High School Dual Enrollment Guide: What to Expect After Acceptance

Setting up your PA College Account

- Once you are accepted, you will receive an email with your PA College Portal login information within the week starting after March 1 for Fall starts and October 1 for Spring starts. Follow the instructions in the email to set up your account.
- Issues? Contact the IT Help Desk at 717-947-6007
- Reset your password at: password.pacollege.edu

Meeting with your Advisor and Registering for Classes

- Once you receive your login access to the PA College Portal and set up your account, you will need to set up an appointment with your Academic Advisor to register for courses and go over onboarding details. The system we use for this is called **Starfish**.
- Meet with your **Academic Advisor, Christine Engelhardt,** to discuss course registration
  - o You can email Christine at cmengelhardt@pacollege.edu to set up your appointment. It is crucial to meet with your advisor to set yourself up for success in dual enrollment.
  - o How to Set up an Appointment with the Office of Academic Advising Directly through Starfish:
    1. Navigate to My PA College Portal (Found on www.pacollege.edu and select "My Portal")
    2. Sign in to Starfish using your College email address and password (under My Dashboard).
    3. Select your Academic Advisor's name (Christine Engelhardt in My Success Network).
    4. Follow the prompts to schedule your appointment.

Selecting Courses

- To see a list of course options, visit our dual enrollment website here.
- When deciding between an online or on-campus course, here are some points to consider:

In-Person Courses	Online/Asynchronous Courses
Faculty engage with students through classroom, office hours, phone, and e-mail	Faculty engage with students via virtual office hours, e-mail, and phone
Students engage with each other through in-class discussions, group work, team assignments	Students engage with each other through a discussion forum, group work
Course content is delivered via in-person lectures and learning management tools	Course content is delivered asynchronously through learning management and various digital tools

Students follow the course schedule to stay on top of assignments, deadlines, and attendance requirements	Students follow the course schedule to stay on top of assignments, deadlines, and attendance requirements
Students take exams via learning management tool or during scheduled class sessions	Students take exams asynchronously via learning management tool or synchronously using exam proctoring service

Blackboard Orientation
- Blackboard is the course management tool that the College uses to host all information related to your courses and only becomes available to you once you've registered for your courses. You can start your orientation by logging into Blackboard under **My Portal > My Dashboard > Blackboard.**

Bring Your Own Device
- Bring your own device (BYOD) initiative requires PA College students to bring personally owned computing and mobile devices onto the campus to access PA College resources. PA College requires all students to have their own electronic device on campus, which will integrate into learning, testing, and navigation.
- Each student must have a fully functioning computing device (laptop computer) with them during each class. NOTE: Chromebooks are not supported due to software compatibility.
- Students are required to take all course examinations on their own personal devices as required by their faculty. Students who are testing on their PC or Mac must meet the following minimum requirements. Important note: Chromebooks are not supported due to software compatibility.
- PA College provides laptops that can be loaned to students who have access problems or if their personal device has suddenly stopped working. The loaners are available on a "first-come, first-served" basis for the duration of the specified class. The laptops can be loaned by contacting PA College ITS on campus.
- For specific information on required and recommended device specifications, visit the Portal here.

Order your Textbooks
- You can find out what books you need for your course(s) by logging into **My Portal** and visiting **Student Life >** Bookstore **> MBS Online Bookstore.** After clicking '**Let's Get Started,**' you need to enter the courses you will be taking in your upcoming semester.
- You will want to have your class schedule handy when you purchase your books.
  - *To access your class schedule,* you will need to log in to My Portal and visit **Self-Service Home >** **Academic Planning & Registration > Plan & Schedule >Schedule.**
- **Using a Book Voucher?** This must be used by the Friday before your semester starts.
  - Student Book Vouchers are available as an alternative for paying for your textbooks. PA College has arranged for students to use a Student Book Voucher for their textbook purchases, up to $1,075 each semester. The final voucher amount will then be calculated into your semester bill with the College and show as an amount due on your electronic billing statement along with your tuition and fees.
  - If you are interested in using a Student Book Voucher to pay for your textbooks, visit the PA College Portal for directions and details.

Obtain an ID Badge
- All currently enrolled PA College students are required to wear their PA College identification badge any time they are on the College Campus. Even if you are taking online courses, you may want to obtain a badge for building access.

- To get your ID Badge, visit the ID Badge Office, located on the first floor of the [Cooper Building](#), to have your photo taken. You are required to show proof of identification at the time your photo is taken.
- Contact Security at Security@pacollege.edu or call 717-947-6009 to schedule your ID badging.

Transportation and Parking
- Dual enrollment students are responsible for their own transportation to class.
- Parking on campus is free, and there is plenty of it. Ensure that you register your car, which can be done when you get your ID badge with the Security Office.
- Questions? Please contact Security at Security@pacollege.edu or call 717-947-6009.

Cost
- Dual Enrollment students receive a 50% discount up to 7 credits per semester for the Fall and Spring semesters. If you take additional credits, they will be full price. Lab fees are not discounted. Books are not included in tuition or discount. To view the current tuition cost, visit Financial Aid's [Tuition and Fees page](#) on the PA College website.
- If a dual enrollment student is enrolling into a degree program after high school graduation, they are also eligible for the 50% discount during the summer between graduation and the start of their degree program.

Billing and Payment Options
- Tuition bills are available once a student is registered for courses:
  - Fall semester – Available after May 1
  - Spring semester – Available after October 1
  - Summer semester – Available after March 1
- Tuition bills are due the week before each semester begins, or you must set up a payment plan.
- PA College of Health Sciences offers an interest-free payment plan for students to pay their tuition bill. The plan will allow you to break down your tuition bill into easy-to-manage installments over several months.
- Set up an appointment with Student Financial Services if you have any questions about cost or payment plans.
- Contact Student Financial Services at sfs@pacollege.edu or 717-947-6300
- [Visit this page](#) on the PA College Portal to learn more about payment options and set up a payment plan.

FERPA and Educational Record Release for Parents/Guardians
The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Office of the Registrar (via the Admissions Welcome Center), allowing the release of their education records to specified third parties.
- If a parent/guardian wants to discuss your academic and/or financial records you must fill out a FERPA form. If you do not, PA College staff and faculty cannot discuss your academic or financial information.
- The FERPA form can be found on the Registrar's page in the [PA College Portal.](#) The form is listed under "Disclose Academic Information Form"
- Email completed form to the Registrar's Office at: Registrar@pacollege.edu

COVID–19 Protocols
- The COVID-19 vaccination is <u>NOT</u> required for high school dual enrollment students.
- Masks are required to be worn over your nose and mouth at all times (unless actively eating or drinking) while on PA College's campus.
- Note: if you are accepted into a program after dual enrollment, the COVID-19 vaccination is required, or you must attain an approved exemption.
- For specific PA College policies around Covid-19, including if a student tests positive, please visit the [Covid-19 Portal page](#).

Omnilert Notification System
- Sign up [here](#) for Omnilert to be alerted of any school closings, delayed opening, building evacuations, or lockdowns for PA College.
- Note: If your high school is closed or delayed, this does not automatically apply to PA College.
- Q: What if the College is open, but conditions in my area prevent me from attending class?
  - This time of year, we make the best decisions we can based on the information available at that time. The conditions can change quickly and vary greatly throughout the region; we ask you to use your best judgment about travel based on the conditions in your area. If you cannot attend class when the College is open, be sure to notify your instructor.

Class Attendance
- Please check your course syllabus for your course-specific attendance policy.

Learner Support Resources
- Your course(s) are going to be a significant transition from your high school courses and will require extreme organization, focus, and prioritization. You will want to familiarize yourself with the College's [Learner Support Resources](#) for any support you need throughout your semester.

Getting Involved
- Would you like to get involved at PA College beyond the classroom? You can check out our events and club offerings [here](#).

Dining Options
- PA College offers an on-campus cafeteria, convenience store, and Starbucks. For more information about on-campus dining options, visit the [Food Service Portal page](#).

<u>Transcripts</u>
- After each semester, a copy of your unofficial transcript will be sent to your high school with your final grade(s).
- To request an unofficial transcript:
  - Log on to your **PA College Portal > Self-Service Home >Request Unofficial Transcripts**. You can then email your counselor with the transcripts for free. You need your transcript from PA College to graduate from high school.
- To request an official transcript (needed when transferring courses to another college):
  - Log on to your **Portal > Self-Service Home > Request Official transcripts**. You will need a credit card to pay for your transcript. The cost is $5. Make sure to click the box to withhold the transcript until the semester ends. You will need to know your username and password for your transcript. If you have forgotten your username and password, call the help desk at 717-947-6007.
  - OR there is another option to fill out a request form. Separate forms are needed for separate requests/schools. [Fill out this form](#) in its entirety for the official transcript and mail it with a check or money order made payable to "Pennsylvania College of Health Sciences" for $5 to:

    > Pennsylvania College of Health Sciences
    > ATTN: Transcript Request
    > 850 Greenfield Rd.
    > Lancaster, PA 17601
  - Please contact the registrar's office directly if you have any questions about the above process at Registrar@pacollege.edu.