



CEDARVILLE
UNIVERSITY.

Dual Enrollment Program

Welcome to Cedarville University Dual Enrollment (DE), an early college program of the Center for Lifelong Learning designed for outstanding high school students! We're so pleased you've joined the Christ-centered online learning community of Cedarville University. Please review the following information that details important University policies.

Admission

Eligibility

Dual enrollment is open to highly qualified juniors and seniors in high school who present a clear testimony of personal faith in Jesus Christ and evidence a consistent Christian lifestyle. DE students are eligible to take courses until they have completed their fourth year of high school or reached the graduation date given in the initial application, whichever is earlier.

Admission

Admission to DE is competitive, and enrollment is limited. The admissions committee will consider the following credentials in its selection process:

- Unweighted high school GPA of 3.50
- Advanced college-preparatory high school curriculum
- Standardized test scores (ACT, SAT, PLAN, or PSAT) in the top 25 percent
- Acceptable church leader's recommendation

Retention

Students may continue in DE as long as they maintain a cumulative DE GPA of 2.0 and honor both the Community Covenant (www.cedarville.edu/communitycovenant) and student life guidelines (www.cedarville.edu/studenthandbook). Students who withdraw from a DE course for academic reasons may continue in following semesters at the discretion of the dean.

After Graduation

DE students desiring to attend Cedarville University after graduating high school must complete an abbreviated application to change their student status to "degree seeking." Additional or updated application materials may also be required. Contact the University admissions office for more information (admiss@cedarville.edu).

Registration

The DE coordinator serves as academic advisor and assists students in selecting appropriate courses. Recommendations for course choice will be based on a student's application materials and interests. Every effort will be made to accommodate course requests; however, admission to DE does not guarantee registration in a particular course. All DE students are registered after undergraduate students are registered. Registration takes place in the order of the date of deposit on a first-come, first-served basis.

New Students

- Registration takes place following acceptance into the DE program and payment of the non-refundable \$50 deposit. Tuition is reduced by the amount of the deposit; this is not an extra fee.
- Registration is based on the Course Request Form (CRF) completed upon acceptance. A new CRF must be completed for each successive semester.
- Acceptance into the DE program does not guarantee availability of a particular course.
- Students may register for a **minimum** of one course if GPA standards are met and ACT/SAT/PSAT/PLAN scores are in the top 25th percentile; students may register for a **maximum** of one course if academic credentials are less.
- The DE coordinator will email confirmation that a student is registered along with orientation information.

Continuing Students

- The DE coordinator will e-mail the CRF as soon as it is updated for the new semester.
- Students continuing from fall to spring semester do not have to deposit for spring. Likewise, students continuing from spring semester to summer do not have to deposit. However, students continuing to the next academic year must have a \$50 non-refundable deposit on their account to register for fall semester. Tuition will be reduced by the amount of deposit; this is not an extra fee.
- Continuing students must maintain a cumulative GPA of 2.0 in DE courses to continue as a DE student.
- The DE coordinator will email confirmation that a student is registered.

Adding and Withdrawing from a Course

Changes in course schedule for DE students follow the policies for all Cedarville University students (<http://www.cedarville.edu/courses/catalog/current/academic-information.pdf#page=11>).

Students may drop or add a DE course during the first week of classes without penalty. A \$5 drop/add (course) fee will apply after the first week. Please contact the DE coordinator by email (cedarvilleacademy@cedarville.edu) or by phone (1-866-CEDARVILLE) to make the necessary changes.

Getting High School Credit for Your DE Course

Depending on a local school's regulations regarding dual enrollment, DE courses may count for both high school and college credit. Interested students should contact their high school guidance counselor. Cedarville University does not participate in the state of Ohio's Post-Secondary Enrollment Options program.

Financial Information

Costs

Tuition for courses taken through DE is \$150 per semester credit hour. This represents a 77% tuition savings off the University's standard tuition rates. Most DE courses are 3–3.5 credit hours. Course fees and textbooks are not included in the cost of tuition. Students are not eligible for state or federal financial aid while participating in DE, and Cedarville University does not participate in Ohio's Post-Secondary Educational Options program.

Payment in full for tuition and fees is due upon registration confirmation and may be mailed to:

Cedarville University Cashier
251 N. Main St.
Cedarville, OH 45314

University refund policies apply to tuition and fees paid as part of Cedarville University Dual Enrollment. Please refer to the "Financial Information" section of the online catalog for to learn about withdrawal refunds (<http://www.cedarville.edu/courses/catalog/current/financial-information.pdf#page=2>). A \$5.00 drop/add (course) fee will apply after the first week of class.

Academic Support Services

Academic Advising

The DE coordinator serves as academic advisor and assists with course choice.

Disability Services

Students with disabilities will receive reasonable and appropriate adjustments or modifications to ensure equal access and the opportunity to achieve educational objectives. Students with qualified disabilities seeking assistance at the postsecondary level must "self identify" in a timely fashion to

the coordinator of disability services. Accommodations are determined on a case-by-case basis once documentation from a qualified professional is submitted. For additional information, contact the coordinator of disability services at The Cove (AEC@cedarville.edu, 937-766-7437).

Library Resources

The Centennial Library's service extends beyond the borders of campus. The library provides access to nearly 200 electronic databases, thousands of full-text electronic journals, and a growing number of electronic books, all of which are available to distance education students at www.cedarville.edu/library. Each DE student is assigned a 14-digit library ID, which is included in the orientation information emailed to each student following registration.

In addition, DE students can seek help with their research from Cedarville University librarians through e-mail, telephone, or online chat.

Textbooks and Course Materials

Course requirements will be listed in the syllabus. Students are responsible to make sure the most up-to-date syllabus is posted before purchasing textbooks listed. Check for a date at the top of the first page of each syllabus.

The best way to view required textbooks is by typing cubookstore.cedarville.edu in your browser. Click on the large icon: Order Textbooks. You will see two ways to log in. If you log in with your user name and password, your schedule will pop up. Click on the Textbook link on your schedule. You will see an image of the textbook along with the name and ISBN number.

Most books can be purchased from any textbook source; however, some must be purchased through Cedarville's bookstore. Check your syllabus for this information. If you purchase texts from another source, use the ISBN number to assure that you are purchasing the correct edition.

Students in a course with a lab component (e.g., Principles of Earth Science) will purchase a lab kit or virtual lab package to individually perform the lab and then submit the results. Some courses require purchasing access to specific types of software; see course syllabi for more information.

Computer Support Information

Computer Essentials

Cedarville University is nationally known as a leader in instructional technology. To see system requirements for participating in an online Cedarville University course, visit www.cedarville.edu/academics/ctl/successonline/help.html.

Online course activities will be completed using Moodle, which is accessed by typing moodle.cedarville.edu into a browser. You can also access Moodle from the student homepage www.cedarville.edu/student by clicking the Resources button.

CedarInfo is where students can conduct any university business from downloading class schedules and invoices to purchasing a vehicle registration sticker. To use this powerful tool, click the CedarInfo button on the student homepage. Log in using your Cedarville username and password. Students who forget login information can select one of the options under the “Forgot your password?” heading.

*Before using CedarInfo, please read the *Acceptable Use Policy for CedarNet* at www.cedarville.edu/acceptableuse. Use of CedarInfo implies agreement to these policies.

Computer Help

The computer help desk may be reached by phone at 937-766-7905 or by e-mail using spc@cedarville.edu. Please identify yourself as a dual enrollment student so that the technicians can help you more efficiently. Accessing the comprehensive list of help pages answers many common questions (www.cedarville.edu/computerhelp).

E-mail

DE students will receive email from the professors and the DE coordinator on their Groupwise email accounts. Check this account every day! To access your email account, select “Resources” on the student home page (<http://www.cedarville.edu/student>) and then click on “Groupwise WebAccess.” Enter your Cedarville username and password and click “Login.”

Course Information

Syllabi

Course requirements including textbooks, activities, time lines, any additional software or equipment purchases, and grading guidelines are listed in each course syllabus. To see course syllabi, go to www.cedarvilleacademy.com/courses and click on the link titled Course Page under each course. You should see a link to the syllabus at the top of every course home page. Students should contact individual professors with additional course-related questions.

Course Content

Dual enrollment classes are university-level courses taught by committed Christians who desire to teach their disciplines from a biblical worldview. At times, professors may initiate a scholarly study of subject matter that some parents may deem inappropriate for their DE student. Courses containing such content will be labeled in the syllabus, and parents are encouraged to contact professors for more information before allowing their student to enroll.

Online Course Requirements

Courses are divided into sessions that last approximately one week. A clear schedule is always available to help students stay on track, and clear objectives and expectations are communicated throughout the course. Activities vary from course to course but may include:

- reading assignments from textbooks or web-based sources
- interactive professor-provided material to explain concepts further
- online group collaboration such as threaded discussions

- written assignments, which are submitted online
- quizzes and other assessments completed online, often in a timed setting

Cedarville online courses are in most ways very similar to their face-to-face equivalents and in general are neither harder nor easier. They require the same amount of effort. Online course management systems such as Moodle provide the technology that makes it possible to give frequent quizzes that supply immediate feedback for many courses. In most online courses, students will take quizzes during the week and then a summative assessment of some type at the end of the section block.

All the courses are asynchronous, meaning that students can accomplish the weekly requirements at their convenience. To facilitate an online learning community, students are required to interact online with fellow classmates, but most courses have no set class or meeting times. This flexibility helps students handle schedule conflicts, as well as allows time for athletics, work, or other school activities.

Grades

Dual enrollment course grades become part of a student’s permanent academic transcript from Cedarville University. Grade points are awarded according to a “four-point system”:

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Copies of semester grades will be sent to the student and high school guidance counselor (if applicable) once grades have been transcribed at the end of the term. Students may view unofficial transcripts from the “Academic (Student) Transactions” menu on CedarInfo.

Family Educational Rights and Privacy Act (FERPA)

Cedarville University complies with the Family Educational Rights and Privacy Act (the Buckley Amendment), which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The University has adopted a policy that explains in detail the procedures followed for compliance with provisions of the act. Copies of the policy are available from the office of the registrar (registrar@cedarville.edu). All

students taking college-level courses are protected by this policy, even if they are still completing high school requirements. Students may waive their privacy rights by submitting a completed FERPA form obtained from the office of the registrar. This allows professors and DE personnel to discuss student academic progress with parents, provided those persons are named on the form.

Questions?

Please contact Cedarville University Dual Enrollment with any other questions. We'll be happy to assist you.

Dr. Andy Runyan, Ph.D.
*Dean of Graduate Studies and
College of Extended Learning*

Mrs. Paula Kordic
*Dual Enrollment Coordinator
Academic Advisor*

Web: www.cedarville.edu/dualenrollment.com
E-mail: dualenrollment@cedarville.edu
Phone: 866-CEDARVILLE
Local: (937) 766-3775
Fax: (937) 766-7575 Admissions
Fax: (937) 766-7663 Registrar