



**2025-2026 ACADEMIC YEAR
SLC HIGH SCHOOLS**

SUNY CANTON



DUAL ENROLLMENT HANDBOOK



SUNY Canton
**Center for Workforce, Community &
Industry Partnerships**

Mission Statement

SUNY Canton provides a progression of accessible, affordable, high-quality applied programs that enable students in the North Country, New York State, and beyond to achieve their highest potential both personally and professionally.

The Center for Workforce, Community & Industry Partnerships plans, develops, coordinates, administers, and evaluates dual enrollment programs aligned with St. Lawrence County high schools so students can develop the necessary skills and mindset to become successful college students.

Dual Enrollment Contact Information



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What is Dual Enrollment?

SUNY Canton's Dual Enrollment Program provides 11th – 12th grade high school students with the opportunity to complete their high school coursework while earning college credit.

“Dual enrollment” means that the students in these courses will earn credit towards their high school diploma in addition to SUNY Canton course credit that may be used towards a SUNY Canton degree or transferred through SUNY's seamless transfer policy to any other SUNY college or university. Acceptance of transfer credit outside of the SUNY system is up to the discretion of the college or university to which you wish to transfer.

What are the advantages of participating in dual enrollment?

- You will have a head start with college credits
- Your earned college credits will count toward enrollment at SUNY Canton or may transfer to other colleges or universities
- Become familiar with the SUNY Canton campus, academic programs and courses



Process for Enrollment

All high school students registered in a SUNY Canton approved dual enrolled course will need to complete the [online registration form](#) by the semester deadline. It is recommended that the high school encourages all dual enrolled students to complete the registration form on the first day of classes.



No registrations will be accepted after the deadline

2025 - 2026 Registration Deadlines	
Full Year Classes	Friday, September 19th
Fall Only Classes	Friday, September 19th
Spring Only Classes	Friday, January 16th

After the students have registered, SUNY Canton will send a class list to the high school. Each high school will need to indicate on the spreadsheet the dual enrolled class(es) the students should be taking. The completed spreadsheet will be returned to SUNY Canton within 2 weeks and all students will be added to the dual enrolled courses.

Once students are registered in the 2025-2026 dual enrolled courses an email will be sent to the student's email notifying them of the registered classes and their new SUNY Canton ID number. This ID number will also be added to the grade roster and will be needed to access a transcript.

If a student needs to add a class after the deadline (i.e., moved into the district, adjusted high school schedule) the request will be assessed on a case-by-case basis.

Process for Tracking Enrolled Students

Once the semester registration deadline passes (September 19th / January 16th), each high school will be sent a roster of registered students on Wednesday, September 24th for fall and Wednesday, January 21st for spring. A representative from the high school will need to align the student to each dual enrolled class they are taking. This needs to be accomplished in a short time frame so SUNY Canton's Registrar can enroll them.

Fall - All rosters will need to be completed and returned to SUNY Canton by Wednesday, October 1st.

Spring - All rosters will need to be completed and returned to SUNY Canton by Wednesday, January 28th.

Roster Deadlines	
Student Registration Deadline	September 19th / January 16th
Rosters Sent to HS	September 24th / January 21st
Rosters Completed & Returned to SUNY Canton	October 1st / January 28th

Process for Withdrawal

If for any reason the student needs to withdraw from the dual enrolled course, the **guidance counselor** must complete the “Dual Enrollment Withdrawal Form ” prior to the deadline and email it to the Center for Workforce, Community & Industry Partnerships at wcip@canton.edu

Don't forget the withdrawal deadlines

Withdrawal Deadlines	
Full Year Classes	Monday, November 3rd
Fall Only Classes	Monday, November 3rd
Spring Only Classes	Monday, March 2nd

If a student needs to withdraw after the deadline (i.e., moved out of the district, adjusted high school schedule) the request will be assessed on a case-by-case basis.



Attendance Policy for Dual Enrolled Students

Dual enrolled classes are considered college equivalent courses and attendance is expected for the duration of the course. Dual enrolled instructors are expected to maintain and track attendance. Excessive absences will hinder the ability for the high school student to receive college credit for the course.

If a student misses more than **10** days during a semester only (fall or spring) course or **20** days during a full year course, the student will no longer be eligible to receive college equivalency credit and will need to withdraw or risk a failing grade listed on their SUNY Canton transcript.

The definition of an excused and unexcused absence will be defined by the home high school attendance policy. Exceptions to this policy will be assessed on a case-by-case basis with consultation of the high school instructor and guidance counselor or dual enrollment point of contact.



Submission of Grades

At the end of the term (either January for fall only or June for full year and spring only), each district will receive a grading spreadsheet with all approved dual enrolled courses. The high school instructor will enter individual student grades on the spreadsheet and the completed spreadsheet will be returned to the Center for Workforce, Community & Industry Partnerships at wcip@canton.edu

Grade Deadlines

January 31st for fall only courses

June 30th for full year and spring only courses

Letter Grade	Grade Points	
A	4.00 (Excellent)	NOTE: SUNY Canton does not use "A+" or "minus" grades. Also note that there are no specific, numeric percentages set for the letter grades in our scale (this is up to the individual instructor to decide).
B+	3.50 (Very Good)	
B	3.00 (Good)	
C+	2.50 (Above Average)	
C	2.00 (Average)	
D+	1.50 (Below Average)	
D	1.00 (Minimally Passing)	
F	0.00 (Failing)	

Student Course Comments

All SUNY Canton courses require participants to complete “Student Course Comments” at the completion of the term. The survey is distributed electronically and all comments are anonymous. After the comment period has closed, all survey results will be reviewed and sent back to the school district for dissemination to high school instructors.

If a dual enrolled course has less than 8 students enrolled we will not require student course comments to be completed.

Student Course Comment Questions - All questions are based on a Likert Scale (strongly agree, agree, neutral, disagree, strongly disagree) and the last question is open ended

The instructor gave clear explanations to clarify concepts.

The instructor’s teaching methods are effective.

Assignments were returned quickly enough to benefit me.

The instructor’s evaluation of students’ performances was constructive.

I have become more knowledgeable in this area because of this course.

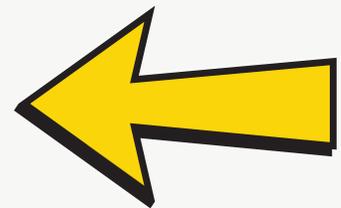
Was there anything about this course that was significant enough that you’d like to comment on it?

Request a Transcript

At the conclusion of the dual enrollment course, a final course grade will be submitted by the high school instructor and recorded on an official SUNY Canton transcript.

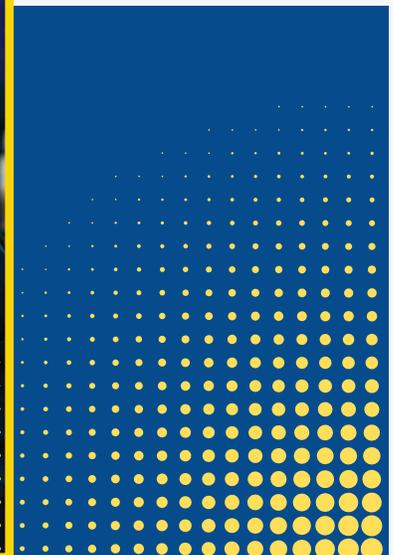
Students interested in attending SUNY Canton will not be required to obtain an official transcript. Students looking to transfer their dual enrollment credits must request an official copy of their transcript to be sent to the receiving college for review of transfer credit.

Parchment Transcript Request Website -
<https://www.canton.edu/registrar/transcripts.html>



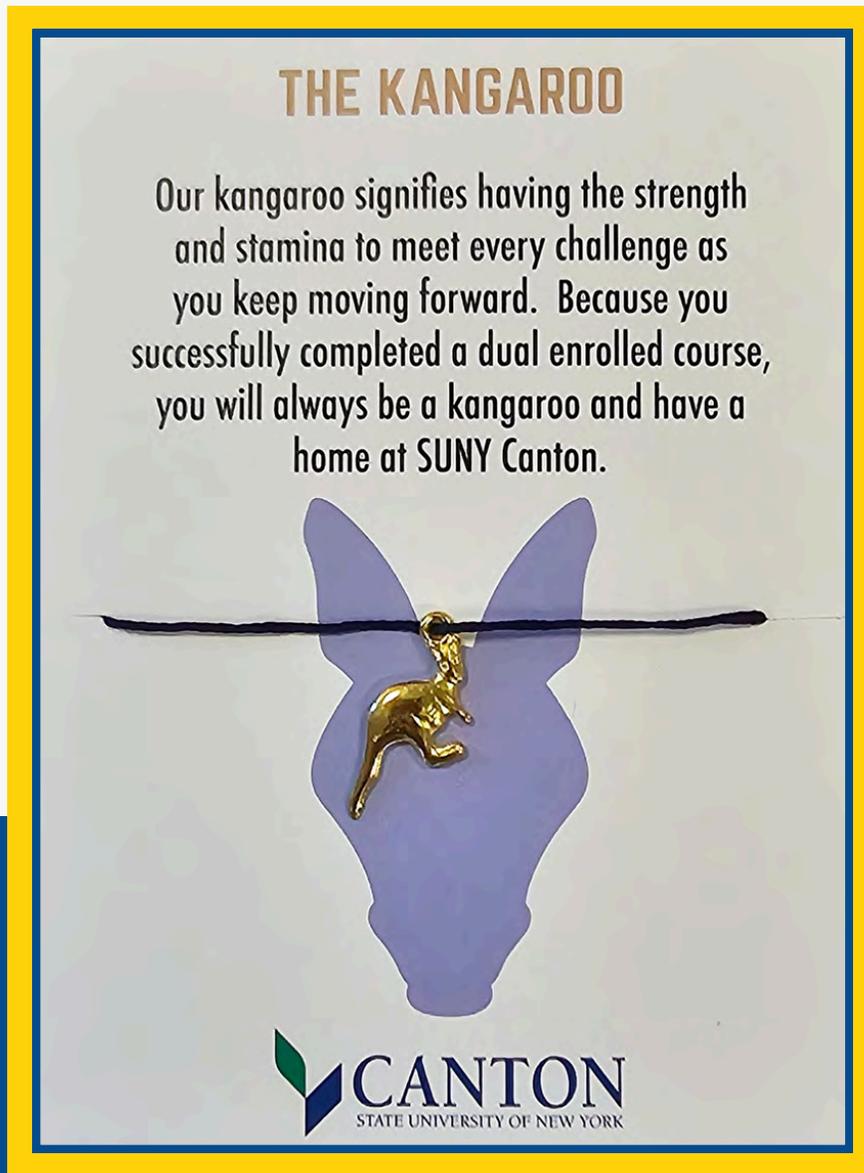
If you request a transcript before July 4th the course will be listed as “in progress” without a grade. You can still request a transcript but make sure to select “hold until grades” and Parchment will wait to send the transcript.

You will need to wait until after July 4th to request a transcript with a grade.



Graduation Regalia

SUNY Canton will provide a graduation honor cord and a kangaroo charm to every graduating high school senior who has successfully completed at least one dual enrolled course. The graduation cords and charms will be delivered to each high school guidance office prior to the scheduled end of year ceremony.



Dual Enrollment Days

As part of the no-cost to St. Lawrence County students initiative, each district is required to bring all dual enrolled students to visit SUNY Canton at least once per academic year. This visit is known as “Dual Enrollment Days” where the students will participate in a classroom experience, learn about campus services and tour campus.

Each school will need to register for a Dual Enrollment Day to reserve your spot. There are five designated dates during the fall term and five designated dates during the spring term.

If you have dual enrolled students who cannot attend the designated school visit, alternative visits including open house and admitted student days or individual visits with our admissions department will be accepted.

Fall Dates	Monday, November 17 th , Tuesday, November 18 th , Wednesday, November 19 th , Thursday, November 20 th and Friday, November 21 st
Spring Dates	Monday, March 23 rd , Tuesday, March 24 th , Wednesday, March 25 th , Thursday, March 26 th , and Friday, March 27 th



Process for Adding a New Dual Enrolled Course and/or New Instructor

If you are interested in having a new course recognized for dual enrollment at your high school please submit material through the portal at <https://www.canton.edu/dual/teachers/>

Items Needed to Review New Course or New Instructor Proposals:

- Completed Instructor Information Form
- Instructor Resume/CV
- Class Syllabus/Course Outline

Proposals for new dual enrolled courses are accepted from September to April for the next academic year. If proposals are submitted after the deadline we cannot guarantee they will be reviewed and/or approved for the next academic year.

