Illinois Eastern Community Colleges

Frontier

Lincoln Trail

Olney Central

Wabash Valley

Dual Credit Student Handbook

2018 – 2019

Experience College in High School
Illinois Eastern Community Colleges
Dual Credit Program

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Welcome to IECC

Welcome to the Illinois Eastern Community Colleges' (IECC) Dual Credit Program. The administration, faculty, and staff are delighted that you have chosen to begin your college career with IECC. We hope that your IECC educational experiences are rewarding as well as enjoyable.

Dual credit courses expand student access to affordable higher education, provide challenging academic experiences to qualified high school students during their junior and senior years, and reduce the costs of a college education for students and their families. Successful completion of transfer courses will enable students to simultaneously earn college credit transferable to two- and four-year colleges and universities and to satisfy high school graduation requirements. Successful completion of career and technical courses will allow students to simultaneously earn college credits, to satisfy high school graduation requirements, and to assist in the transition to the community college or job opportunities and careers. Dual credit courses are important transitional links for high school students moving from secondary schools to colleges and universities and/or to high-skill careers.

The Board of Trustees of Illinois Eastern Community Colleges District 529 and the Boards of Education for Clay City, North Clay, Cisne, Flora, Newton, Richland County, Lawrenceville, Red Hill, Robinson, Hutsonville, Palestine, Oblong, Grayville, Edwards County, Fairfield, and Mt. Carmel High Schools developed a partnership to provide dual credit courses that are accessible and beneficial to high school students within the boundaries of the Illinois Eastern Community Colleges District.

The IECC Dual Credit Student Handbook provides information on IECC's Dual Credit Program, including contact information for the four colleges; courses and program information; dual credit eligibility requirements; dual credit rules and procedures; academic and general education information; and available student services.

It is the intent of Illinois Eastern Community Colleges to provide you with a quality dual credit program that will benefit your college career.

Sincerely,

Terry Bruce

Terry L. Bruce
CEO

The mission of Illinois Eastern Community Colleges is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Section 2 – Information for Students

What is Dual Credit?

IECC dual credit courses are college-level courses taught in high schools or at Illinois Eastern Community Colleges (Frontier, Lincoln Trail, Olney Central, and Wabash Valley). Dual credit courses are provided to eligible high school juniors and seniors and taught by qualified instructors following the college's master course syllabi and curricula. When students successfully complete a dual credit course, they can simultaneously receive both high school and college credit. These classes are an excellent way for eligible high school students to get an early start on their college education.

IECC's dual credit courses meet all state rules and guidelines and all IECC articulated dual credit courses transfer into IECC degree and certificate programs. Currently, IECC lists all dual credit courses as "college credit" on student transcripts with no reference to dual credit. These courses may transfer to several public and private universities in Illinois.

Benefits of the IECC Dual Credit program:

- Provides high school juniors and seniors with an opportunity to take college courses and minimizes the duplication of courses taken in high school and college;
- Expands academic options for college-bound high school students;
- Shortens the time required to complete an undergraduate degree or certificate;
- Reduces the cost of higher education;
- Provides offerings in general education courses that are widely accepted and generally transferable;
- Provides a seamless transition from high school to college; and
- Provides access to college resources, facilities, and services.

Eligibility, Placement Testing, and Prerequisites

High school juniors and seniors enrolled in a course that is offered for dual credit are required to meet the same course prerequisites and requirements as college students at any of the Illinois Eastern Community Colleges. Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation and adequate time to devote to study a college-level course. High school dual credit students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as college-level students to assure that they are qualified and prepared. Foreign exchange students are not eligible for college credit.

Multiple measures for placement are used to determine students' readiness for college-level courses and programs. Multiple measures for placement include analysis of:

1. Nationally standardized test scores such as ACT, SAT, ACCUPLACER, ASSET, COMPASS, PARCC, etc.
2. Analysis of high school and/or college transcripts including course work completed and grade point average; and remedial and/or previous college work completed.
3. If 1 and 2 are not available or do not meet the course placement requirements, additional placement testing may be required.

The colleges administer ACCUPLACER for course placement and admission into select degree and certificate programs. ACCUPLACER is a placement test used to determine students' skill levels in Reading, English, and Math and assists in placing students in the appropriate courses. Additional ACCUPLACER information, free resources, and sample test questions are available at https://accuplacer.collegeboard.org/students.

Admissions Process
To begin the enrollment process for an IECC dual credit course, students should first talk to their high school guidance counselor. She or he will explain the process that your high school uses to enroll students in dual credit which is includes a completed student information and registration form. In most cases, IECC staff will visit your high school to register students for dual credit courses.

Expectations and Requirements
College courses are both interesting and challenging. Students should remember that a dual credit course is a college course from the college curriculum. Student course responsibilities are the same as for other college students. The teaching methods are the same as those taught at the college, and students will be expected to conduct themselves as college students. In order to be successful and ensure completion of out-of-class assignments, dual credit/college students should invest as much time out-of-class as in-class.

College courses sometimes deal with controversial, sensitive, and/or adult material. Students are expected to be prepared for college-level content.

Students should pay careful attention to their instructor's system for assigning grades. The instructor's grading system is covered in the college course syllabus that students receive at the beginning of the semester. If students have trouble in a dual credit course, it is their responsibility to talk with the instructor about ways to improve their success.

Attendance
Regular class attendance is necessary if a student is to receive maximum benefits from work. Regular attendance is the responsibility of the student. All absences and arrangements for make-up work are arranged directly with the instructor, who is responsible for determining whether the absence is excused. When the quality of work has been affected by absences or tardiness, the instructor may recommend that the student be dropped from the course. The student will be notified of the administrative withdrawal. Make up work for illness and other absences may be accepted at the discretion of the instructor

Tuition and Fees
Currently, the cost of tuition is waived for most IECC dual credit classes. When students come to one of the four IECC campuses to participate in a dual credit offering, the students' high school will be charged a $60 dual credit fee per student, per course. Students may also be required to purchase course material and/or textbooks or pay additional course and lab fees for dual credit courses.

Upon high school graduation, any former dual credit student who was subject to the dual credit course fee will be eligible for a $60 per course credit toward IECC college tuition. To be eligible, the student must enroll in a minimum of 12 credit hours at IECC within 12 months of graduation from high school. The total credit the student is eligible for under this provision shall not exceed the total amount of dual credit course fee actually paid on the student's behalf.

IECC Student Services

Academic and Career Advisement

Each college offers career planning and placement assistance through the Student Services Office. Career advisors, academic advisors, and faculty are well prepared to help students with career information.

Students planning to transfer to another college or university, regardless of the program in which they are enrolled, should be aware that the receiving institution makes the final decision regarding transfer of credit. IECC advisors will assist the student concerning transferability of classes. However, the student will need to maintain contact with the transfer institution to facilitate the transfer process.

Student Financial Aid

College students enrolled in an eligible degree or certificate program may qualify for grants, loans, scholarships, or work study. Loans must be paid back, while grants and scholarships do not have to be repaid.

- **Financial Aid, Dual Credit, and Satisfactory Progress** – **High School Dual Credit students do not qualify for college financial aid; however**, **their college financial aid may be affected by college credits earned while still in high school.** U.S. Department of Education regulations and Illinois Student Assistance Commission policy require all students applying for federal and/or state financial assistance to maintain *satisfactory progress* in their course of study to receive funds.

  All terms of attendance are evaluated for satisfactory academic progress, including dual credit terms and those during which the student did not receive financial aid. Courses from other colleges that have been accepted for credit by Illinois Eastern Community Colleges are also included in the evaluations. Students who have not previously received financial aid will not be notified of their status until they apply for financial aid.

Learning Resource Centers (Libraries)

Students have access to online research tools such as CQ Researcher, Facts on File, EbscoHost, Lexis-Nexis, and CINAHL via the Internet when on campus and via Entrata when off campus. The LRC's are part of the Consortium of Academic and Research Libraries in Illinois (CARLI) which gives students resource sharing of over 38 million items from 86 Illinois academic libraries.

Grades

The grades you earn in college dual credit courses will become part of your permanent college record. Dual credit courses are shown as college credit on the student's college transcript. It is important to remember that high school policies apply when awarding the high school grade for courses and college policies apply to college grades. Some transfer institutions will use dual credit grades to calculate students' cumulative grade point averages.

Withdrawing/Dropping Courses

If a student is performing poorly in a dual credit course, he or she may withdraw from that college course. In order to officially withdraw from a course, a college withdrawal must be completed. The student must contact his or her high school guidance counselor and the college student services office either in person or by phone to complete this process. Students who withdraw from a college course before the official drop date or do not meet the specific grade requirement for a class will receive a "W" (no grade) on their permanent college transcripts. If a student is failing a class, but does not officially withdraw, he or she will receive an "F" on his/her permanent college record.

A high school student who is enrolled in dual credit college courses on campus that follow the college semester calendar must complete his or her withdrawals from each course by the date printed on his or her course schedule.

However, as indicated in the policy below, a student who is not successful in a dual credit course that follows the high school calendar may withdraw from the college course after the college drop date to protect his or her academic standing. This policy (500.29) only applies to dual credit courses taught at the high school.

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29)
Date Adopted: October 20, 2015

Pursuant to the Dual Credit Quality Act, institutions may adopt policies to protect the academic standing of students who are not successful in dual credit courses. Therefore, students who are not successful in dual credit courses that follow the high school calendar may withdraw from the college course after the college drop date to protect their academic standing. Dual Credit students may withdraw with a "W" from the college course up to the last day of their high school semester.

All institutional policies relating to the academic standing of students enrolled in dual credit courses must be made publicly available by the institution and provided to each student enrolled in dual credit courses offered by the institution.

Transferability
IECC dual credit courses are college courses and may be transferrable to other colleges and universities. The general education core curriculum at IECC was developed through the Illinois Articulation Initiative (IAI) and these courses are transferable to more than 100 participating colleges and universities in Illinois. This core curriculum includes courses in communications, mathematics, physical and life sciences, humanities and fine arts, and social and behavioral sciences. The general education core curriculum is the starting point for students pursuing an associate transfer degree (60 or more semester credits) or a bachelor's degree (120 or more credits). Be sure to talk to your high school guidance counselor and an IECC college advisor for additional information concerning transfer courses. To learn more about the IAI system and other transfer information, visit their web site at www.iTransfer.org.

IECC currently offers more than 45 career and technical degree programs and more than 90 certificate programs. Many of these programs will also transfer to a number of universities through 2+2 and articulation agreements. Examples include Automotive Service Technology, Agriculture, Nursing, Process Technology, Telecommunications, and Radiography.

> **IMPORTANT TRANSFER INFORMATION:** High school students who plan to transfer to another college or university should speak with an IECC advisor concerning transferability of courses. Some universities do not accept courses when presented as dual credit. Dual credit courses are shown as college credit on the student's college transcript.

Family Educational Rights and Privacy Act (FERPA)
In accordance with FERPA, only directory information about students or former students will be disclosed to any person or agency without the written permission of the student except to: (1) IECC administrators and instructors; (2) certain federal officials specified in the Act; (3) stated educational authorities; (4) accrediting agencies; (5) upon receipt of proper judicial orders; or (6) officials of other

schools in which the student seeks to enroll or has enrolled. At the request of the student, even directory information can be withheld.

Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information which he or she considers inaccurate. Details on confidentiality rules can be obtained from the Admissions Office. Refer to the IECC catalog or www.iecc.edu/disclosures for additional information about FERPA.

The Illinois Eastern Community Colleges District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.

Americans with Disabilities Act
IECC supports the terms of the Americans with Disabilities Act (ADA) of 1990 and according to the rules and regulations of the state of Illinois and the federal government, will make reasonable accommodations to ensure that college facilities are accessible and in compliance with employment practices. Students should make a request for special accommodations, if necessary, to their college Students Service's office.

While every attempt has been made to address current State and local policies, procedures, and rules, the IECC District reserves the right to change policies, procedures, and rules relevant to Dual Credit and thus the provisions of this Handbook.

Section 3 – Frequently Asked Questions

IECC's dual credit courses meet all state rules and guidelines and all IECC articulated dual credit courses transfer into IECC degree and certificate programs. Currently, IECC lists all dual credit courses as "college credit" on student transcripts with no reference to dual credit. These courses may transfer to several public and private universities in Illinois.

What dual credit courses are usually offered?
IECC offers a full-range of lower-division general education and elective courses as dual credit including introductory courses in English composition, speech, foreign language, history, psychology, sociology, math, biology, chemistry, and physics. Career and technical course dual credit offerings include agriculture, business, computer science, automotive technology, collision repair, construction technology, graphic arts design, industrial studies, health occupations, welding, and child care.

Where are IECC dual credit courses taught?
Dual credit courses are taught either at the high school or at one of the Illinois Eastern Community Colleges' facilities. Check with your high school guidance counselor for information regarding the location of courses in which you are interested.

How are dual credit final grades recorded?
Final grades for dual credit courses will be reflected on both the student's high school transcript and on the student's permanent college record. To withdraw from a course or all courses, a college withdrawal must be completed. Information on withdrawing/dropping courses is included in detail on pages 5-6 of this handbook.

What if a student does not successfully complete a college-level course?
This is a risk for students in this program. If a class required for high school graduation is not successfully completed, the student might not be able to graduate with his or her high school class. In addition, the failing grade is recorded on a permanent college transcript.

Section 4 – IECC Contact Information

Frontier Community College
2 Frontier Drive
Fairfield, IL 62837-2601
618-842-3711
Toll Free: 877-464-3687

Dean of Instruction: Paul Bruinsma (Extension #4005)
Assistant Dean of Student Services: Jan Wiles (Extension #4110)

Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454-5707
618-544-8657
Toll Free: 866-582-4322

Dean of Instruction: Brent Todd (Extension #1144)
Assistant Dean of Student Services: Julie Higginbotham (Ext. #1137)

Olney Central College
305 North West Street
Olney, IL 62450-1099
618-395-7777
Toll Free: 866-622-4322

Dean of Instruction: Michael Conn (Extension #2002)
Assistant Dean of Student Services: Andi Pampe (Extension #2005)

Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863-2699
618-262-8641
Toll Free: 866-982-4322

Dean of Instruction: Robert Conn (Extension #3382)
Assistant Dean of Student Services (Interim): Robert Conn (Ext. #3382)

ILLINOIS EASTERN COMMUNITY COLLEGES
STUDENT INFORMATION & REGISTRATION FORM www.iecc.edu

☐ COURSE ENROLLEE

SECTION 1: ID/SOCIAL SECURITY NUMBER: _____-_____-_____ DATE OF BIRTH: _____ SPRING SEMESTER YEAR: _____

COMPLETE LEGAL NAME (PLEASE PRINT): _____
LAST FIRST MIDDLE PREVIOUS LAST NAME(S)

PERMANENT ADDRESS: _____
NUMBER AND STREET CITY STATE ZIP COUNTY

PRIMARY PHONE: (____) _____ ☐ CELL ☐ HOME EMAIL ADDRESS: _____

EMERGENCY PHONE:(____) _____ EMERGENCY CONTACT: _____ RELATIONSHIP: _____

GENDER: ☐ MALE ☐ FEMALE HAVE EITHER OF YOUR PARENTS EARNED A 4-YEAR COLLEGE DEGREE? ☐ YES ☐ NO ☐ UNSURE MOTHER'S MAIDEN NAME: _____

SECTION 2:

HIGHEST DEGREE EARNED: _____

A - ASSOCIATE DEGREE B - BACHELOR'S DEGREE C - CERTIFICATE D - DOCTORAL DEGREE
G - GED Date Completed _____ H - HIGH SCHOOL DIPLOMA M - MASTER'S DEGREE
N - NONE O - OTHER P - FIRST PROFESSIONAL DEGREE

HIGH SCHOOL*, CITY & STATE: _____ GRADUATION DATE _____

IF YOU ARE A CURRENT HIGH SCHOOL STUDENT, PROVIDE ANTICIPATED HS GRADUATION DATE: _____
*OFFICIAL TRANSCRIPTS MUST BE SENT TO THE ADMISSIONS OFFICE OF YOUR IECC COLLEGE.

RACIAL GROUPS—CHECK ALL THAT APPLY:
☐ ASIAN
☐ AMERICAN INDIAN/ALASKAN NATIVE
☐ BLACK/AFRICAN AMERICAN
☐ WHITE
☐ NON-RESIDENT ALIEN
☐ NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER

PRIMARY RACIAL/ETHNIC GROUP IDENTIFICATION—CHECK ONE:
☐ ASIAN (1)
☐ AMERICAN INDIAN/ALASKAN NATIVE (2)
☐ BLACK/AFRICAN AMERICAN (3)
☐ HISPANIC OR LATINO (4)
☐ WHITE (5)
☐ NON-RESIDENT ALIEN (6)
☐ NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER (8)

ARE YOU HISPANIC OR LATINO (OR OF SPANISH ORIGIN?) ☐ YES ☐ NO

PREVIOUS COLLEGES*: _____ STATE _____
_____ STATE _____

HOME COLLEGE DISTRICT: _____

RESIDENCE STATUS: ☐ IN-DISTRICT (1) ☐ OUT-OF-DISTRICT (3) ☐ OUT-OF-STATE (5) ☐ FOREIGN (7)

ARE YOU A CITIZEN OF THE UNITED STATES? ☐ YES ☐ NO
IF NOT, WHAT COUNTRY? _____
IF YOU ARE NOT A US CITIZEN, DO YOU HOLD A PERMANENT RESIDENT CARD? ☐ YES* ☐ NO
*IF YES, YOU MUST PROVIDE THE CARD TO STUDENT SERVICES

VETERAN STATUS:
☐ NOT A VETERAN ☐ NOT A VETERAN BUT IS ACTIVE DUTY
☐ VETERAN OF ACTIVE DUTY MILITARY SERVICE

SECTION 3:

PROGRAM CODE/MAJOR: _____ **ANTICIPATED GRADUATION DATE:** _____

CRN	COURSE	NUMBER	SECTION	1-GRADE 2-P/F	CREDIT	REPEAT Y/N

By completing this form, you are **registering for classes. Tuition and fees will be assessed.**

•**I acknowledge** I am responsible for charges I incur. Unpaid balances will be considered delinquent after midterm and will be sent to a collection agency with or without notice. The unpaid balance plus collection fees will be subject to litigation and fees. Collection costs range between 25% and 33% of amount owed.
•**I acknowledge** I will be dropped for non-payment the third week after midterm (or earlier at the colleges' discretion) if I have not paid charges in full by midterm.

CERTIFICATION: I certify the address above is the location at which I permanently reside. I understand IECC is *NOT RESPONSIBLE* for providing accident, health, or medical insurance for medical services and that I am solely responsible for any and all medical bills incurred as a result of injury or loss during my participation in IECC classes. I certify the above statements are correct and complete. I understand that giving false information may result in dismissal from IECC.

_____
STUDENT SIGNATURE DATE

☐ I live out-of-district/out-of-state but work full time within IECC District 529.

_____
ADVISOR/INSTRUCTOR SIGNATURE DATE

Fee Paying Agency _____

CONTINUED ON REVERSE SIDE

9/8/17

SECTION 4:

Which IECC College Do You Plan to Attend ☐ FCC ☐ LTC ☐ OCC ☐ WVC

Do You Plan to Graduate from this Community College? ☐ YES (3) ☐ NO (4) ☐ UNSURE (5)

I Plan to Attend: ☐ Full-Time (12 or More Hours) ☐ Part-Time (Less Than 12 Semester Hours)

Reason for Enrollment—Check One:

☐ 1. Prepare for Transfer
PLEASE LIST THE COLLEGE(S) YOU ARE CONSIDERING FOR TRANSFER:
_____

☐ 2. Improve Skills for a Job
☐ 3. Prepare for a Future Job
☐ 4. Prepare for GED
☐ 5. Personal Interest
☐ 6. Unknown/Explore Courses/Career/Other

SECTION 5:

Household: (check one)
☐ Single (S) ☐ Married (M) ☐ Divorced (D) ☐ Separated (P) ☐ Widow/Widower (W)

Work-life (E1): (check one)
☐ I Am a Homemaker/Retired/Other. (0)
☐ I Work More than 30 Hours Per Week. (1)
☐ I Work 20-30 Hours Per Week. (2)
☐ I Work Less than 20 Hours Per Week. (3)
☐ I Do Not Plan to Work While in College. (4)
☐ I Am Currently Unemployed. (5)

Work shift(s) if Working (E2):
I Work: ☐ Day Shift (1) ☐ 2ND Shift (2) ☐ 3RD Shift (3) ☐ Weekends (4) ☐ Multiple Shifts (5)

Resources/Support: What Might Help You Pursue College More Easily?
☐ Child Care While in School (E3 - CC)
☐ Single Parent Program Resources (E3 - SP)
☐ Transportation to School (E4 - RIDE)
☐ Work Study or Job Placement Services While in School (E5 - WS)
☐ Job Shadowing Opportunities in My Area(s) of Interest (E5 - JS)
☐ Personal Development Services and Opportunities on Campus (E6 - PD)
☐ Information regarding Disability Services (E6 - LSC)
☐ Financial Aid/Scholarships/Financial Support (E7 - FA)
☐ No Need for Extra Assistance/Resources at this Time.
☐ Other (please provide information about supports you have used successfully in the past): _____
_____
_____

*Optional: This information is used to connect you with services and programs on campus. By checking the boxes above, your advisor will be able to share with you opportunities we have on campus that are available to help you achieve your college goals.

IECC does not discriminate against applicants on the basis of race, color, religion, gender, age, disability, national origin, or veteran status.

I Certify that the Above Statements are Correct and Complete. I Understand that Giving False Information May Result in Dismissal From Illinois Eastern Community Colleges.

_____
STUDENT SIGNATURE DATE

Illinois Eastern Community Colleges
Master Course Syllabus Example
PLS 2101 - Government of the United States
FCC - X **LTC** - X **OCC** - X **WVC** - X

Course Prefix and Number: PLS 2101 **Course Title**: Government of the United States

PCS/CIP/ID Code: 11/451001/01 **Curriculum Title**: Associate in Science

Curriculum Prefix: AS **Curriculum Number**: D110

Credit Hours: 3 **Credit Lecture**: 3 **Credit Lab**: 0 **Credit Variable**: N
Weekly: Contact Hours: 3 **Contact Lecture**: 3 **Contact Lab**: 0 **Contact Other**: 0
(The Weekly contact hours are based on a 16 week course.)
Total: Contact Hours: 45 **Contact Lecture**: 45 **Contact Lab**: 0 **Contact Other**: 0
Is This Course Repeatable: N **How many Times**: 0

Course Description:
This course is a survey of the Constitutional government of the United States, civil rights, organizational procedures of national government, the media and public interest groups. Lecture.

Student Learning Outcomes:
Successful completers will:
1. Define and/or explain a variety of appropriate terms as they pertain to political science and government.
2. Describe the operation of the American political system of government.
3. Describe and discuss the basic document of American political history, namely the Declaration of Independence, The Federal Constitution, and The Bill of Rights.
4. Identify the different forces in our political system that have influence on policy issues.
5. Describe the political party system of the United States.
6. Evaluate and examine how the media plays a role in American politics.
7. Describe the methods of political procedures used in elections and the role of the electorate.
8. Describe issues that concern the federal government, i.e., economics, civil liberties, and foreign policy.

Methods of Instruction:
Lecture with discussion format, videos and appropriate news discussed. Americans with Disability Act - For students with disabilities, there are ADA-related support services through the Learning Skills Center.

Methods of Student Evaluation:
Tests, assignments, written papers, and participation. The following lists how each are weighted: Tests: 50%Assignments/Papers: 40%Participation: 10%

Recommended Textbooks and Reference Materials:
To ensure you purchase the correct textbook required for your course section, either present your schedule to the bookstore or contact the instructor.
AMERICAN DEMOCRACY NOW, Alternate Edition. Harrison, Harris, Rolchin. McGraw Hill.
AMERICAN DEMOCRACY, current ed., Thomas E. Patterson.
THE AMERICAN GOVERNMENT AND POLITICS TODAY: THE ESSENTIALS, current ed., Barbara A. Bardes, Mack C. Shelley, Steffen W. Schmidtt, Wadsworth Publishing Company.
THE REPUBLICAN ASCENDANCY: AMERICAN POLITICS, 1968-2001. Michael Schaller and George Rising. Harlan Davidson. Current ed.
REPUBLIC ON TRIAL: THE CASE FOR REPRESENTATIVE DEMOCRACY. Alan Rosenthal, et al. Congressional Quarterly Press. Current edition.
OUR FEDERAL AND STATE CONSTITUTIONS. Alex J. Schmidt. AJS Publications. Current ed.
AMERICAN GOVERNMENT: CONTINUITY AND CHANGE. O'Connor and Sabto. Pearson/Longman. Current ed.
CULTURE WAR? Morris P. Fiorina. Pearson/Longman. Current ed.

Topical Outline:

I.	The American System	4
II.	The Federal U.S. Constitution	6
III.	Federation	4
IV.	Civil Liberties	5
V.	Civil Rights: Equal Protection	5
VI.	Public Opinion and Political Socialization	4
VII.	Interest Groups	3
VIII.	Political Parties	6
IX.	Campaigns, Nominations, Elections	4
X.	The Media	4

Total Contact Hours: 45

Illinois Eastern Community Colleges
Master Course Syllabus Example
DAP 2202 - Word Processing I

FCC - X **LTC** - X **OCC** - X **WVC** - X

Course Prefix and Number: DAP 2202 **Course Title**: Word Processing I

PCS/CIP/ID Code: 12/520401/00 **Curriculum Title**: Executive Office Assistant

Curriculum Prefix: EOP **Curriculum Number**: D269

Credit Hours: 3 **Credit Lecture**: 3 **Credit Lab**: 0 **Credit Variable**: N
Weekly: Contact Hours: 3 **Contact Lecture**: 3 **Contact Lab**: 0 **Contact Other**: 0
(The Weekly contact hours are based on a 16 week course.)
Total: Contact Hours: 45 **Contact Lecture**: 45 **Contact Lab**: 0 **Contact Other**: 0
Is This Course Repeatable: Y **How many Times**: 3

Course Description:
This is an introductory course in which students will learn techniques of input, editing, and output specific to electronic word processors. PREREQUISITE: Previous keyboarding experience required. Lecture. Repeatable 3 times.

Student Learning Outcomes:
Successful completers will:
1. Demonstrate the ability to efficiently operate the keyboard.
2. Demonstrate the ability to use basic word processing input techniques.
3. Demonstrate the ability to use basic word processing editing techniques.
4. Demonstrate the ability to produce mass mailings.

Methods of Instruction:
Lecture and demonstration.
Americans with Disability Act - For students with disabilities, there are ADA-related support services through the Learning Skills Center.

Methods of Student Evaluation:
Assigned projects and exams.

Recommended Textbooks and Reference Materials:
To ensure you purchase the correct textbook required for your course section, either present your schedule to the bookstore or contact the instructor.

BENCHMARK WORD 2010 LEVEL 1 & LEVEL 2 W/SNAP. Rutkosky & Rutkosky-Roggenkamp.
Paradigm Publishing. 2011. ISBN: 9780763838232.

Topical Outline:

I.	Introduction to Microcomputers	1
II.	Input/output procedures, error correction, and document revision	2
III.	Editing a Document	2
IV.	Formatting Characters	3
V.	Formatting Lines	3
VI.	Changing Margins & Indents	2
VII.	Changing Fonts	2
VIII.	Using Tools	3
IX.	Inserting Page Formatting	2
X.	Manipulating Tabs	2
XI.	Creating Headers & Footers	2
XII.	Creating Footnotes & Endnotes	3
XIII.	Cutting & Pasting Text	2
XIV.	Working with Multiple Windows	2
XV.	Conducting a Find & Replace	3
XVI.	Using Grammatik	2
XVII.	Printing	2
XVIII.	Maintaining Documents	2
XIX.	Examinations	5

Total Contact Hours: 45

Example of Student Schedule

ILLINOIS EASTERN COMMUNITY COLLEGES

Student Schedule

Frontier Community College, Fairfield, Illinois
618.842.3711/Toll Free: 877.464.3687
Lincoln Trail College, Robinson, Illinois
618.544.8657/Toll Free: 866.582.4322
Olney Central College, Olney, Illinois
618.395.7777/Toll Free: 866.622.4322
Wabash Valley College, Mt. Carmel, Illinois
618.262.8641/Toll Free: 866.982.4322

Date: Oct 18, 2017
Student ID: 910344836
College: OLNEY CENTRAL COLLEGE
Major: TRANSFER COURSE ENROLLEE
Advisor:
Tot Credits: 3.00

FALL 2017

SMITH, JAMES T.
1213 SOUTH FIRST ST
OLNEY, IL 62450

Campus Codes
1 - LTC
2 - OCC
3 - WVC
4 - FCC
7 - WED

Day Codes
M - Monday
T - Tuesday
W - Wednesday
R - Thursday
F - Friday
S - Saturday
U - Sunday

CAMP	CRN	SUB	CRS	SEC	TITLE	CR	STAT	DAYS	START	END	TIME	INSTRUCTOR
2	31481	ENG	1111	211	COMPOSITION I	3.00	RE	MTWRF	08/16	12/20	10:54 am-12:14 pm	HINCKLEY

BUILDING: EAST RICHLAND HIGH SCHOOL
ROOM:
CITY:
NOTES: THIS IS A DUAL CREDIT COURSE WITH OLNEY CENTRAL COLLEGE. IF YOU DO NOT WISH TO RECEIVE COLLEGE CREDIT, YOU MUST WITHDRAW ~~BY 12/20/17. SEE YOUR GUIDANCE COUNSELOR OR CALL 395-7777~~

REFUND POLICY

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refunds will be given after the 10th day of the semester for the regular 16-week course.
Do you know your degree requirements? Process a Degree Evaluation through ENTRATA today.
Books and other course material costs and ISBN's are located online under the bookstore area of the IECC Website.
http://www.iecc.edu/bookstore

IECC complies with the Drug-Free Schools and Campuses Regulations. Go to http://www.iecc.edu/drugfree for information and resources.
Revised 2014/08

Example of Student Transcript

ILLINOIS EASTERN COMMUNITY COLLEGES

Frontier Community College, Fairfield, Illinois
Lincoln Trail College, Robinson, Illinois
Olney Central College, Olney, Illinois
Wabash Valley College, Mt. Carmel, Illinois

Page: 1

OFFICIAL

Record of:
JAMES THOMAS SMITH
Date Issued: 20-OCT-2017
Date of Birth: 03-JAN
SSN: *****5288
Student ID: 910344836

Issued To:
JAMES SMITH
1213 SOUTH FIRST ST
OLNEY, IL 62450

Course Level: UNDERGRADUATE CREDIT

Current Program
COURSE ENROLLEE
Program : CE-TRANSFER COURSE ENROLLEE

SUBJ	NO.	C	COURSE TITLE	CRED	GRD	PTS	R
INSTITUTION CREDIT:							
SPRING 2016							
EPM	1620	4	CPR/FIRST AID	0.50	P	0.00	
Ehrs: 0.50 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00							
FALL 2016							
PSY	1101		GENERAL PSYCHOLOGY I	3.00	A	12.00	
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00							
SPRING 2017							
HIS	2101	4	U.S. HISTORY TO 1877	3.00	A	12.00	
PLS	2101	4	GOVERNMENT OF THE U.S.	3.00	B	9.00	
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 21.00 GPA: 3.50							
FALL 2017							
IN PROGRESS WORK							
ENG	1111	2	COMPOSITION I	3.00	IN PROGRESS		
In Progress Credits 3.00							

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	9.50	9.00	33.00	3.66
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	9.50	9.00	33.00	3.66

********** END OF TRANSCRIPT **********

The Family Educational Rights and Privacy Act of 1974 (as amended) prohibits the release of this information without the student's written consent.

This document reports academic information only.

ACADEMIC CALENDAR

2018 Fall Semester

August 9-10	Faculty Workshop
August 13-15	Registration, Testing
August 16	First Day of Classes
September 3	Colleges Closed. Labor Day
September 17	Constitution Day. Classes in session
October.....2	No Classes. District Faculty/Staff Professional Development Day
October.....8	Colleges Closed. Columbus Day
October.....11	Midterm
November.....12	Colleges Closed. Veteran's Day
November..... 22-23	Colleges Closed. Thanksgiving
December 7	Last Day of Classes
December 10-13	Finals
December 14	Last Day of Semester

(Colleges closed December 19, 2018 – January 1, 2019. Winter Break)

2019 Spring Semester

January 2	Colleges Open
January 2	Faculty Workshop
January 3-4	Registration, Testing
January 7	First Day of Classes
January 21	Colleges Closed. Martin Luther King, Jr. Day
February 18	Colleges Closed. President's Day
March 1	Midterm
March 4	No Classes. Casimir Pulaski Holiday Observed
March 5-10	No Classes. Spring Break
April 19	Colleges Closed. Spring Holiday
May 3	Last Day of Classes
May 6-9	Final Exams
May 10	Last Day of Semester/Graduation

2019 Intersession

May 13	First Day of Classes
May 21	Midterm
May 27	Colleges Closed. Memorial Day
May 31	Last Day of Intersession

2019 Summer Session

June 4	First Day of Classes
June 28	Midterm
July.....4	Colleges Closed. Independence Day
July.....26	Last Day of Classes
July..... 29-30	Finals

EXAMPLE OF DUAL CREDIT LETTER TO STUDENTS

Illinois Eastern Community Colleges

Dear Student:

You have registered for a college course(s) at (Frontier, Lincoln Trail, Olney Central or Wabash Valley) Community College through the Illinois Eastern Community Colleges Dual Credit program. At the end of the semester your grade will be entered on your permanent college transcript. ***If you do not want college credit*** for your course(s), ***you must withdraw*** from the college course.

For your information on the policy and procedures for withdrawing and dropping courses at IECC, see pages 5 and 6 of the Dual Credit Student Handbook.

We believe this program offers you many advantages including acquainting you with college level courses and encouraging you to attend college after you graduate. If you attend an Illinois Eastern Community College after graduation, courses earned as part of the Dual Credit program may be applied to appropriate degrees and certificates. To determine if the course will transfer to another college you need to check with that institution.

If you have questions, please contact the college or your guidance counselor.

Best wishes for a successful school year.

Sincerely,