



Dual Credit Online: Mentor Responsibilities

To assure student success in an online Dual Credit course, all students are required to have a mentor at their high school. The purpose of this mentor relationship is to help younger students transition to the great jump in responsibility that comes in taking a college level online course. The number one adjustment they need to make is to recognize that it is their responsibility to manage their time, to remember to log into their course at least 3 times a week, plus remember to do all the homework on time. It takes a lot of commitment, initiative, and willingness to be self-directed (they will not know when homework is due, unless they take the initiative to look at the page telling them when homework is due. . . etc.).

Before the first week of class:

- Review Add/Drop deadlines with student (see below). These can be found at http://www.tc3.edu/collegenow/dualcredit/ol_catalog_desc_calendar.asp Make sure the student understands that these are REAL college courses with REAL college credit. These courses come with a transcript from a SUNY college, and a “permanent record”. A low or failing grade in this class could affect the student’s eligibility for financial aid – if the student takes a course, they should take success VERY seriously.
- Be sure the student knows what to do if they find that they are not logging into class at least 3 times a week or keeping up with the class work.
 - Drop or withdraw by the deadline so their GPA is not affected. A drop leaves no record on the student’s transcript. A withdrawal is recorded as a “W”, meaning the student was here, and left, no grade indicated.
 - If the student withdraws after the deadline, his grade will either be a WP or a WF.
 - ◆ WP = Withdraw Pass
 - ◆ WF = Withdraw Fail - WF is averaged into the student’s GPA as an F. WF or grades below a C will not look good on a student’s transcript when other colleges look at it if the student’s are transferring to continue their education. Most colleges will only transfer credit for grades C or above.
- Make sure the student knows that if they do NOT log into class at least three times a week, this will be viewed as NOT attending the course, and they risk facing an “Administrative Withdrawal”, which will become part of their permanent record, and is viewed as a WF. They should not think that not participating in the class = not taking the class. If they need to get out of the class, they need to complete the proper paperwork with the college to avoid a failing grade.

During the first week of class:

- The mentor must personally check in with the student to verify that the student has created an IQ web account, created an account with either WebCT or SLN, and has logged in and accessed their course. (For “How to” visit http://www.tc3.edu/collegenow/dualcredit/ol_catalog_desc_access.asp)
- The mentor must ensure that student has purchased any required text books, printed the course schedule with due dates, and has decided on regular times during the week when they plan to log on to the course.
- For students taking their first online course, we recommend that they do the online orientation to their system when setting up an account.
- Set up a schedule for checking in with the student throughout the semester. For best results, this would be a weekly occurrence. Remember, we are setting up this system to assure student success, and the purpose of this mentor relationship is to help younger students transition to taking a college level online course. The number one adjustment they need to make is to recognize that it is their responsibility to manage their time, to remember to log into their course at least 3 times a week, plus remember to do all the homework on time. It takes a lot of commitment, initiative, and willingness to be self-directed.

Throughout the semester:

- Be a resource for the student. Encourage them to contact the professor or the helpdesk when appropriate.
- Follow the schedule you set with the student for checking in regularly. (OR hold them accountable to checking in with you!)
- Pay particular attention to the important semester dates for drop, withdraw, and WP/WF. Check in with the student in advance of each date and make sure they are on target and don’t need to consider dropping out of the class.

When in doubt: Contact the CollegeNow office!

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