

**Dual Enrollment  
Student Handbook**

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## Table of Contents

<b>Welcome Letter from our Director.....</b>	<b>3</b>
<b>About the Herd Academy.....</b>	<b>4</b>
<b>What is Dual Credit/Dual Enrollment.....</b>	<b>5</b>
<b>Admissions.....</b>	<b>6</b>
<b>Registration.....</b>	<b>7</b>
<b>Email/MyMU/Blackboard.....</b>	<b>8</b>
<b>IT Guide.....</b>	<b>9</b>
<b>Academic Calendar.....</b>	<b>10</b>
<b>HEPC Pathways.....</b>	<b>11</b>
<b>Resources.....</b>	<b>12-13</b>

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Students, Families, and Schools:

On behalf of the Herd Academy, I am thrilled to welcome you to Marshall University! We are excited to have you join our Thundering Herd community, one that promotes educational goals and that allows individuals maximum opportunity to pursue those goals.

As a student in our program, you will not only earn college credits but will also gain valuable experiences that will shape your future. You will have access to a broad range of college-level courses, as well as the support and resources you need to succeed. Our dedicated faculty and staff are here to guide you, challenge you, and celebrate your successes every step of the way. Our hope is that the knowledge and skills you gain through this program will give you a competitive edge as you prepare for life after high school. This will be an exciting opportunity to challenge yourself and get a head start on your college education, all while being part of the Herd family.

Once again, welcome to the Herd Academy. We are proud of your commitment to your education and look forward to seeing all that you will accomplish! We look forward to watching you succeed and cheering you on along the way

Sincerely,

Michelle Biggs

Director, Herd Academy

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## About the Herd Academy

If you are a qualified high school student, you can take dual enrollment courses through Marshall's Herd Academy as an Early Start student to start earning college credits before you graduate from high school.

Marshall University offers a variety of coursework options for high school students. Prior to graduating from high school, you can apply to Marshall for early college credit on either a full or part-time basis and can enroll in classes offered online, in your high school, or at one of our campuses.

Please note that students who enroll at Marshall to earn college credits prior to high school graduation are not admitted as freshmen, cannot receive financial aid, and are not eligible for on-campus housing.

Through the Herd Academy, students have access to three different variations of courses:

- **Dual Credit Courses in the High Schools:**
  - Students take courses with other high school students and a qualified high school teacher or Marshall faculty member.
- **Online College Courses**
  - Students enroll in a Marshall online course and complete the online course with college students and Marshall faculty
- **On-Campus Courses**
  - Qualified early entry students who live near one of our campuses can also attend regular college classes in our classrooms.

All three options offer students the chance to get a head start on their college education, potentially saving both time and money in the long run.

*Price: \$25 per credit hour or waived for WV students when taking HEPC approved classes with a signed MOU.*

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# What is Dual Credit/Dual Enrollment?

**Dual Credit** and **Dual Enrollment** are educational programs that allow high school students to earn college credit while still in high school. Though they are related, they have distinct definitions:

## Dual Credit:

- **Definition:** Dual credit allows high school students to earn both high school and college credit for a single course. The course is typically taken at the student's high school by either a high school teacher or a Marshall faculty member. Some schools/counties also allow online and campus classes to count as dual credit.
- **How it works:** The student enrolls in a college-level course that is recognized by both the high school and the college. Upon successful completion, they receive both high school and college credit for the same course.
- **Benefits:** This can help students accelerate their education by earning college credits before graduating high school, reducing the time and cost it takes to complete a college degree.

## Dual Enrollment:

- **Definition:** Dual enrollment is a broader concept where high school students take college courses while still enrolled in high school, but not necessarily for both high school and college credit.
- **How it works:** A student takes a college course (usually on one of Marshall's campuses or online) and earns college credit. The course may or may not also count toward high school graduation requirements.
- **Benefits:** Dual enrollment programs allow students to experience college-level coursework and prepare for postsecondary education, even if the course doesn't count for high school credit.

## Key Differences:

**Dual Credit:** Students receive both high school and college credit. Often offered as part of an agreement between a high school and a college, usually with a set curriculum.

**Dual Enrollment:** Students typically receive only college credit (though sometimes it can count toward high school graduation). Students can take a wider variety of college courses, often without needing a direct partnership between the high school and the college.

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## Admissions

Students may apply to attend Marshall University on either a full or part-time basis prior to graduating from high school. Early enrollment students are subject to the same policies as other Marshall University students, including academic probation and suspension policies. Students who enroll at Marshall University prior to high school graduation are not eligible for freshman admission, financial aid, or on-campus housing. For admission to Marshall as an Early Admission student, applicants must meet the requirements listed below. Students with an exceptional talent in a discipline such as music may request permission to enroll in coursework in that discipline.

Please note that students who have taken college courses during high school and plan to later apply for admission to Marshall University must meet all Marshall University admission standards.

### **Early Admission Requirements:**

- Be currently enrolled in high school or a home-school program.
- Completed admission application.
- A current high school transcript reflecting a cumulative minimum GPA of 3.00 on a 4.00 scale OR a cumulative minimum GPA of 2.00-2.99 and an ACT Composite score of 19 or SAT Total score of 990.
- Maintain a 2.00 GPA in all college courses.
  - If a student receives a D/F in a course, they will be required to retake the course under the D/F repeat policy prior to taking anymore dual credit courses. Payment for the retake will be covered by the student.
- Meet all course prerequisites.

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# Course Registration

Upon admission into the Herd Academy, you will register for courses through a Herd Academy staff member. Students are eligible to take 100 and 200 level courses, as well as 300 and 400 level courses in an approved HEPC pathway (see page 11 for listing).

## Dual Enrollment:

- For online dual enrollment courses, please fill out our registration request form online and our staff will take care of registering you for your classes.  
<https://www.marshall.edu/herdacademy/register/>

A list of available online courses can be found on our website here:

<https://www.marshall.edu/herdacademy/how-to-register/>

- For on campus dual enrollment courses, please email our Dual Enrollment coordinator directly to choose your course days and times.

Jessica Jordan, Dual Enrollment Coordinator

[Lamp5@marshall.edu](mailto:Lamp5@marshall.edu)

Seats are available on a first-come, first served basis and students must meet all course pre-requisites. Course offerings may vary each semester.

## Dual Credit:

If you are interested in taking dual credit courses, first talk to your school counselor about dual credit options in your West Virginia school. Once approved by your school, a class list will be sent directly to us by your school to register you.

*Once registered, students should reference the academic calendar for important registration and withdrawal dates.*

**FERPA Notice:** The Family Educational Rights and Privacy Act (FERPA) ensures that students have certain rights regarding their educational records. Under FERPA, the university **may not** disclose student records (except to Marshall officials who have a legitimate educational interest) without the student's written consent. For more details about FERPA, please refer to:  
<https://www.marshall.edu/student-affairs/ferpa/>

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## Email/MyMU/Blackboard Accounts

All Marshall Students are assigned a personal student ID number, Marshall email, MyMU and Blackboard account. Once admitted as an Early Start student, it will be important to activate your student accounts to have full access to Marshall University's resources, amenities, and all your course content. Without activating your accounts, you will not have access to your school email or any online coursework.

**Mandatory Account Activation** can be completed online here:

<https://www.marshall.edu/selfservice/loginselfservices/>

To Activate your account, you will need:

- Marshall Student ID number (found on your admissions letter)
- Marshall Email/username
  - Example:
  - email: [smith1@marshall.edu](mailto:smith1@marshall.edu)
  - username: smith 1
- Your password will be created during the activation process

Once activated, you can access your student email and online classes through your MyMU account, found here: <https://mymu.marshall.edu/>

Once logged into your MyMU account, you will find an icon for **Blackboard** under the Quick Links. This is where all your online courses will be found.

*Please note: Once admitted- all correspondence with Marshall faculty/staff should be sent through your official Marshall Email account.*

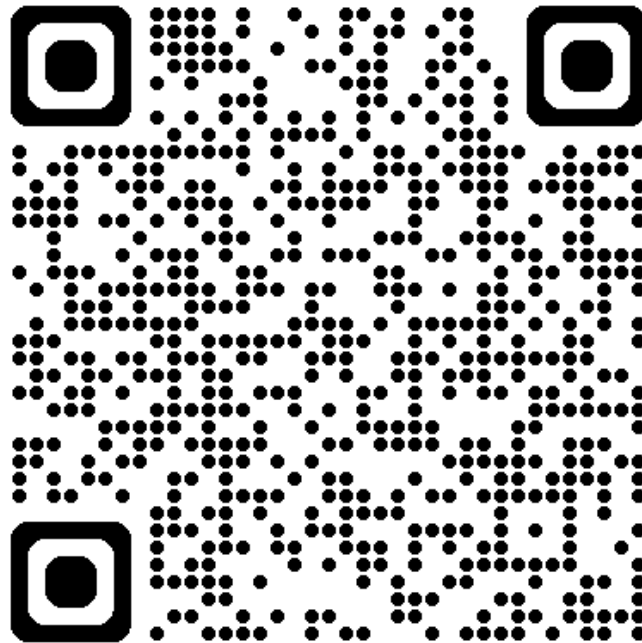
More information found on the next page in our **Dual Enrollment IT Guide**.

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## Dual Enrollment IT Guide

### Access our IT Support Guide with One Scan

Need more help activating your accounts or have other IT questions? Whether you're troubleshooting an issue, setting up new software, or seeking answers to common technical questions, our guide has you covered with direct access to our IT Help Desk and more.

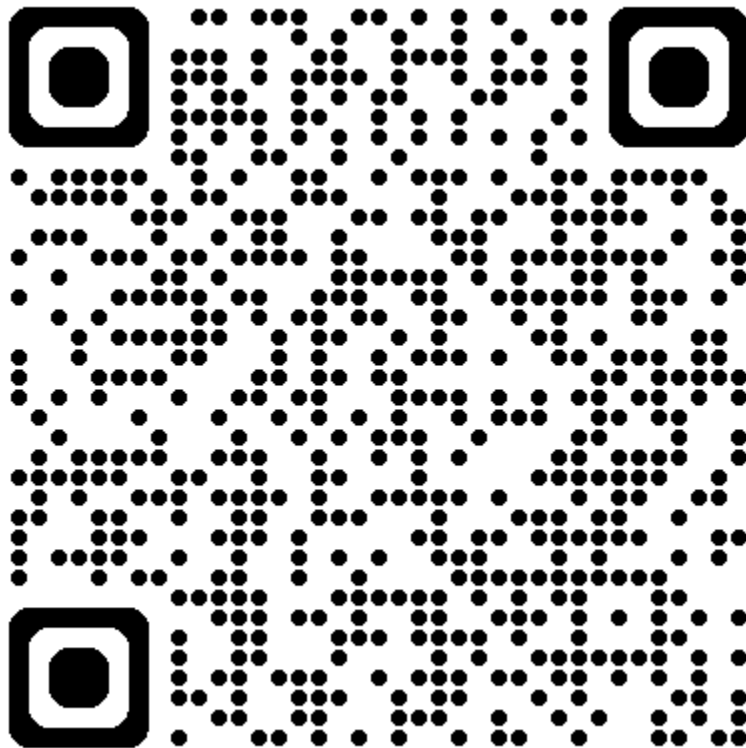


[https://www.marshall.edu/it/files/2066\\_ITStudentGuide2023.final\\_.pdf](https://www.marshall.edu/it/files/2066_ITStudentGuide2023.final_.pdf)

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## Academic Calendar

The QR code and website listed below will take you directly to Marshall University's Academic Calendar. Here you will have quick access to important dates, such as the start and end of semesters, holidays, breaks, and the last date to add or drop a class. It's an accessible way to keep track of our academic year. Make sure to check it each semester so you don't miss any important dates.

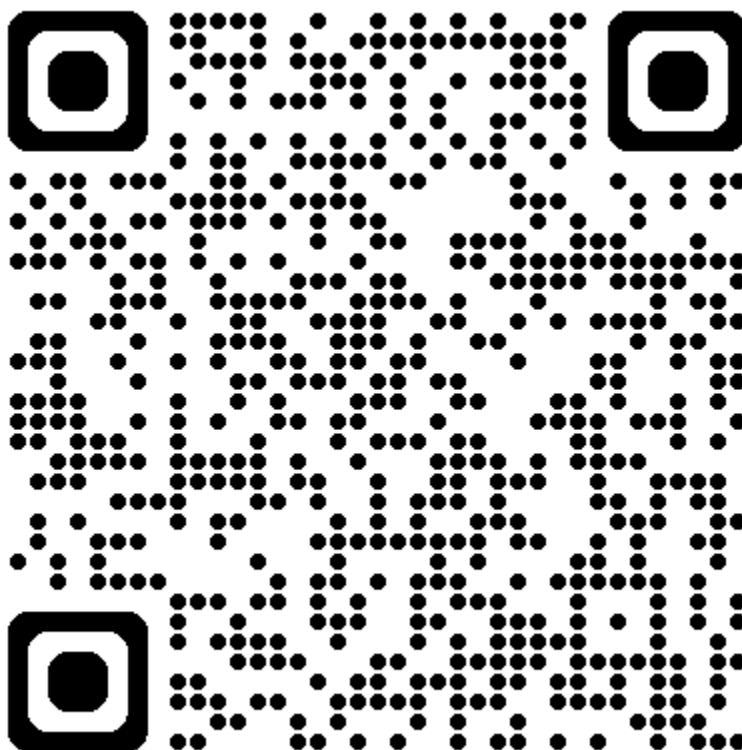


<https://www.marshall.edu/academic-calendar/>

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## HEPC Pathways

The Herd Academy offers HEPC approved Pathways in Allied Health, Engineering/IT/Cyber Forensics and Security, Behavioral Health/Social Science, Business, Education, and Tourism & Agriculture. If students live in West Virginia and take courses in any of our approved pathways, they will qualify for free tuition with a signed MOU. Classes in the approved pathways can be found here:



[https://www.marshall.edu/herdacademy/level-up-pathways/  
HEPC-Pathways.pdf](https://www.marshall.edu/herdacademy/level-up-pathways/HEPC-Pathways.pdf)

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## Resources

Marshall University offers a comprehensive range of support services designed to help students succeed throughout their academic journey. As a Herd Academy student, you have full access to these services to help you with your success.

Campus Bookstore: Whether you're looking for textbooks, school supplies, Marshall University apparel, or exclusive merchandise, our online store has everything you need. With convenient browsing and secure online ordering, it's easy to find the materials and products that support your academic success and school spirit. At this website, you can even look up the textbooks your instructor will use before class even begins to ensure you are prepared for your first day.

<https://www.bkstr.com/marshallstore/shop/textbooks-and-course-materials>

Tutoring Center: Marshall University has proudly partnered with Knack – the fastest growing peer learning platform for college students – focused on helping students like you succeed in the classroom and beyond! Knack's platform allows undergraduate students in need of tutoring services to book sessions with verified Marshall peer tutors who have previously aced the exact courses in which they are offering assistance.

<https://www.marshall.edu/tutoring/>

Writing Center: The Writing Center offers writing support to all Marshall students who want help with their writing. The staff is ready to assist students with any writing needs. They accept walk-ins, or you can also schedule an appointment. They offer in-person, live chats, or online/etutoring appointments. The Writing Center also provides numerous writing support resources to help you with not only your coursework but also your professional and personal writing needs. <https://www.marshall.edu/writingcenter/>

Library Services: Marshall Libraries offers extensive services for students who are distance learners or have nontraditional library needs. As a student, you can access databases, Journals, articles, research guides, and books from anywhere you have internet access. <https://www.marshall.edu/library/>

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Office of Accessibility and Accommodations: The Office of Accessibility and Accommodations provide the educational and physical accessibility support necessary for students to achieve their academic goals and promotes as much independence as possible on the part of the students with disabilities. We aim to make all programs, services, and activities fully accessible to students with disabilities, and our staff works directly with students to personalize types and levels of services needed for a successful college career. [Office of Accessibility and Accommodations](#)

[Registration Process – Office of Accessibility and Accommodations](#)

Career Education: Career Education provides resources and support as students explore and prepare for their career goals. They offer skill and interest assessments, major and career exploration, resume development mock interviews, internships and experiential learning opportunities, career skills development, networking, and job search resources. <https://www.marshall.edu/careereducation/>

Not sure what the future holds, discover your strengths, interests and career options with personalized assessments that link directly to Marshall University majors through [Pathway U](#). <https://www.marshall.edu/careereducation/major-exploration/>