professors. These professors may also use programs such as MyLabsPlus and Mastering to provide assignments and post grades as well. It is your responsibility to check your grades often and to know where you stand. Some professors post grades weekly. Some only right before midterms. It is up to you to communicate with your professors about your progress. Issues regarding communication with professors should be reported to your STEM advisor as soon as possible.

Midterm grades are posted in Aggie Access. This is a snapshot of where you stand in the course if it were to end that day. Midterm grades are traditionally good predictors of how a student will perform at the end of the course. These grades are sent home to parents around the same time as Quarter 1 report cards for freshmen and sophomores. Midterm grades *do not* affect your GPA.

Final grades are posted in Aggie Access. These grades are your final performance in the course. They are posted in PowerSchool and are included on a final semester report card sent home at the same time as freshmen and sophomore report cards.

The university uses a +/- system, however Guilford County Schools does not use this notation. For this reason, there is no GPA difference between a 92, 95, and 99 in your STEM GPA calculation. The North Carolina Department of Public Instruction has identified an approved method of converting letter grades reported from dual enrollment coursework into a numeric score applicable to PowerSchool. Please note that the process is determined by the state, not Guilford County Schools or STEM.

Final university grades are transferred to PowerSchool in the following manner:

Letter Grade	GCS/STEM Grade
A-, A, A+	95
B-, B, B+	85
C-, C, C+	75
D-, D, D+	65
F	55

Advisors will check grades approximately every three weeks using Blackboard and any other platform used by the professor. For this reason, you are not allowed to change your Aggie Access or Blackboard log in information. Students having a D or F in any class will be contacted by their advisor for a meeting regarding progress and planning. Parents/guardians are also notified during this process.

Students who fail a course are not eligible to retake the course during the traditional academic year. Should the student and family wish to retake the course, it must be done over summer session at the student's expense. Retaking a course in this manner does fit within the policy for grade replacement at NC A&T and STEM. Grade replacement allows you to replace a failing grade with a new grade should the course be retaken and passed satisfactorily.

## Advisors

The dual enrollment advisor at STEM is Ms. Yancey. However, there are several instances as a dual enrolled student where you will need Ms. Horton. Please refer to the following information regarding who to contact with questions.

*When to Contact Ms. Yancey:* [yanceyl@gcsnc.com; 336-370-8580)

### Juniors

- Questions or concerns about classes, professors, or grades
- Needing a tutor or additional assistance
- ACT preparation
- Course registration
- Received a bill from the university
- Got dropped from classes

### Seniors

- Course registration
- Received a bill from the university
- Got dropped from classes

*When to Contact Ms. Horton:* [hortonc@gcsnc.com; 336-370-8580]

### Juniors

- Questions or concerns about graduation requirements
- Questions or concerns about APEX/NCVPS courses

### Seniors

- College preparation
- Questions about classes, professors, or grades
- Needing a tutor or additional assistance

**It is incredibly important that you contact the correct person so that your issue can be solved as soon as possible. Otherwise, it is possible that your request may be delayed or not completed.**

## A Note for Parents/Guardians/Families

Embarking on the dual enrollment process with your student is a new and difficult experience. To this point in your student's career, you have likely been used to checking grades regularly through PowerSchool and communicating directly with teachers. As your student becomes a dual enrolled student at NC A&T, it is important to understand that these things can and will change.

To help aid in the transition with your student, please take note of the following.

### *Grades*

NC A&T uses the Blackboard platform to host their classes. This is where students will find all of their courses and any digital work or materials that their professor assigns. It is also where professors *may* post grades. In some courses, additional platforms such as MyLabsPlus and Mastering are used, and grades are hosted there. Some professors do not include weighting in the running grades provided in Blackboard, therefore what is reported in Blackboard and what is seen on midterms, for example, may be different. Some professors may not post grades in Blackboard at all or may even only post grades at midterms. In any event, it is the student's responsibility to keep track of their scores, to know the weighting calculations from their syllabus, and to contact professors directly if they have questions about their grade standing.

You are not able to obtain an "observer" account like you were with Canvas. **Students are highly encouraged to share their Blackboard log-in information with you, so you can see their progress.** Grade checks are conducted every 3 weeks, counting from the first day of the semester. They are done again just before midterms and just before finals. Any student who earns below a C in any class is contacted and required to meet with their designated advisor. You will also be contacted if this is the case.

Midterm and Final grades are reported via Aggie Access, a secure system where students will find their course schedules, grades, and unofficial university transcript. Midterm grades are sent out in lieu of a traditional mid-semester report card. While these do not appear on either the university or STEM transcripts, midterm grades provide important information about student performance, needs, and are relatively reliable predictors of how a student will perform in the course as a whole. Final grades are reported on the end of semester report card. It is *only* the final grade that contributes to GPA at both NC A&T and STEM.

### *Instructor Communication*

Once your student is officially enrolled in NC A&T, they are protected by a federal law known as FERPA. This applies to you in that it prevents university professors, staff, or personnel from disclosing any information about your student to anyone *but* your student. The language of the applicable section is found below:

*If a student is attending a postsecondary institution—at any age—the rights under FERPA have transferred to the student. However, in situations where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at **the high school** and may inspect and review any records sent by the postsecondary institution to the high school.*

Under FERPA, you cannot directly contact your students' professors at NC A&T. They are legally bound to keep the information about your student—including progress, attendance, and other academic related data—private. However, FERPA allows the university to share information with designated individuals at STEM. For dual enrolled students, those individuals are Mrs. Horton and Ms. Keels. Should you have any concerns about a course or questions regarding professors, you *must* contact your student's advisor directly. You *cannot* contact the professor in any way, shape, or form.

Additional information will be shared during dual enrollment parent orientation.

# Dual-Enrollment Handbook Attestation

I hereby acknowledge that I have read and understand the information regarding dual-enrollment at The STEM Early College as outlined in this document [The STEM Early College at NC A&T Dual-Enrolled Student Handbook Academic Year: 2025-2026]. I understand that if I have questions or concerns regarding dual-enrollment, I should communicate that with a STEM Early College advisor.

Student's Full Legal Name (PRINT): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_