



2025-2026

DUAL ENROLLMENT

HANDBOOK

FOR STUDENTS & PARENTS



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QUICK CONTACT REFERENCE

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QUICK TIPS

This is an incredible opportunity for students to get an early start with college and to save money at the same time.

There are some major differences between college and high school, and those differences can be challenging for many students. We've prepared some quick tips and strategies to help make this a smoother transition for students. This information is covered in greater detail throughout this handbook.

TIP 1

Please read the Parent and Student Handbook. Please be sure to review this together.

TIP 2

Review the sections "How can I be successful?" and "What if I'm struggling?" These sections describe strategies that will help you and your student understand how to be successful in college!

TIP 3

During the first week of class, ask your student for the college course "syllabus," which contains everything about the course, assignments, due dates, and most importantly, the instructor's expectations and grading policy. Ask for this so that you too can learn and support your child with meeting important course deadlines and expectations. It is helpful to remind your student to check their NVC email every other day and always before a class. The NVC email is the most important conduit for communication from the college.

TIP 4

Check in with your student and ask how the college class is going. Consider doing this at least once a week and ask specific questions, like "What are you working on this week? What was the topic of the last class? What surprised you about the class? What is interesting about the class? What parts of the class are easy, or challenging?"

TIP 5

If they are struggling, encourage your student to reach out for help and ask the college instructor for support. The best way to reach out is for your student to talk with the instructor personally. Your student can text or email the instructor to set up a time to meet or Zoom chat. In addition, they can also reach out to their peers to form study groups.

TIP 6

Remember your student is now in college and has specific FERPA privacy rights. FERPA protects college students' education records so they remain confidential between the college and student. How involved you are in their academic life is now at your student's discretion. If you have any questions or feel that there is something about the course that you want to communicate, you should contact your student's high school counselor or principal. Students can choose to allow the institution to share specific information with parents, guardians, or third parties by submitting a "Release of Information" form. This Release of information form can be found in the students MyNVC Self-Service portal and the NVC Admissions and Records office.

TIP 7

Support your student to meet the course expectations, assignments, and deadlines by monitoring their work time. They should be busy working on college assignments, such as reading, writing essays, or completing group projects. Typically, a student should plan to spend several hours of time reading, working and studying for every hour spent in class. For example, a typical 3-unit class will have 3 to 9 hours outside of class work every week. Try to assist and help to build your student's time management skills and personal weekly schedule.

WHAT IS DUAL ENROLLMENT/EARLY COLLEGE CREDIT?

Dual Enrollment allows students 15 years or older, who are still in high school to take college-level courses, earn early college credit, and accelerate their educational achievement at no cost for tuition. Dually enrolled students, earn early college credit towards high school graduation, while at the same time earning college credits. Many Dual Enrollment courses are offered on the high school campus.

There are three ways your student can be dually enrolled and earn early college credit at Napa Valley College:

Dual Enrollment	College and Career Access Pathways (CCAP)	Concurrent Enrollment (CE)	Articulation (CBE) Credit by Exam
Receives Permanent College Credit	x	x	x
Enrolled in College Course	x	x	
Focused on Underrepresented Students	x		
Requires a District Agreement	x		x
Follows the College Schedule	x	x	
Student Pays for Textbooks		x	
Closed Section at the High School	x		x

NOTE: Each individual college to which you apply determines acceptance of dual enrollment credit. Colleges have different requirements. Students should check with the college they are interested in attending to find out if they can use their dual enrollment credit. A Napa Valley College transcript will need to be sent to your college of choice.

Non-CCAP students under 15 can enroll but must meet with the NVC Dean of Enrollment Services and are required to obtain instructor's approval. See the [Admissions and Records Forms](#) and see the [Students Under 15 High School Permit to Attend](#) and the [Steps for Dual Enrollment for Student Under Age 15](#).



HOW DUAL ENROLLMENT WORKS

1

College and Career Access Pathway (CCAP)

Your high school district enters into an agreement with NVC and designates certain high schools and NVC courses to be offered. The student takes their college classes with their peers on the high school campus during the regularly scheduled day. These college courses are selected based on specific college and career pathways. Your student is eligible to earn college credit recorded on an official NVC transcript, which is a permanent record.

Advantages to CCAP:

- Students take **FREE** NVC courses at high school during the regular school day with peers.
- Available to students attending our CCAP partner districts (Napa Valley Unified School District, Saint Helena Unified School District, and Calistoga Joint Unified School District).
- Earn high school and college credit at the same time.
- Advance transfer to a 4-year university after attending NVC.
- Increase college and career readiness skills.
- Textbooks and materials are provided by the high school.
- Maximum unit enrollment for Fall and Spring semester is 15 units.

2

Concurrent Enrollment (CE)

A student may apply independently to Napa Valley College (NVC) as a special admit, part-time student. They attend scheduled classes at the college or online along with other regularly enrolled college students. Your student is eligible to earn college credit recorded on an official NVC transcript, which is a permanent record.

Advantages to CE:

- Students take college courses after school, on the weekend, online, or during the summer at NVC.
- Open to all high school students.
- Earn high school and college credit.
- Advance transfer to a 4-year university after attending NVC.
- Increase your college and career readiness skills.
- Students receive an enrollment fee waiver that covers the cost of the classes; textbooks and additional material costs are the responsibility of the student.
- Maximum unit enrollment for Fall and Spring semester is 11 units.

3

Articulated, Credit by Exam (CBE)

Your high school may offer NVC Credit by Exam (CBE) for some high school courses in the Career and Technical fields. Current CBE Articulated courses offered at each HS Credit by Exam is fully transferable and accepted at NVC. Your student is eligible to earn college credit by exam, recorded on an official NVC transcript designated as CBE, which is a permanent record. However, some universities and colleges limit acceptance of CBE, so it is not fully transferable college credit.

Advantages to Articulated Credit by Exam:

- Students take **FREE** NVC courses at the high school during the regular school day with peers.
- Earn high school and college credit at the same time.
- Guaranteed transfer credit to NVC.
- Increase your college and career readiness skills.
- Textbooks and materials are provided by the high school.



MORE ADVANTAGES TO DUAL ENROLLMENT

More Advantages to ALL students who earn early college credit:

- Dual enrollment is an accelerated path to and through college, saving time and money.
- Students can experience the college environment while still in high school.
- Students who complete even a single college class are more likely to graduate from high school, attend college, persist through college, and complete an Associate's degree or higher.
- Dual enrollment expands Career Technical Education Pathways at high schools and provides more college readiness courses that are often transferable to four-year colleges.
- Students can explore career fields before starting college.

Some important facts to consider when choosing a dual enrollment class:

- Dual enrollment courses become a part of your permanent college transcript, and failing grades could negatively affect eligibility for financial aid and admission to other colleges and universities.
- If you are taking a course to fulfill a high school requirement or earn high school credits and fail one of these classes, it can negatively affect your high school transcript and impact your graduation.
- If a student needs additional support to complete regular general education high school classes, adding the additional strain of the college class may not be the best choice without extra support.
- Each individual college to which you apply determines acceptance of dual enrollment college credit. Colleges have different requirements. Students should check with the college they will be attending to find out if they can apply their dual enrollment credit. A Napa Valley College transcript will need to be sent to your college of choice.



APPLICATION AND ENROLLMENT

Enrolling in a Napa Valley College class while in high school is a **FOUR STEP** online process. Be sure to watch the helpful how-to videos on the NVC website and read the pointers below before you start to apply.

STEP 1 APPLY ONLINE

Go to www.napavalley.edu and look for the “**Apply Now**” link to complete a NVC admissions application.

All students who apply to a community college in California must first complete the common online application called CCCApply. Students will need a personal email in order to create a username and password on CCCApply. Students will receive a CCC ID number, this is NOT your student ID number and it's not the NVC application.

*Use a personal email when creating a CCCApply account; students will lose access to their high school email accounts after high school graduation.

IMPORTANT: The CCCApply account is NOT the NVC application, you must continue to the Napa Valley College portion of the CCCApply by clicking “Start A New Application.”

After you complete and submit the NVC application, you will receive a “Welcome to NVC” email 40 minutes later with your 7-digit Napa Valley College ID number. It will look like 0500000. **Save this email and student ID number.**

STEP 2 FIND CLASSES & PLACEMENT

Search for classes online on the [MyNVC Self-Service Courses and Sections](#) tab.

MyNVC login information and instructions on how to set up the Multi-factor authentication feature is located in your “Welcome to NVC” email. ALL students are required to complete the extra security feature called Multi-factor Authentication to access MyNVC Student Portals, you will need a mobile phone or access to your personal email.

If enrolling in an English or Math course, you will need to use a NVC Placement Tool online. You will be asked questions about the Math and English courses you have completed in high school.

*You will need to upload an unofficial copy of your high school transcript reflecting two semester grades of English or Math; get this from your high school counselor before you start the NVC Placement tool online.

If you are not enrolling in a Math or English course, you may skip the placement tool.

STEP 3 HIGH SCHOOL PERMIT TO ATTEND

Complete the [High School Permit to Attend form](#) - This form is specific to your high school campus.

* Non-CCAP Students under 15 can enroll but must use a [separate process](#) and meet with the NVC Dean of Enrollment Services and are required to obtain the instructor's approval.

STEP 4 REGISTER FOR CLASSES

Register for classes. Academic Advising Session is highly recommended.. Talk to your high school counselor and a NVC academic counselor to find the best fit for your educational goals.

Students can enroll once the priority registration K-12 dual enrollment starts. Check the Priority Registration Calendar on the NVC website for more information.

Login to MyNVC Self-Service to search and register for courses. If you have taken the NVC prerequisite required for the course while you were in high school, fill out the Prerequisite Equivalency Petition available online. You will need to attach a copy of your unofficial high school transcript and attach it to the Prerequisite Equivalency DocuSign Form.

For students participating in a CCAP or a High School Articulation / CBE course, an NVC Onboarding Representative and your High School teacher will assist you with the registration process during class time.

NAVIGATING YOUR MyNVC Student Portal

MyNVC

MyNVC allows you to log in to Self-Service, NVC email, and Canvas with one username/password. This is where you will access the online services you will need as a student at NVC.

Username Information

Your MyNVC student account has a specifically formatted username that might be new to you. An email was sent to your currently registered email address with that information.

Your username is created using your first initial, last name, and the last 5 numbers of your Napa Valley College student ID (NOT your SSN). Someone named Jane Doe with student ID 1234567 would have the username **jdoe34567** and NVC email address **jdoe34567@student.napavalley.edu**

1. To access myNVC, you will use your new username:
jdoe34567@student.napavalley.edu
2. Once you have logged into MyNVC, you can open the other applications such as CANVAS, Outlook (student email), & Microsoft Office apps.

Password Information

Your initial password is a randomized 6-digit PIN that you should have received in your welcome email.

LET'S GET LOGGED IN!

Now that you know your login information, you can navigate to the web link below, enter your username and password, and start using the great features of MyNVC: <https://myapps.microsoft.com/>

How can I get help if I can't access MyNVC?

If you need more help logging in, the Napa Valley College has [video tutorials](#) available to help you.

If you need more personal assistance accessing MyNVC, feel free to contact the NVC Welcome Center. You can call them at (707) 256-7215, email: welcomecenter@napavalley.edu, or stop by in person to see them at Bldg. 1300.

Remember to check your NVC email regularly for communications from the college. It is helpful to check your NVC email every other day and always before a class. The NVC email is the most important conduit for communication from the college.



Log into to Self-Service for the most up-to-date experience registering for classes and accessing student information.



Includes the robust Office desktop apps that you're familiar with, like Word, PowerPoint, and Excel. You also get extra online storage and cloud-connected features that let you collaborate on files in real time.



Connects you to your instructor and is used to monitor grades, manage assignment submissions, share course documents, facilitate message correspondence between you and your instructors and contain course syllabus information for you to access.



Don't remember your MyNVC username or password? Click on this link (or scan the QR code) to submit a [STUDENT HELP REQUEST FORM](#) and someone from NVC's Welcome Center will assist you.

CREDITS & GRADING

College students only receive a final course grade for their class. Unlike high school, students in college do not receive Marking Period grades or progress reports, unless otherwise noted in the syllabus.

Look for the course grading policy in your course syllabus; ask questions if the grading policy is not clear to you.

Be sure to know where you stand throughout the semester, and ask your professor if you have any questions about your grade and progress. Successful students take advantage of the instructor's office hours and availability to help answer questions, clarify assignments, and discuss themes and specific details of the course content.

Office hours are times set aside by your instructors to be available for you! During office hours, you can ask questions, get help with course material, or learn more about the discipline. This is a great opportunity to get to know your instructors and enhance your learning.

Students must follow all Napa Valley College semester deadlines and processes for adding, dropping, or withdrawing from a class. Please refer to the course syllabus and the *Admissions and Records Registration Calendar* for your class. For late start and short-term classes please see the [link](#) for section-specific deadlines under the Registration Calendars.

Please be aware that the Dual Enrollment CCAP college classes are real college classes. The grade received will appear on your official Napa Valley College transcript forever.

The awarding of the final grade is wholly the responsibility of the instructor. Grades are A, B, C, D, F, Pass, No Pass, or Incomplete. Your college transcript will reflect all final grades and a *W - for Withdrawal*. *Excused Withdrawal (EW)* grade can be requested based on extenuating circumstances through a petition process; for more information and deadlines, please contact the NVC Admissions & Records office.

Your final grade and credits earned will count towards future financial aid eligibility should you decide to attend Napa Valley College or any institution of higher education.

A Excellent	F Failing	EW Excused Withdrawal
B Good	P Satisfactory/Credit Awarded (passing)	IP Course In Progress
C Satisfactory	NP No credit (not passing)	RD Report Delayed
D Passing, Less than Satisfactory	W Withdrawal & No Credit	AU Audit

A student's grade point average (GPA) is computed by dividing the total grade points earned by the total units attempted. Units attempted on a P/NP basis are not used to compute the grade point average. Grade points are earned as follows: A = 4, B = 3, C = 2, D = 1, F = 0, P = 0, W = 0, I = 0

For example, a student who earns 3 units of A, 3 units of B, 2 units of P*, 5 units of C, 2 units of D, and 1 unit of F has a grade point average of 2.36. $(3 \times 4) + (3 \times 3) + (5 \times 2) + (2 \times 1) + (1 \times 0) = 2.36$

*P/NP are not used for computing GPA

DEADLINES & DROPPING A CLASS

Concurrent and Dual Enrollment CCAP students follow the same rules as regular Napa Valley College students. This means, if a student wishes to drop a class or change their schedule, they have to do so by the published Napa Valley College deadlines.

If you decide that you do not want to continue in a course that you are registered for, it is **your responsibility to drop the course**. Be sure to talk to your instructor. If you don't want a W (Withdraw) on your transcript, you must drop before the deadline. **While W grades do not affect your GPA, they may affect your academic standing.**

It is the students' responsibility to know these dates and take action to drop a class in order to avoid a D or F grade appearing on their permanent NVC Transcript. If they miss a deadline, the student will remain in the class and their grade becomes part of their permanent college record.

If the Withdrawal date for the class has passed and the student is struggling, they need to seek extra help from the instructor, arrange for a tutor, and work to improve their final grade, so their transcript shows a passing grade.

When a student wishes to drop a class, they must inform the high school site lead/liaison/counselor responsible for the Napa Valley College class before the Withdraw (W) date for the class. The high school lead/liaison/counselor will communicate this in an email to ANRMail@napavalley.edu. The student will receive an automatic "W" once grades are verified. This is to protect the student from receiving a permanent record of a "D" or "F" which affects their GPA and potentially their financial aid.

The NVC Instructor may also drop the student and is responsible for sending an Instructor Drop email to ANRMail@napavalley.edu.

Emails regarding drops and/or withdrawals should include the following:

- Student Name
- NVC Student ID #
- Section Name
- Section Number





OFFICIAL TRANSCRIPTS

High school seniors will need to submit an official Napa Valley College transcript to the college(s) to which they are applying and/or attending.

► College Transcripts

Transcripts are confidential permanent records of a student's academic history at NVC and will be released only upon written request by the student.

NVC provides transcripts directly to high schools without additional student request. The student's signature on the Permit to Attend form provides for the sharing of transcript data to their high school. Additional transcripts may be requested through the [Admissions and Records website](#).

► Some things to know about getting your NVC transcript:

- The first two official copies of a student's transcript will be issued at no charge but must be ordered in person; each additional copy is \$5.00.
- Students should allow at least 7-10 working days to process a transcript request.
- Rush transcripts are available for pick-up or to be mailed regular USPS Mail the next business day after 12:00 noon for a fee of \$10. Plus, the regular transcript fee of \$5 per transcript ordered, up to 5 copies.
- Express service is available for same day receipt of transcript for a fee of \$25 plus the regular transcript fee of \$5 per transcript ordered, up to 5 copies.
- Certifications of UC and CSU (IGETC and CSU-GE) credits are not available with a rush or express transcript order.
- Transcripts that require current term grades, please indicate that you want them HELD and sent after final grades are posted. Rush or Express is NOT recommended for these orders.





IN COLLEGE - THINGS ARE DIFFERENT

► Course Syllabus

This is your guide to the course provided by the instructor, including what will be expected of you and what you can expect to learn (Student Learning Objectives or SLOs), course policies, instructor office hours, rules and regulations, required texts, how you will be graded, and resources available.

Please print and hold onto your syllabus! It lists the professor's email, name, and contact information; also, s/he will list the daily class topics, textbook, readings, assignments, due dates, and sometimes even assignment instructions. They may not always remind you in person when something is due, if it is written on the syllabus, it is due!

Check your NVC email regularly for communications from the college. It is helpful to check your NVC email every other day and always before a class for any unexpected messages from the instructor. The NVC email is the most important conduit for communication from the college.

► Timely Submission of Work

Another difference between a high school and college class is that many instructors do not accept late work. The instructor's policy on accepting late work will be described in the course syllabus. Paying attention to assignment due dates and submitting work on time is critical for your success especially in classes where late work is not accepted. If a student fails a college class, it is often because they simply don't submit enough assignments to pass. This is another reason why time management is so important.

► What rights do parents have to student information?

Once a student has officially enrolled in an institution of higher education with their parent's permission, as a result, the Family Educational Rights and Privacy Act (FERPA) now protects your student. Regardless of age, once a student begins attending a postsecondary institution, FERPA rights are transferred from the parent/guardian to the student. Students must act on their own behalf. Anyone other than the registered student is not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications.

Under Section 49061 of the Education Code, parents/guardians of community college students do not have the right to access their children's student records regardless of age. Therefore, the student's college records will be released only with the written consent of the student.

► Can a parent/guardian contact their son's/daughter's instructor regarding course content, assignments, or grading policy?

Under FERPA (Family Educational Rights and Privacy Act), instructors are not allowed to discuss student performance or other student-related issues with parents/guardians. Most instructors will only work directly with students.

Parents/Guardians may want to consider the following before signing the Dual Enrollment form: the possibility of controversial course content and the maturity level of their student. Faculty establishes a syllabus for each course, which includes content, assignments, and a general guide to the pacing and grading of the course. Once the student receives the syllabus and the student chooses to remain in the course, the syllabus becomes a contract between the student and teacher.

IN COLLEGE - THINGS ARE DIFFERENT (CONT'D)

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. When a student is 18 or attends a school beyond the high school level, the rights to a student's educational record transfer from the parent to the student, regardless of age.

Who may access personally identifiable information without the student's consent?

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

How do faculty provide student's grades under FERPA?

The best method for students to obtain their grades is through Napa Valley College's secured student information system, MyNVC Self-Service, where faculty electronically post their grades and students view their grades via a secure network ID and password.

Grades are available in MyNVC Self-Service after the end of the term.



FERPA

Family Educational Rights
and Privacy Act

HOW CAN I BE SUCCESSFUL?

- **Go to every class.** In college, it can be tempting to skip a class because the professor may not collect assignments every day. HOWEVER, skipping classes means you will miss out on notes and fall behind quickly. If you know you're going to be absent ahead of time (i.e., family going on vacation), **TELL THE PROFESSOR AHEAD OF TIME.**

If you need to miss a class, make arrangements for notes (for example, ask a classmate if you can get a copy of their notes when you get back), and make arrangements if there's any assignments due the day(s) you will be absent. **An unexcused absence on a day of a quiz or test means you cannot make up that quiz or test, unless you have special pre-arranged permission from the professor.**

- **Email or talk to the Instructor before or after class.** Introduce yourself. Show interest. Get help. Remember to check your NVC email regularly for communications from the college. It is helpful to check your NVC email every other day and always before a class.

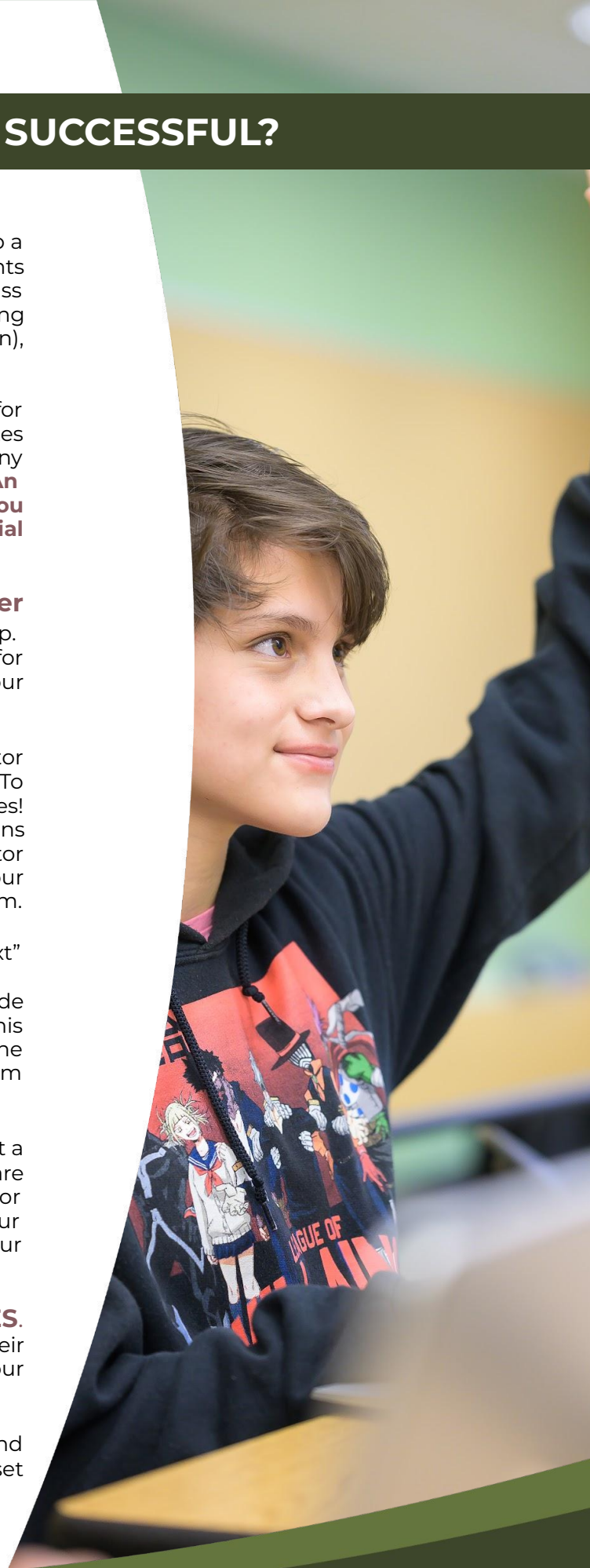
- **Questions come up?** Ask your instructor! Your instructor wants to help you! Asking for help is part of being human. To be successful, students seek help and tap into resources! Practice asking for help! For example, if the instructor assigns something and you're not sure what to do, ask the instructor after class or email the instructor with the details of your question or to request a time when you can meet with them.

- **Textbooks:** Use post-it notes so you can "talk-to-the-text" in your book. Because you are dual enrolled, the high school will provide you with your textbook(s) for the course. Please note this textbook is the school's property so you must return it at the end of the semester. For this reason, try to refrain from writing (or damaging) the book.

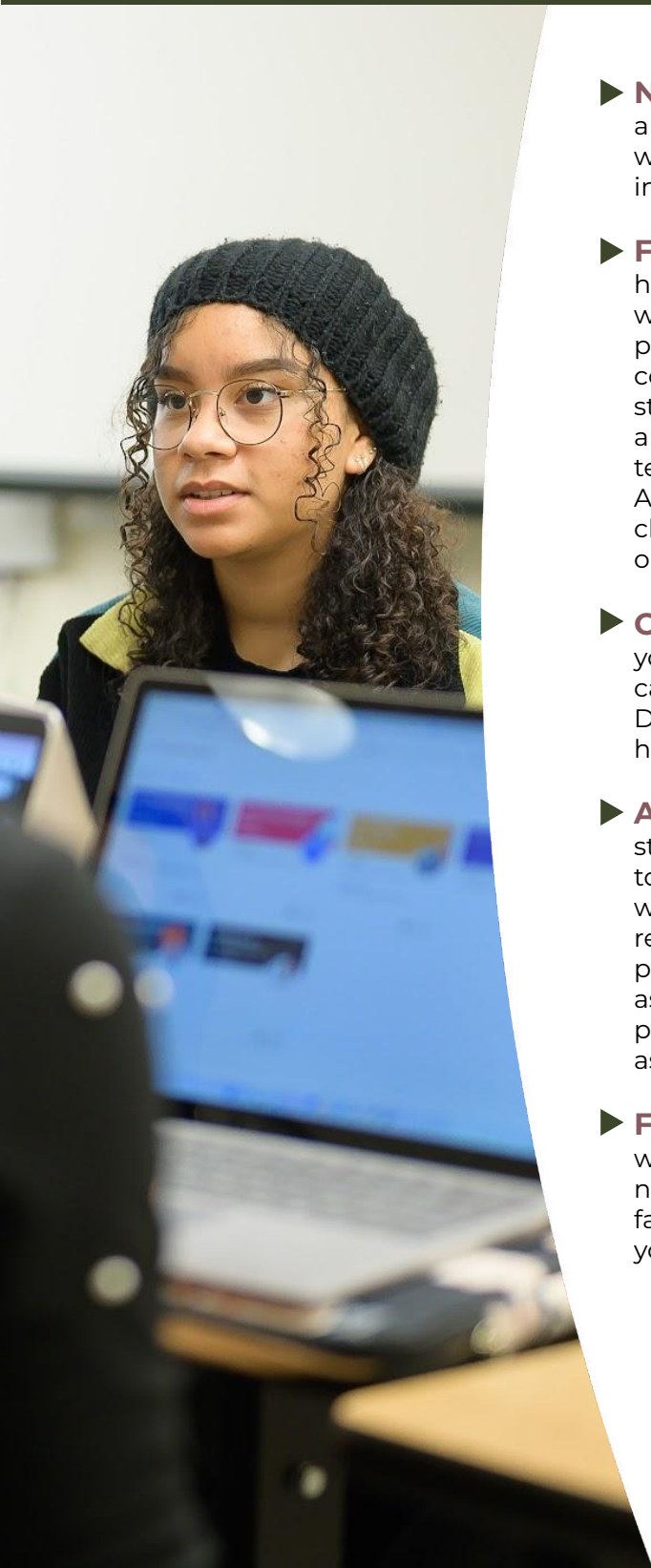
- **Notes are your best friends.** Professors do not collect a lot of paperwork or handouts. This means your notes are your guardian angel. It's how you study/review for a test or prepare for an essay. For example, you can quote/cite your notes for an essay, or the professor may even let you use your notes on a test!

- **Print the syllabus and highlight any DUE DATES.** This will serve as a reminder to you about assignments, their deadlines and all the professor's policies. If you lose your syllabus, ask for another one from your peers or professor.

- **Use a calendar or planner.** Write down due dates and homework. USE YOUR PHONE calendar or alarm to set reminders.



MORE WAYS TO BE SUCCESSFUL



- **Network!** Get to know at least one other person in your class and get their contact information. College courses are a great way to build a social network of friends and peers who also share in your desire to achieve your college dreams!
- **Form a study group!** The number one feedback from former high school students now in college is how helpful it is to study with peers! This means meeting up with 1 or 2 (or 4 or 10!) other people from your class. This can be at the library, at cafes, or coffee shops; it can be on campus or off campus. It makes studying/reviewing/practicing/asking questions SO MUCH easier and fun. You can eat, and it's relaxed. What you know, you can teach. What you don't know, you can learn from each other. Again, it can be awkward and weird to talk to strangers in your class, but EVERYONE benefits from study groups. Please try it out!
- **Observe others in your class.** Which specific strategies are your peers using that seem to help them (do they make flash cards? Do writing notes in a notebook work better than typing? Do they use their phone for calendar/date reminders, or use highlighters, or participate in class?)
- **Ask for help!** Asking for help is part of being human. Many students struggle their first time in college because they hesitate to ask for help (or are too shy); unfortunately, they learn the hard way that you **HAVE TO SEEK HELP** and tap into helpful resources! Thankfully, you're getting to practice college early; please practice asking for help! For example, if the professor assigns an essay and you're not sure what to do, email the professor requesting a time when you can meet with her/him, or ask the Professor questions before or after class.
- **FAST PACED:** College classes can be harder, because, well...they're college! Do not slack off, do not skip class, and do not procrastinate (put things off until a later time). If you do, you'll fall behind quickly, & you'll want to give up. Do your reading, do your homework, go to all classes!

WHAT IF I AM STRUGGLING?

► REACH OUT

- **Self-advocate!** College can be difficult! Life can be difficult! Don't suffer in silence.
- **Don't wait to ask for help.** You are not expected to remember or understand new concepts right away; that's the point of being a student! The earlier you reach out, the better—don't be shy.
- **Which resources can you reach out to—whether it's a place or a person?**
 - a. If you're not sure whom to talk to first, think of a friend in class, the professor, a student who took the class/professor before, or any other advocate you have on your high school campus.
 - b. Does your high school site have tutoring or after-school academic support? Try to attend and receive support.
 - c. Use the [NVC Writing Success Center](#) and the [NVC Math Success Center](#) for help online and in person.
- **Be prepared to ask your instructor plenty of questions** - but be sure to ask them when appropriate (not when they're in the middle of teaching or a meeting) and ask as early as you can (not on the day something is due) so they see you're being respectful of their time and capacity.

► TRY THESE STRATEGIES

- **Review your notes.** Highlight and use post-it notes (in your notebook).
- **Talk-to-the-text.** Next to paragraphs or sections in your reading, write a quick summary (one sentence or phrase) summarizing that section (what is it about?)
- **Questions come up?** Email them to your professor.
- **Initiate or join a study group.** Remember, even meeting up with at least one other person at a café or after class and *talking* about what you're learning, asking/answering questions, *sharing* ideas, reviewing notes, reading *together* can make a HUGE difference and be VERY HELPFUL. Two brains are better than one!
- **Make flashcards.** Use them.



Starfish is an early alert retention tool on a mission to improve student success and retention. It connects faculty, students, advisors and other student support staff through an online platform.



FINANCIAL AID ELIGIBILITY

While Dual/Concurrent Enrollment courses offered to high school students are generally free, it is important to note that once a student officially enrolls at Napa Valley College (or another college/University), their financial aid eligibility may be affected. **GPA and units attempted as a CCAP and Non-CCAP/CE student are included when determining financial aid eligibility.**

For additional information on financial aid, you can contact a NVC Financial Aid Specialist at (707) 256-7301 or go to the Napa Valley College [Financial Aid website](#).



ACADEMIC PROBATION - WARNING LETTER

► Academic Probation - Warning Letter

This letter communicates to students who are on academic or progress probation. In order for them to continue participating in the Dual/Concurrent Enrollment program, the student would need to apply through the appeal process.

The NVC Probation, Dismissal and Readmission policy does not affect students until the student has completed 12 or more units.

Under extenuating circumstances beyond the student's control or ability to foresee, exceptions to these policies may be granted by the Dean of Enrollment and Outreach Services. Students should see a Counselor to discuss their progress or academic status and for details associated with the academic standards policy. Needs to be distributed at least one month before enrollment forms are due each semester. A student who received a D/F/W/I will not be enrolled into any Dual Enrollment courses without parental consent.

Academic Probation at NVC is intended to identify and support students to be successful. Counseling support and various academic interventions are offered to all students at NVC. It is important that students understand their options, consequences, and deadlines to either Withdraw, take an Incomplete, No Pass, or No Credit in a course. High School students need to follow the NVC Academic Calendar and deadlines. It is strongly recommended that a student speak with an NVC counselor when considering any of these actions to understand the impact of their choices on their college transcript, financial, aid, and enrollment.

► NVC Standards for Probation

Once a student has enrolled in 12 or more semester units at Napa Valley College, they are subject to the probation policy of the college. (BP 4250, AR 4250)

Definitions of Probation

Academic Probation First Semester Status	Academic Probation Second Semester Status	Academic Dismissal Status
The first semester in which a student shows a cumulative grade point average (GPA) below 2.0 for all units completed at NVC, the student will be placed on academic probation—First Semester Status.	The second semester, in which a student maintains less than a 2.0 cumulative GPA, the student will be placed on academic probation—Second Semester Status.	The third semester, in which a student maintains less than a 2.0 cumulative GPA, the student will be placed on Academic Dismissal Status.

Progress Probation

Progress Probation First Semester Status	Progress Probation Second Semester Status	Progress Dismissal Status
The first semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Probation—First Semester Status.	The second semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Probation—Second Semester Status.	The third semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Dismissal Status.

ACADEMIC PROBATION - WARNING LETTER (CONT'D)

Effects of Probation	
Academic and Progress Probation First Semester	Academic and Progress Probation Second Semester
After being placed on first semester probation, the student may enroll for a second semester.	During second semester probation the student must meet with a Counselor prior to enrolling in a third semester. Students may be required to meet interventions determined in consultations with a counselor.

Removal from Probation	
Academic Probation	Progress Probation
When the cumulative GPA of a student on Academic probation becomes a 2.0 or higher, the student will be removed from Academic Probation.	When a student's grade notations of "W," "I," "NC," and/or "NP" are less than 50% of student's cumulative units of enrollment at NVC, the student will be removed from progress probation.



ARTICULATION - CREDIT FOR PRIOR LEARNING (CPL)

► What are articulated college and high school courses?

At Napa Valley College, articulated courses are high school classes that align closely with college-level coursework. These courses are reviewed and approved by NVC discipline faculty in collaboration with high school instructors to ensure they meet the same Student Learning Outcomes (SLOs) and final exam standards as the corresponding NVC course.

When students successfully complete an articulated course with a grade of “B” or better, they may earn Credit for Prior Learning (CPL). This credit is recorded on the NVC transcript and can help students advance more quickly toward their academic goals.

CPL allows students to earn college credit for learning acquired in high school. All articulated courses are accepted at NVC. Transferability of these credits to UC, CSU, or private institutions varies—students should verify policies with their intended transfer school.

If you have questions regarding high school articulation/CPL, please contact:

Cristine Tapia

Manager,
Educational Partnerships and Early College
Napa Valley College
707.256.7257
cristine.tapia@napavalley.edu

Articulated courses prepare students for college-level expectations, easing the transition from high school to college. This process supports student achievement by recognizing rigorous high school coursework and providing a clear pathway to college credit.

Articulated courses can also meet certificate and major requirements for some degrees (primarily occupational) at NVC. This enables students to go
► directly into the more advanced courses when they reach college, which saves money.

To receive college credit in an articulated class, students need to:

- Complete the NVC admissions application
- Pass the course Credit by Exam with an “A” or “B” grade.
- ■ Work with their high school instructor to submit a Credit for Prior Learning application with supporting documentation.

Important Notes:

- Supporting documentation can be an exam, project, portfolio, etc. as agreed on by the high school and college faculty.
- Any grade below a “B” will not appear on the college transcript.
- Credits earned in an articulated course become part of your student’s permanent transcript and will count toward his/her financial aid eligibility in college.





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