

SCC  
Concurrent  
Enrollment  
Student  
Handbook



# Concurrent Enrollment Jump Start! Student Handbook

## Table of Contents

	Page
<b>Welcome Letter from Monica Hinkle, Director of High School Relations.....</b>	<b>1</b>
<b>What is a Concurrent Enrollment/Jump Start! Course.....</b>	<b>2</b>
<b>Enrollment Procedures</b>	
Student Eligibility and Pre-requisites.....	2
How to Enroll .....	2
Course Drops.....	3
Repeating Courses .....	3
<b>Textbooks and Required Equipment or Clothing</b>	
Textbooks.....	3
Required Equipment or Clothing .....	3
<b>Academic Integrity .....</b>	<b>3</b>
<b>Grade Reports and Grading System .....</b>	<b>4</b>
Family Educational Rights and Privacy Act of 1974 (FERPA) .....	4
Concurrent Enrollment (Jump Start!) Courses and FERPA .....	5
<b>Implications of Beginning a College Transcript.....</b>	<b>5</b>
<b>Transcript Requests and Transferring SCC Credit</b>	
Transcript Requests .....	5
Transferring SCC Credit.....	5
<b>Student Support Services</b>	
Library .....	6
HawkNet.....	6
ID Cards and Other SCC Privileges .....	6
<b>About SCC</b>	
A Little History.....	6
Programs and Educational Services .....	6
<b>SCC Governance.....</b>	<b>7</b>
<b>Appendix I, Student FAQ .....</b>	<b>8</b>



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,

Monica Hinkle  
Director of High School Relations  
319-208-5046 or [mhinkle@scciowa.edu](mailto:mhinkle@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](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](http://www.scciowa.edu).

<i>Grade</i>	<i>Meaning</i>	<i>Grade Point</i>
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 through 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/>

## 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.



**David Walker**

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.

**Appendix 1**

**FAQ for  
Concurrent Enrollment Students**



## FAQ for Concurrent Enrollment Students

Congrats on making this choice to get a jump start on your college career! This is a fantastic opportunity that your school has given you and your family. Since you're taking a concurrent enrollment class, you are now an SCC Student.

You may have some questions, including...

**? If I'm a college student now, does that mean I have any additional responsibilities?**

You may need to take on some additional responsibilities for your own learning. Classes will be rigorous and the expectations for assignments, etc. will be the same as a "traditional" course on SCC's campus. As a college student, it is your responsibility to keep SCC informed of enrollment and/or address changes. In addition, you will want to make sure you have met any pre-requisite or placement score requirements for classes you intend to take.

**? Do I get any privileges as an SCC Student?**

Yes! You will be admitted to SCC Athletic Events at no cost, you may use the campus library, have access to computer labs, and you will have an SCC e-mail account.

**? Where can I find specific information about pre-requisites, academic policies, course load, grading standards, etc.?**

SCC's Catalog includes all of this information, plus specifics about additional procedures and policies. The SCC Catalog, along with the SCC Student Handbook, is available on SCC's Website under Current Students. The web address is: [www.scciowa.edu](http://www.scciowa.edu).

**? Why does SCC need my Social Security number?**

The last 6 digits of your Social Security number make up your password for HawkNet, on-line classes, e-mail, etc.

**? Since I will get a grade, does that mean I'll also have a transcript at SCC?**

Yes, you will have a permanent transcript at SCC.



# FAQ

## ? How will I get my grade for my SCC class?

There are a variety of ways in which you can keep track of your progress. Your instructor will submit mid-term and final grades to the SCC Registrar's Office and then grades will be shared with your high school counselor for your report card. You may also, at any time, visit with your instructor to request information on your grade. Additionally, you will be able to access information through HawkNet, the portal for students at SCC. You may access your HawkNet account from the SCC website.

## ? Will SCC's grade count on my high school or college grade point?

Your grade will be part of your cumulative grade point at the college level. Please check with your high school counselor to verify the policy at your district.

## ? If I decide to go to SCC after high school graduation, do I need to do anything more since I'm taking this class?

Yes, you will need to complete a full application for admission, participate in orientation, and submit any required placement test scores, if you have not already submitted those.

## ? What if I go to another college after high school? How do I get my transcript?

You will need to request that your transcript be sent to the college from SCC's Registrar. SCC does not charge a fee to send transcripts to another college.

## ? Will my SCC credit transfer to any college?

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 you have taken. Policies vary depending upon the college and program in which you are interested. SCC's website ([www.scciowa.edu](http://www.scciowa.edu)) also provides information on college transfer information for numerous colleges.

## ? What if I decide to drop this class...what's the policy and who should I contact?

You should contact your high school counselor and they will contact SCC to verify the date that you drop. Depending upon when the course is dropped, there are three possible consequences at SCC: a. The course will be dropped from the student's record with no grade penalty (within the first few days). b. the transcript will show a "W" for withdrawal. There will be no grade point penalty. c. The transcript will show an F. (This usually happens at the 2/3 point and beyond). Your high school may also have policies that apply if you decide to drop a class. Please check with them, as well.

## ? Are there any long term consequences of dropping a course?

If a student has a number of W's or F's on their SCC transcript, it could impact their success of getting financial aid in the future.

## ? Who should I contact for more information?

Please contact your high school counselor for more information about SCC concurrent enrollment courses.

1500 West Agency Road  
West Burlington, IA 52655  
319-208-5046  
[mhinkle@scciowa.edu](mailto:mhinkle@scciowa.edu)



[www.scciowa.edu](http://www.scciowa.edu)