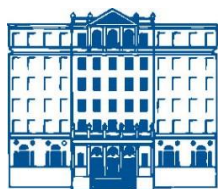


COLLEGE IN THE HIGH SCHOOL PARENT & STUDENT HANDBOOK

2017 – 2018



SCHENECTADY
COUNTY COMMUNITY COLLEGE

S • U • N • Y



What is the “College in the High School” (CHS) Program?

College in the High School is a partnership between local school districts and SUNY SCCC. High school students simultaneously earn SUNY SCCC college credit while fulfilling their high school requirements by taking approved advanced high school courses. The courses are taught by qualified high school teachers who work closely with SUNY SCCC Faculty Liaisons to ensure the work that the students perform in the high school course is equivalent to the on-campus college course.

How do Students Benefit from the Program?

- Students earn both college and high school credit for each CHS course taken.
- Credit earned can be applied to a SUNY SCCC degree or certification.
- Students can transfer credit to other colleges and universities (check with the college admissions office).
- Students save money! Currently, there is no cost to the student for a CHS course.
- Students have the opportunity to challenge themselves and develop skills to excel academically.
- In contrast to Advanced Placement courses, students who complete a College in the High School course have an official transcript record created at the college that does not depend on the AP score.

Participating Schools: (More schools added every year)

Albany Leadership Charter School for Girls	Niskayuna High School
Ballston Spa High School	Notre Dame Bishop Gibbons
Berne Knox Westerlo High School	Ravena Coeymans Selkirk High School
Bethlehem High School	Schalmont High School
Brunswick High School	Schenectady High School
Burnt Hills High School	Steimetz Career & Leadership High School
Capital Region BOCES	Scotia Glenville High School
Colonie Central High School	Tamarac High School
Coxsackie Athens High School	Tech Valley High School
Guilderland High School	Watervliet High School
Middleburgh High School	Voorheesville (C.A. Bouton) High School
Mohonasen High School	

How Can Credits Be Used Toward a College Degree or Certificate?

Completed course credit can be applied toward a degree or certificate at SUNY SCCC or transferred to other institutions. Depending on the institution and the student's program choice, credits may transfer as direct equivalents, as general electives, or they may satisfy a prerequisite for a required course. We strongly recommend the student contact the college or university they plan to attend to verify how these credits will be accepted.

All SUNY Institutions accept transfer credits from the CHS program. However, SUNY SCCC cannot guarantee whether the course(s) will meet a general education, elective or program requirement at the college/university. SUNY SCCC recommends that you contact the specific institution's admissions office and academic department for clarification.

Students planning to attend a private college/university should speak to the college/university admissions office to clarify whether these transfer credits will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions.

Many colleges and universities provide the ability for students to view how SUNY SCCC credits transfer. Please note most colleges including SCCC may not accept a course in which a student has received less than a "C". This may vary per institution.

Using College Credit at SUNY SCCC

If students have earned credit at SUNY SCCC through College in the High School, they will have a transcript record in the college database. If students plan to attend SUNY SCCC after graduating from high school, they can attend an [Information Session](#) to learn more about SUNY SCCC's certificates and degrees.

SUNY SCCC Degrees and Certificates

There are now more degree options than ever for your students at SUNY SCCC. [SUNY SCCC's Degree & Program Options](#). Including Certificate & Transfer Programs.

For additional information, see the SUNY SCCC [2016-2017 course catalog](#).

How Do I Get a Transcript For College Applications & Transfer?

In order to transfer your credit to another institution, you will need to request an official transcript from the college to the new institution. Transcripts will only be sent if you request them. You may order the transcripts online at: <http://sunysccc.edu/Academics/Register-for-Classes/Transcripts> . There is an \$8 fee per transcript. You may also come to the Registrar's Office on campus to request a transcript. Please note we may not be able to provide you with a same day transcript. SUNY SCCC credits transfer to any SUNY institution across the state. Please check with the admissions office of any other institution not part of the SUNY system to check transferability of credits.

You may obtain an unofficial transcript by logging into our student portal with your student ID number at: https://banprod.sunysccc.edu/pls/prod/twbkwbis.P_WWWLogin. Please contact our Registrar Office directly at 518-381-1348 or registrar@sunysccc.edu with questions or concerns regarding this process.

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. For full rights visit <http://sunysccc.edu/Academics/Register-for-Classes/FERPA-and-Confidentiality>. These rights, as they pertain to the College in the High School program, do not permit college staff to disclose or discuss students' records with anyone other than the student; this includes non-disclosure to parents or legal guardians. When inquiring about student records the student must make the inquiry.

Registration Process

At the beginning of each semester, September for Fall & February for Spring, students will receive information from their High School instructors on how to complete the SUNY SCCC registration process. An online link will be available during a 3 week registration period. Please consult the IMPORTANT DATES form at the end of this guide for details. Students will need their Social Security number, home address, working email and course numbers they are signing up for. The form is divided by High Schools, so as to make the process easier for the student. Please do not hesitate to contact the CHS office at SUNY SCCC with any questions.

Certificate of Residence Information

Students enrolled in Fall ONLY or Full year courses must submit a Certificate of Residence from their county. Students are able to pick up a Certificate of Residence at their County Treasurer or local town offices after July 5, 2017. All Certificates of Residence must be received by the college no later than SEPTEMBER 29, 2017 (All Non-Schenectady County Residents). Schenectady County residents do not need to submit a Certificate of Residence. Should a Certificate of Residence not be received by SEPTEMBER 29, 2017, the student will be charged the full cost of tuition for the course.

Students who are only enrolled in a Spring course are able to pick up a Certificate of Residence after Nov. 19. All Certificates of Residence must be received by the college no later than FEBRUARY 23, 2018. Schenectady County residents do not need to submit a Certificate of Residence. Should a Certificate of Residence not be received by FEBRUARY 23, 2018, the student will be charged the full cost of tuition for the course.

Add/Drop/Withdraw

A student may add or drop a class until the end of the registration period. See Important Dates Sheet for specifics. If a student does not drop a class by the deadline, they will need to Withdraw from a course. Unlike a drop, a Withdraw does mark a W on their Official SUNY SCCC transcript and could affect their academic standing should they chose to attend SUNY SCCC or any other SUNY institution.

A student MUST contact the CHS office directly at SUNY SCCC to Add/Drop or Withdraw from a course. We will no longer accept emails from instructors or guidance counselors. Please email mccallp@sunysccc.edu with their High School, Course #, Course Name and Instructors name. If the student fails to contact the CHS office directly, they will receive an F in the course and on their transcript. This is a College Policy.

It is very important students understand repercussions of obtaining a low or failing grade in a CHS course. Most colleges will only accept a C or higher, when it comes time to transfer credits. Also, failing a course may affect scholarship, athletic and leadership opportunities at SUNY SCCC or other institutions.

Services Available for CHS Students

CHS Students are able to use the same resources available to our onsite Students.

Library Services

CHS students are welcome to use all the resources available through our Begley Library. We have created a CHS @ SCCC Library Portal just for you and your students. <http://libguides.sunysccc.edu/chs/libraryportal> . The portal includes an ASK US 24/7 feature for students to ask any question to any librarian at any time of the day.

Academic Services

CHS students are encouraged to use all of the services available through our Learning Center. Students are encouraged to use our Drop in hours in our Math & Writing Lab. We have tutoring resources available including an online resource that will be available Fall of 2017. For more information on the resources available visit: <http://sunysccc.edu/Academics/Learning-Center-Labs>

SUNY SCCC's CHS Accreditation

SUNY SCCC is an accredited member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). In order to receive the accreditation, SCCC demonstrated that it adheres to national standards regarding course and faculty approval and program processes. NACEP oversees the accreditation process, and also serves as a network of training and information for all colleges and universities that offer concurrent enrollment programs, such as College in the High School. More information about NACEP and its standards can be found at www.nacep.org. SCCC also is affiliated with and active with NYCEP, a partnership of colleges in New York State that mutually promote and support concurrent enrollment programs.

Accreditation Requirements

As participants in our CHS program you will be asked by the College to partake in the re-accreditation process every 5 years. In addition to this process, NACEP requires the college to

perform the following assessments or programs.

NACEP requirements for Faculty

- Survey once every 3 years to evaluate the program
- Yearly Course Evaluations
- Yearly Professional Development Opportunities
- Site Visit once every 3 years to evaluate course

NACEP Requirements for Principals/School Liaison

- Survey once every 3 years to evaluate the program

NACEP Requirements for Superintendents

- Survey once every 3 years to evaluate the program

NACEP Requirements for Students

- Complete yearly course evaluations for classes
- Complete 1 year out survey (sent from college)
- Complete 5 year out survey (sent from college)

Academic Integrity

The following guidelines apply to all courses offered by SCCC:

- 1) Each student's work will be her/his own work.
- 2) Each student will appropriately identify the work of others when it is incorporated into the writing of her/his papers, examinations, or oral presentations. This includes both direct quotations and paraphrased opinions and ideas.
- 3) Each student will follow the directions of the instructor with regard to permissible materials in a room at the times of tests and examinations.
- 4) Each student will proceed during examinations without any assistance whatsoever and without communicating in any way with another student while an examination is being conducted.
- 5) Each student will refrain from obtaining or disseminating the content of any examination prior to distribution by the instructor.
- 6) Except as directed by the instructor, students enrolled in laboratory sections will complete all observations and reports based solely on their own processing of the experiment or demonstration.



**College in the High School
Important Dates to Remember
2017 – 2018 Academic Year**

September 5, 2017	Registration for Fall Only & Full Year Courses Start
September 22, 2017	Registration for Fall Only & Full Year Courses Closes LAST DAY TO DROP A FALL ONLY COURSE
September 29, 2017	Certificates of Residence Due (Fall ONLY & Full Year Courses) (Non-Schenectady County Residents ONLY)
November 20, 2017	Last Day to Withdraw from Fall Only Course LAST DAY TO DROP A FULL YEAR COURSE
Week of January 8, 2017	Course Evaluations will be sent to Fall Only Course Instructors Must be completed by Jan. 19 th
January 29, 2018	Registration for Spring Only Courses Starts
February 7, 2018	Final Grades Due for Fall Only Courses
February 23, 2018	Registration for Spring Only Courses Closes LAST DAY TO DROP A SPRING ONLY COURSE
February 23, 2018	Certificates of Residence Due (Spring ONLY students) (Non-Schenectady County Residents ONLY)
April 1, 2018	Last Day to Withdraw from a FULL YEAR Course
April 9, 2018	Last Day to Withdraw from SPRING ONLY Courses
Week of May 14, 2018	Course Evaluations will be sent to Spring Only & Full Year Course Instructors Must be completed by June 1 st
June 29, 2018	Final Grades Due for Spring Only & Full Year Courses Due
July 9, 2018	Official Transcripts Available Click here to Request a Transcript

- **Drop Deadlines** - These deadlines will ensure the class is no longer on your SUNY SCCC transcript. No record of you taking the course will exist.
- **Withdraw Deadlines** – These deadlines will ensure you do not receive a grade for the course. However, a W will be marked on your transcript.

STUDENTS MUST DROP OR WITHDRAW FROM THE COURSE BY THE DEADLINES STATED ABOVE. ALL DROPS AND/OR WITHDRAWALS MUST BE DONE AT THE HIGH SCHOOL & AT THE COLLEGE. IT IS YOUR RESPONSIBILITY TO DROP/WITHDRAW FROM YOUR COURSE BY CONTACTING SUNY SCCC : MCCALLP@SUNYSCCC.EDU . FAILURE TO DO SO WILL RESULT IN AN F BEING AWARDED. NO EXCEPTIONS.