

# Guidance for School Divisions

## Purpose and Process for the CTE Academy at CVCC

Thank you for your commitment to learning about the CTE Academy at CVCC! It is our intention to simplify, rather than complicate the process for utilizing the CVCC CTE programs. The application process will be similar to dual enrollment classes, but for CTE classes on campus at CVCC. Moving forward, Mr. Jason Clark will be the point-of-contact for all CTE Academy and related questions.

### **Fall 2021:**

CVCC wishes to provide an opportunity to train students in a skill on the CVCC campus. The focus of the CTE Academy is to serve all secondary schools, private and public, in Amherst, Appomattox, Bedford, Campbell counties, and Lynchburg City Schools. The transportation component is already in place via the STEM Academy bus schedules, as our classes will be in session from approximately 8:00 am to 11:30 am (times vary by class and school division). The CTE Academy includes all the CTE program areas on the campus of CVCC. Initially, Fall '21 seniors will qualify as “first option,” with juniors as “second option” to fill the seats after all seniors are seated. Students will be considered dual enrolled in CVCC programs and receive college credit, if dual enrollment criteria are met.

### **Eligibility:**

All seniors and juniors that meet the Dual Enrollment requirements: Algebra 1 completion, with passing an SOL and a 2.0 GPA, are eligible to apply. (3.0 GPA required for Health Sciences). Each school, through their school counseling department and administration, will use their discretion, in who can apply to the CTE Academy. Counselors should consider student’s criteria for success on the CVCC campus, by using **grades, attendance, current schedule, and their personal career-based learning goals**, as a combined “picture of the student ability.” The CTE Academy is open to everyone who is eligible. Students that counselors feel are career ready and likely to be successful in the adult educational environment at CVCC should be highly considered. All other CVCC requirements must be met.

## Number of students:

We wish to be as inclusive as possible, moving forward. Students should complete the application process and choose their top three programs of study. Based on physical capacity limitations, some programs may fill. CVCC will notify school representatives and students to confirm if the student's first choice will be honored. Every effort will be made to provide alternatives such as different class times, sections or other programs of study.

NOTE: **Welding, HVAC, Electrical, Plumbing** have limited enrollment. Courses with physical capacity limitations will be enrolled on a "First come, First served" basis, according to their timestamp in the CTE Academy application submission.

## Specific steps to enroll students:

It is recommended that the student understand and acknowledge the expectations of being a CVCC student. Students should clearly understand the commitment and responsibility of attending college classes. Behavior on campus, attendance, code of ethics, etc., should be explained.

1. Before April 1, complete steps 2-8 with each student.
2. After obtaining parental permission and principal sign-off to attend CVCC, students should complete the [CVCC application](#) available on our website. Students should follow the steps outlined on this page.
3. A letter from CVCC Admissions and Records will be sent to their college email address, which would have been created. If they already have a CVCC account, they may use that email.
4. Determine what [CTE pathway or program](#) area is their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice they want to pursue.
5. Within 24 hours, the student needs to activate their myCVCC account using their temporary password (after 24 hours, your password will have to be reset).
6. After they get their "myCVCC" login and student ID, student (or counselor) should schedule placement tests for math and English.
7. Have students fill out the CTE Academy Application form [Here](#) (**Particularly important data collection point for the grant**) after they receive their student ID number.
8. Use the Google Form or Excel Sheet supplied by the CTE Academy to record student's information: Student Name, SiS ID#, School, Program, Course/

Section, Class# (Course/Sections and classes are supplied by CVCC each semester)

### **Financial Process:**

Limitations on the number and who can attend will be decided internally by the school counselors, guidance directors, principals, and/or division leadership.

CVCC will invoice school divisions according to established dates and processes within the VCCS parameters and policies. Each school division will pay CVCC by the date established by CVCC.

### **Timeline: (after initial Fall '21)**

#### **Fall Semester Timeline**

- **Before April 1** – Each student will have completed the CTE Academy application process (Steps 2-8) at school, with their counselor.
  - Projected numbers are created by the school and are sent to. [clarkj@centralvirginia.edu](mailto:clarkj@centralvirginia.edu) (Fall of '21) or the new CTE Counselor Coach at CVCC, via email using the supplied Google Sheets/Excel, outlining projected pupil per program totals.
- **May 1** - CVCC will provide classes and sections from projected numbers. The provided classes and sections will be sent back to schools and filled by point of contact, or designee. Each contact responsible at the school division will be provided with a **template spreadsheet** that will be used to enroll students into class numbers and sections.
- **June 1** - Final Spreadsheets are due **from** schools back to CVCC. Once class availability is confirmed, students will be enrolled in their 1<sup>st</sup> choice. For students who did not receive their 1<sup>st</sup> choice, a CVCC representative will contact the counselor to help the

students with their 2<sup>nd</sup> or 3<sup>rd</sup> choices. CVCC classes will be opened to the general public after **June 15**, when the number of available seats are confirmed.

## Spring Semester Timeline

- Before **Oct 15**
  - Schools get post-interim grades and decide how to proceed with the D-F students (Retake or drop the class)
  - CVCC will rollover all students and wait for confirmation of Drops/Retakes from schools via CVCC Drop/Add forms
- **Nov 1** - Schools use the Google Form (sent by CVCC) while using the paper CVCC Drop/Add form for documentation purposes. CVCC will collect the Form inputs from schools.
- CVCC “cleans” the class rolls to reflect accurate head count.
- **Nov 15** - Classes opened to the general public after **when** available seats are confirmed.

## G3 Grant (Last resort dollar) Tuition-Free

The G3 program is a new initiative in the Commonwealth that will provide tuition assistance to qualifying high school graduates in five areas: Manufacturing, Construction and Skill Trades (any), Healthcare, Public Safety, Early Childhood Dev., and Information Technology. The G3 grant (free tuition) does not apply to enrolled secondary students. After they graduate high school, they are eligible.

For more information, see the links below.

- [Start Here Central Virginia Community College](#)
- [Online application for CVCC](#)
- [CTE\(And other Programs\) Virtual Open House.](#)
- [Programs & Classes Central Virginia Community College](#)
- [Class Search \(vccs.edu\)](#)
- [G3 Central Virginia Community College](#)
- [G3 Grant Student Tuition Assistance](#)