SCC Concurrent Enrollment Student Handbook

SOUTHEASTERN COMMUNITY COLLEGE

jump start! Southeastern Community College

Jump start your future.

NACEP NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS

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Concurrent Enrollment Jump Start! Student Handbook
Table of Contents

Page

Welcome Letter from Michelle Randall, Director of High School Relations 1

What is a Concurrent Enrollment/Jump Start! Course 2

Enrollment Procedures
- Student Eligibility and Pre-requisites 2
- How to Enroll 2
- Course Drops 3
- Repeating Courses 3

Textbooks and Required Equipment or Clothing
- Textbooks 3
- Required Equipment or Clothing 3

Academic Integrity 3

Grade Reports and Grading System 4
- Family Educational Rights and Privacy Act of 1974 (FERPA) 4
- Concurrent Enrollment (Jump Start!) Courses and FERPA 5

Implications of Beginning a College Transcript 5

Transcript Requests and Transferring SCC Credit
- Transcript Requests 5
- Transferring SCC Credit 5

Student Support Services
- Library 6
- HawkNet 6
- ID Cards and Other SCC Privileges 6

About SCC
- A Little History 6
- Programs and Educational Services 6

SCC Governance 7

Dear Concurrent Enrollment Student,

Congratulations! You are part of a nation-wide movement in education: high school students taking college courses while they are still in high school. The number of students registered in concurrent enrollment (CE) classes is growing rapidly throughout the country, and the quality is expanding to meet the high expectations of students, parents, and educators. SCC is very excited to offer you these opportunities.

What you should know about Concurrent Enrollment (CE):

- These are official SCC courses, taught using our quality standards and college-level textbooks.
- Faculty approved to teach these courses have submitted professional applications to SCC. The college has reviewed and approved their credentials to ensure that they are authorized to teach for SCC.
- Academic work in these courses is at the college level. Students should anticipate a rigorous set of standards and more substantial time commitment for work outside of class.
- These courses create an official SCC transcript. CE students are enrolled as an SCC student and an official grade is submitted to the college.
- Since these courses create a transcript, this credit may be used toward a degree at SCC or transferred to most public and many private colleges around the country, though every college and university has its own policies governing transfer credit. We recommend that each student check with colleges in which he or she is interested to inquire about transfer credit policies.

Your decision to enroll in challenging college courses and to begin your college transcript is a big step. The following pages have been assembled to provide you and your family with important information now that you are a college student through the Jump Start! Concurrent Enrollment Program. Please read this handbook carefully, and feel free to contact your high school counselor or our office if you have any questions.

Best Wishes,

Michelle Randall
Director of High School Relations
319-208-5046 or mrandall@scciowa.edu

What is a Concurrent Enrollment (CE) Jump Start! course?

CE courses are SCC classes (either arts and sciences or career and technical) offered to high school students for both high school and SCC credit. Enrollment generates an official college transcript for each student where grades, withdrawals, etc. are recorded.

Each Instructor is required to possess the same credentials as a full-time instructor hired on an SCC campus. Those credentials are reviewed in the same manner they would be if the instructor were teaching on SCC's campus.

Courses taught to high school students are the same courses taught on the SCC campus, with consistent and rigorous instruction to meet course quality standards. SCC Faculty Liaisons provide collegial interaction with CE instructors to insure equivalency between courses taught concurrently and "traditional" college campus courses.

CE students are high school juniors or seniors or are enrolled in the district's talented and gifted program. All CE students must meet all entrance requirements outlined through Senior Year Plus (the legislation which addresses all high school to post-secondary relationships in the State or Iowa). The web address for Senior Year Plus on the Department of Education website is as follows:
http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1856&Itemid=2596.

In addition, students must also meet any pre-requisite course requirements (including test scores) required by SCC. Students are enrolled through their high school counselors and apply to SCC through our on-line application for high school students. SCC creates a permanent record/transcript for these students.

Enrollment Procedures

Student Eligibility and Pre-requisites
Students must follow eligibility requirements outlined in Iowa Code under Senior Year Plus, including:

- Students must meet proficiency requirements as evidenced by standardized tests or alternative measure of proficiency as approved by the DE and the local district's Board of Education.
- Students must meet all pre-requisite requirements, including placement test scores and/or course pre-requisites, as outlined in the SCC Course Catalog.
- Students will be high school juniors or seniors, or will have been identified as gifted and talented by their local high school.

How to Enroll
Students enroll in CE courses through their High School Counselor. The counselors assure SCC that students have met the pre-requisites as outlined in Senior Year Plus legislation. Students then submit an Application for Admission (available on-line). Counselors submit documentation containing any required placement test score along with the students' names and applications.

Course Drops
Students should request to their high school counselor to be formally added or dropped from a course. Counselors will communicate the request to the Director of High School Relations. There are specific timelines associated with: students dropping with no penalty; dropping with a "W"; or dropping with a grade of F on their SCC transcript. Generally, the last day to withdraw and receive a "W" is the date that falls two-thirds into the class time. Because course terms vary among High Schools, each Counselor may consult SCC for the deadline dates which apply at his or her high school.

Repeating Courses
If a student chooses to repeat a class, only the latest grade and credit will be used in determining hours earned and cumulative grade point average.

Textbooks and Required Equipment or Clothing

Textbooks
Students are required to use the textbook listed on the booklist provided to high school counselors. Students should consult High School Counselors for information about the book and for district policy related to book purchases.

Required Equipment or Clothing
High Schools will provide any required equipment. Safety equipment (such as gloves or safety goggles) may be a requirement for purchase by students. Clothing and shoes required for clinical health experiences are the responsibility of the student. If purchase of these items is a hardship, students may notify their High School Counselors.

Academic Integrity

All Administrative and Board Policies are listed in their entirety in the Enrollment Services offices or the SCC Libraries.

Academic Integrity Policy – Board Policy #523 and Administrative Guideline #101
It is the policy of Southeastern Community College to create an atmosphere of academic rigor, free from acts of dishonesty. Faculty members are urged to make students aware of their policies on plagiarism, fraud, cheating, forgery and other acts of dishonesty. If a student violates academic integrity, the faculty member may recommend one of the following discipline choices: a) The student will be given a failing grade for the assignment or b) the student will be given a failing grade for the course.

Grade Reports and Grading System

Faculty report grades in accordance with Board Policy, Administrative Guidelines and the individual instructor's course grading scale/procedures. The use of *plus* and *minus* is optional. The grading system used by an instructor must be applied to all students in a given class and to all of his/her sections of a multi-section course. Instructors are required to inform students of their grading scale/procedures at the start of each semester's classes.

Students may request progress reports directly from their instructors. Instructors will submit mid-term and final grades to the SCC's Registrar's Office, and then grades will be shared with High School Counselors for report cards. Additionally, students may access information through HawkNet, the portal for students at SCC. You may access your HawkNet account from the SCC website, www.scciowa.edu.

Grade	*Meaning*	*Grade Point*
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
D-		0.67
F…	Failure or Failing	0.00

Symbols not used in Calculating G.P.A.

I	Incomplete
W	Withdrawal

The last day to withdraw and receive a "W" is the date that falls two thirds into the class time. For example, the withdrawal deadline for a class that is 30 days in length would be on the 20th day. A temporary grade of "I" (incomplete) may be given only in cases when the instructor has determined that circumstances beyond the control of the student have made it impossible for him/her to complete the required class work on time. "I" is permissible only when the student has maintained a passing grade prior to the occurrence of the circumstance which prompted the request for an "I." Due date for the work will be determined by the instructor but no later than midterm of the following term. Any incomplete grades that have not been turned in by that time will be changed to "F" by the Registrar's Office.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

This act (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution

that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have these funds withheld.

Confidential education records include student registration forms, graded papers, student information displayed on a computer screen and social security numbers linked to names. Employees who work around education records need to keep this information secure and protect the rights of students. The essence of this act is that students, upon reaching age 18, or students attending postsecondary institutions, regardless of age, must be permitted to inspect and review their own education records (any records from which the student can be individually identified), to the exclusion of third parties. There are no rights guaranteed under FERPA for parents of students attending a postsecondary institution. Institutions may not disclose information about students, nor permit inspection of their records, without the student's written permission unless such action is covered by certain exceptions as stipulated in the Act. SCC will only release allowable information under the Family Educational Rights and Privacy Act of 1974.

Concurrent Enrollment (Jump Start!) Courses and FERPA

At SCC, CE instructors will be allowed to present progress information and grades to:

- Students
- SCC Registrar's office
- High School Counselors

CE instructors should refer all parent inquires to the High School Counselor.

Implications of Beginning a College Transcript

The grades that students earn in concurrent enrollment courses become a part of a permanent college transcript. Poor grades in courses could have an impact on college academic standing and eligibility for financial aid after high school.

Transcript Requests and Transferring SCC Credit

Transcript Requests

If students choose another college after high school graduation, they may request their transcript be sent to the college from SCC's Registrar. SCC does not charge a fee to send transcripts to another college.

Transferring SCC Credit

To determine how SCC credit will transfer to the college you select, it is best to contact that college personally to have them review the classes that have been taken. Policies vary depending upon the college and program in which students are interested. SCC's website also provides information on college transfer for numerous colleges.

Student Support Services

Library
SCC Concurrent Enrollment students are encouraged to use the many resources and services provided by the SCC Libraries. The Yohe Memorial Library at the West Burlington Campus and the Fred Karre Memorial Library at the Keokuk Campus contain a combined collection of over 30,000 volumes. The libraries are members of two interlibrary loan networks, SILO (State of Iowa Libraries) and OCLC (On-Line Computer Library Center), which facilitate the borrowing and lending of books and periodical articles using current technologies. Librarians are available for reference assistance and library orientation.

HawkNet
HawkNet, the online portal for SCC students, may be accessed through SCC's website. HawkNet allows students to check grades, class schedule, financial aid summary and their SCC transcript. Students can also register for future classes using the HawkNet (Reminder: Concurrent Enrollment students also need to visit with their High School Counselors when registering for future classes.) Students may also access their SCC email and online classes though HawkNet.

ID Cards and Other SCC Privileges:
In addition to using the SCC Library and Computer labs, Concurrent Enrollment students will also be admitted to SCC sporting events and activities at no cost.

About SCC

A Little History
In the spring of 1965, the General Assembly of Iowa provided for the establishment of area community colleges and vocational-technical schools, with the southeastern part of Iowa designated Merged Area XVI. Within this 3 ½ county area, two public post-high school educational institutions existed: Burlington Junior College, founded in 1920, and Keokuk Community College, established in 1953. Both institutions were operated by the local community school districts until July 1, 1967, at which time they became north and south campuses of Southeastern Community College. SCC is one of fifteen area community colleges which comprise the Iowa System of Community Colleges operating under the regulations of the Iowa Department of Education and the Code of Iowa.

Programs and Educational Services Available at SCC
Refer to the SCC Course Catalog for a current listing of programs available:
http://www.scciowa.edu/currentstudents/academics/programs/

Concurrent programming is authorized by Iowa Code 282.26 and is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP Accreditation Guidelines, Program Standards, and other information can be accessed at the following Web site: http://nacep.org/.

SCC Governance (Trustees)

Southeastern Community College is governed by a five-member Board of Trustees elected from and by the citizens of five separate districts. They establish policy and oversee the administration of SCC.

Brian Roth
Member-Director District 1.
Representing all residents of Mount Pleasant, New London, WACO and Winfield-Mount Union

Landen Hillyard
Chair - Director District 2.
Representing all residents of Danville, Mediapolis, Morning Sun, Wapello and West Burlington Independent Community School Districts plus Burlington voting precincts 1 and Tama Township, Flint River Township/City of Middletown, and voters that are West Burlington residents in the Burlington Community School District.

Jeff Heland
Member -Director District 3.
Representing all residents within the Burlington voting precincts 2, 3, 4, 5, 7, 8, 9 10, 11 and 12.

Moudy Nabulsi
Vice Chair -Director District 4.
Representing all residents within the Fort Madison Community School District except that portion in the Jefferson Township Precinct, and also includes that portion of the Burlington Community School District comprising the Union Concordia Township Voting Precinct, and Burlington City Voting Precinct 6.

Janet Fife-LaFrenz
Member-Director District 5.
Representing all residents within the Central Lee Community School District, all of the Keokuk Community School District, and that portion of the Jefferson Township Precinct that is located within the Fort Madison Community School District.