



## Important information for YHC Dual Enrollment students

### **Academic Accommodations:**

Young Harris College is committed to providing an environment in which all students have access to learn and work to their full potential. 504 plans and Individualized Education Plans (IEPs) that are active in high school do not cross-apply to Young Harris classes. Students should contact Disability Services in the Success Center as soon as possible for more information and/or to initiate the process for setting up academic accommodations at 706-379-5042 or [disability@yhc.edu](mailto:disability@yhc.edu).

### **Attendance:**

Young Harris Instructors do not use the same policy as your high school. You must check your syllabus for your college attendance policy and for the instructor's make-up policy. You must communicate directly with your instructor when you are absent. Your high school does not notify the college instructors about excuses.

### **Calendar of Holidays:**

- If you are taking an online 8-week class, your class runs for 8 weeks with no holidays. You are expected to log in a minimum of five days per week and complete work.
- If you are taking an online 16-week class, there is a one-week break and the dates of that are announced each semester. (In the fall, it is the week of Thanksgiving, and in the spring, it is a Spring Break that we attempt to line up with the majority of our partner high schools.)
- If you are taking a class at your high school, you will follow your high school calendar.
- If you are taking a class at the YHC campus, you can access the YHC calendar at <https://www.yhc.edu/academics/calendar>.

### **Email usage:**

Check your **YHC email** often at <https://webmail.yhc.edu> or you can download the Outlook desktop app. Use your YHC email address to email your instructors!

### **Funding:**

To ensure your class is paid for, please make sure you have completed a funding app at [GAfutures.org](http://GAfutures.org). You must complete a funding app once a year and list all colleges that you plan to dual enroll with.

### **Moodle Orientation:**

Moodle is the learning management system used at Young Harris College. You are expected to complete the **Moodle Orientation** at <https://moodle.yhc.edu>.

### **Online Courses:**

All online courses are housed in Moodle at <https://moodle.yhc.edu>. The courses will be made visible to you the week before they begin. You are expected to log in regularly and check your YHC email when you are taking an online course. If you have questions, please ask your instructor.

### Password changes:

Visit <https://www.yhc.edu/changemypass/> to change your password. You are required to change it the first time you log in and then again every 90 days. You will receive warnings when it gets close to time to change it – don't ignore those for too long!

### Self-Service:

Check your class registrations and view final course grades at <https://selfservice.yhc.edu/selfservice>. Be sure to check your registrations to make sure you are officially registered into the correct courses.

- To check your schedule, click on the 'classes' tab and then 'my schedule'.
- To check your midterm or final course grades, click on the 'grades' tab and then 'unofficial transcript'.

### Technical Help:

Email the I.T. [helpdesk@yhc.edu](mailto:helpdesk@yhc.edu) or call 706-379-5212 during business hours. If you have problems with Proctorio, you can call 866-948-2039. This Proctorio number should work 24/7 but you may have to leave a message and receive a call-back.

### Textbooks:

- If you are taking an online class, your book will likely be provided to you digitally in your course. A few of the online courses have codes that your instructor will email you to access your textbook at a different website.
- If you are taking a class at your high school, your books will be delivered to your school and passed out by your instructor. You must return those at the end of the semester in good condition to avoid a charge.
- If you are taking a class at the YHC campus, you should pick up your books at the YHC bookstore just before classes start.

### Transcripts:

You will need to have your YHC transcripts submitted to **every** college that you apply to, in addition to your high school transcripts. To request YHC transcripts be sent, please email [registrar@yhc.edu](mailto:registrar@yhc.edu) and include your name, your date of birth, the name of the institution you want the transcripts sent to and the address of that institution. (It might be an email or a physical address). YHC Transcripts will automatically be sent to your high school at the end of every semester and they will use their own policy to assign a grade to you in the appropriate high school course.

### Tutoring:

YHC provides tutoring free-of-charge to all current students. The link to access the tutoring remotely can be found on your Moodle home page. Be sure to check the hours – it is not 24x7. You can call them at 706-379-5200 to speak directly to someone in the Success Center. If you are a local student, you may attend tutoring in person in the bottom floor of the Rollins Campus Center (RCC).

### Withdrawals:

If you wish to withdraw from an YHC course, you must talk to your high school counselor first. Then you must email the YHC Dual Enrollment office [dualenrollment@yhc.edu](mailto:dualenrollment@yhc.edu) and include your high school counselor in the email. The counselor must confirm the withdrawal and the funding application must be complete at [gafutures.org](http://gafutures.org) prior to the withdrawal being processed. Note that you become ineligible for funding through the state of Georgia after your second withdrawal. All withdrawals count towards the 30-credit hour funding cap.

### YHC Library Access:

You can access most of the YHC Library resources remotely at <http://libguides.yhc.edu/home>. The blue rectangle on the right side will open up a chat window so that you can ask a librarian any questions you need. If you are a local student, you may also use the library in-person at the RCC.