SCC
Concurrent
Enrollment
Student
Handbook

SCC
SOUTHEASTERN
COMMUNITY COLLEGE

jump start!
Southeastern Community College
Jump start your future.

NACEP
Advancing Quality College
Courses For High School Students

2022-2023

Concurrent Enrollment Jump Start! Student Handbook
Table of Contents

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 Brown
Director of High School Relations
319-208-5046 or mbrown@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 CE 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.

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 Web site is as follows: http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1856&Itemid=2596.

In addition, CE Students must also meet any prerequisite course requirements (including test scores) required by SCC. CE 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.

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 at https://www.scciowa.edu/scripts/admissions/concurrentapplication.asp). Counselors submit documentation containing any required placement test score along with the students' names and applications.

Course Drops
CE 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.

Course Cancellations
Occasionally, circumstances outside of our control force us to cancel a class. It is our intention to work with the high school to prevent this from happening, but please note that exceptions do exist. Your school counselor will work with you to try to accommodate your high school schedule.

Non-Discrimination Statement

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status in its program, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact Tina Young, Title IX & Equity Coordinator, 1500 West Agency Road, West Burlington, Iowa 52655, 319-208-5101, tyoung@scciowa.edu, fax number 319-208-5005 or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

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 (whether a D or an F or a W) 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 charges a small fee to send transcripts to another college. Go to www.scciowa.edu and click on "Request a Transcript" at the bottom of the home page.

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 Web site also provides information on college transfer for numerous colleges.

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. 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.

Academic honesty is a fundamental attribute of higher learning. Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and it requires a variety of methods of assessment. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include, but are not limited to; Fraud, Cheating, Plagiarism, Forgery and Facilitation Dishonesty.
Please refer to Southeastern Community College's Administrative Guideline 101 - Institutional Academic Integrity Policy at https://hawknet.scciowa.edu/cabinet/Pages/Administrative-Guidelines.aspx for more information.

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.

Students may request progress reports directly from their CE 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, CE Students may access information through Hawknet, the portal for students at SCC. You may access your Hawknet account from the SCC Web site, 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.

Services for Students with Disabilities

It is the policy of SCC to comply with the access provisions of the state and federal civil rights legislation for persons with disabilities. Southeastern offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through disability services, accommodations are made available to qualified students with a documented disability. It is the recommendation of the Disability Services Coordinator that students contact the office as soon as possible to self-identify early so that they can work together to determine eligibility, identify issues and get reasonable accommodations in place. Each individual's needs and abilities are evaluated in accordance with ADA. To be eligible the student can forward the Disability Student Intake application and documentation of his/her disability to the Disability Services Coordinator. This information can be obtained from the Disability Services Coordinator and/or from the Disability Services Manual that is located [here: http://www.scciowa.edu/academics/disserv.aspx.](http://www.scciowa.edu/academics/disserv.aspx)

You can self-report at any time to the Disability Services Coordinator, but it is strongly encouraged that you have everything that you need in place and ready when you begin classes at the start of each semester. For further information or to arrange for accommodations, call 319-208-5167.

In accordance with Section 504 of the Rehabilitation Act of 1973, as well as with Title II of the Americans with Disabilities Act, Southeastern Community College has made, and will continue to make, efforts to ensure content on all of its websites is accessible to everyone, including persons with disabilities and other users of assistive technology.

The College is working to update its website content in compliance with modern accessibility standards. If you have trouble accessing any part of the site, please contact the Director of Marketing and Communications at (319) 208-5060 with the following information: (i) the URL (web address) of the page; (ii) the problem you are experiencing; and (iii) your name, email address, and phone number. The College will use its best efforts to remedy the issue and/or provide the information you are seeking in an alternative format until the issue can be remedied. Grievances related to Section 504, Title II, or other formal complaints regarding website accessibility can be filed with the District using the applicable procedures outlined in Administrative Guideline 1117.

Platforms of outside entities, such as Google, YouTube, etc., which may be integrated with the College website are services provided by those respective companies, and the College is not responsible for their adherence to accessibility standards.

High school students who have a documented disability may be able to receive accommodations. However, they must first be registered with SCC's Disability Services Coordinator. No accommodations may be offered until this registration has been completed.

Here are differences between high school and college for students with disabilities.

APPLICABLE LAWS

High School	College
IDEA (Individuals with Disabilities Education Act)	ADA (Americans with Disabilities Act of 1990, Title 11)
Section 504, Rehabilitation Act of 1973	Section 504, Rehabilitation Act of 1973
IDEA is about *SUCCESS*	ADA is about *ACCESS*

REQUIRED DOCUMENTATION

High School	College
IEP (Individualized Education Plan) and/or 504 Plan	High School IEP and 504 are not sufficient. Documentation guidelines specify info needed for each category of disability.
School provides evaluation at no cost to student or family.	Student must get evaluation at own expense.
Documentation focuses on determining whether student is eligible for services based on specific disability categories in IDEA.	Documentation must provide information on specific functional limitations, and demonstrate the need for specific accommodations.

SELF-ADVOCACY

High School	College
Student is identified by the school and is supported by parents and teachers.	Student must self-identify to the Disability Services Office.
Primary responsibility for arranging accommodations belongs to the school.	Primary responsibility for self-advocacy and arranging accommodations belongs to the student.
Teachers approach you if they believe you need assistance.	Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.

PARENTAL ROLE

High School	College
Parent(s) has access to student records and can participate in the accommodation process.	Parent(s) does not have access to student records without student's written consent.
Parent advocates for student.	Student advocates for self.

INSTRUCTION

High School	College
Teachers may modify curriculum and/or alter curriculum pace of assignments.	Professors are not required to modify instruction or alter assignment deadlines.
You are expected to read short assignments that are then discussed and often re-taught in class.	You are assigned substantial amounts of reading and writing that may not be directly addressed in class.
You seldom need to read anything more than once; sometimes listening in class is enough.	You need to review class notes, text, and material regularly.

GRADES AND TESTS

High School	College
IEP or 504 Plan may include modifications to test format and/or grading.	Grading and test format changes (i.e. multiple-choice vs. essay) are generally not available. Accommodations to HOW tests are given (extended time, distraction reduced environment) are available when supported by disability documentation.
Testing is frequent and covers small amounts of material.	Testing is usually infrequent and may be cumulative, covering large amounts of material.
Makeup tests are often available.	Makeup tests are seldom an option; if they are, you need to request them.
Teachers often take time to remind you or assignments and due dates.	Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.

STUDY RESPONSIBILITIES

High School	College
Tutoring and study support may be a service provided as part of an IEP or 504 Plan.	Tutoring DOES NOT fall under college disability services. Students with disabilities must seek out the tutoring resources that are available.
Your time and assignments are structured by others.	You manage your own time and complete assignments independently.
You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last-minute preparation.	You need to study at least 2 to 3 hours outside of class for each hour in class.

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.

Academic Achievement Center

The Academic Achievement Center offers professional and peer tutoring and software services to support student learning in most educational areas, including math and writing. It is located on both the Keokuk and the Burlington campuses.

Hawknet

Hawknet, the online portal for SCC students, may be accessed through SCC's Web site. 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.

Smarthinking Online Tutoring:

With online tutoring services from Smarthinking, students get on-demand, individual instruction and support from expert online tutors across a wide variety of subjects — from beginner to advanced, up to 24 hours a day. There is not an additional cost for the student.

Student success is their main focus. That's why our tutors consist of a diverse group of educators and professionals with nine years of experience, on average. In fact, 90% of Smarthinking tutors hold master's degrees or PhDs in their fields. Research shows that tutor training makes a difference, so all Smarthinking tutors go through an intensive training and certification program, specific to virtual classrooms and one-on-one instruction.

Smarthinking's online tutoring and writing services are appropriate for a variety of institutional models and support online or on-campus students. Students can connect on demand with an expert tutor for a drop-in session 24 hours a day, schedule an appointment in advance, submit writing for detailed review, or ask a question offline. Students are allowed 15 hours for the academic year (August - July) regardless of the number of course enrollments.

Smarthinking doesn't require any special software installation or equipment. To access the service online, students sign in at https://www.iowacconline.org/student-resources

Textbooks and Required Equipment or Clothing

Textbooks
CE 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 CE 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.

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/

NACEP Accreditation
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.

Joseph Johnson
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.

https://www.scciowa.edu/highschool/jstart/index.aspx

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