Concurrent Enrollment
High School Student Handbook

Salina Area Technical College, 2562 Centennial Rd, Salina, KS 67401

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Salina Area Technical College Contacts for the *Propel* Program:

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- Allied Health Coordinator
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Welcome to the Salina Area Technical College *Propel* Program!

The goal of the concurrent enrollment program (CEP) at Salina Area Technical College is to assist students with the transition from high school to post-secondary learning. Eligible students can have a positive experience with college level coursework while still in high school and begin to build an academic resume that documents their efforts towards higher level learning.

There are two ways to earn college credit while attending high school. Credit can be earned through concurrent and/or dual enrollment. The difference is as follows:

At your high school

Salina Tech offers a variety of **concurrent enrollment** technical and general education programs in area high schools. These are the same classes, using the same books and tests as our on-campus courses, but you don't have to leave your school. These opportunities are open to sophomores, juniors, seniors (and gifted freshmen).

In the **technical education** classes, such as Accounting or Residential Architecture, your tuition is paid for by the state of Kansas under Senate Bill 155 (*see side note*), and our "Center of Excellence" scholarship is available to help with some of the other costs.

For the **general education** classes, such as English Composition, or College Algebra, tuition is just $79 per credit-hour*. In addition, Salina Tech's "Pay it Forward" program gives you credit for each dollar of tuition you paid, which can be used to pay for tuition, fees and books if you decide to attend Salina Tech after high school.

For the most current schedule of concurrent enrollment classes offered at your school, contact your counselor.

On-Campus Technical Programs

Juniors and seniors also have the option of **dual enrollment** in most of our technical programs, such as Computer Aided Drafting or Welding, and earning an industry-accepted certification by the time they

Senate Bill 155 (SB155)

The State of Kansas will pay your tuition for qualifying Career and Technical Education classes, so you can take the fast-track toward earning a degree, certificate, industry-recognized credentials, or work-ready skills. This **tuition-free** incentive program encourages high school students to gain the training needed to enter a profession and, in many cases, earn an industry- recognized credential prior to graduating from high school.

Admissions:

Qualified juniors and seniors in public, private, and homeschool high schools are eligible for free tuition through the Career and Technical Education Act (Senate Bill 155 for Kansas residents). Some restrictions may apply.

graduate from high school. The State of Kansas will pay your tuition for these programs, and our Center of Excellence scholarship can help cover the remaining cost of books and program fees.

In just one semester, high school juniors and seniors can take one of our **Allied Health** courses, becoming a **Certified Nurse Aide**, licensed to work in a hospital, nursing home or other health care facility. We also offer **Medical Terminology**, which prepares students to work in a variety of health care settings. Once you've completed both the CNA and Medical Terminology classes, you can enroll in our **Certified Medication Aide** program.

For these on-campus classes, you'll attend Salina Tech for part of the school day, and also take classes at your high school.

This Concurrent Student Handbook only refers to concurrent (courses taken at the high school) courses.

Concurrent Enrollment

It is the policy of the Kansas Board of Regents to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling. K.S.A. 72-11a01 through 72-11a05 provide for these opportunities through the Kansas challenge to Secondary School Pupils Act. The action commonly is known as concurrent enrollment of high school students in eligible postsecondary institutions. Statutory language provides conditions under which secondary schools and eligible postsecondary institutions may establish cooperative agreements, defined as a Concurrent Enrollment Partnership.

Admission and Enrollment

Salina Area Technical College is proud to provide high school students with the opportunity to concurrently enroll in certain courses and simultaneously receive high school credit and college credit. High school students do not meet eligibility requirements for federal student aid, but do qualify for the Center of Excellence Scholarship when taking technical education courses and the Pay It Forward Scholarship when taking general education courses.

Salina Tech concurrent enrollment admission is open to all qualified high school students. A student must be in the 10th, 11th or 12th grades – OR — be a 9th grader and identified as a gifted student. Students participating in a concurrent enrollment course must complete the college's concurrent application process with their high school counselor. Contact Salina Tech's Student Services for more information at (785) 309-3100 or admissions@salinatech.edu.

As part of the concurrent admissions process, students may be required to submit ACT or other placement test scores. If a student does not have an ACT score, the student should check with their high school counselor or Salina Tech to schedule a testing time. Some concurrent credit courses have placement test scores as a prerequisite for enrollment.

Credits for Concurrent Enrollment

By enrolling in concurrent enrollment courses, you obtain both high school and college credit for the courses you complete. In most colleges and universities, the courses you take

are described in credit hours. The grade you earn in the course will be on the high school and college transcripts.

Enrollment Process

Salina Tech is a great place for qualified high school students to get ahead on their college education. If you are a High School Student who wants to attend Salina Tech courses at your high school, follow the steps below to enroll:

> **NOTE**: You must be a classified as a sophomore, junior, or senior according to the standards established at your high school. Freshman classified as gifted can also be qualified with the submission of an Individual Education Plan to the Registrar's Office at Salina Tech.

Steps to Enroll

1. Talk to your counselor about what courses you would like to enroll in.
2. Complete **Placement Testing** if you wish to enroll in *English Composition* or *College Algebra*. If your ACT scores meet minimum qualification (see below), you <u>DO NOT</u> have to take a placement test. For more information, contact your counselor or call Salina Tech at 785.309.3100.
    a. *Students seeking accommodations on placement testing and in the classroom must provide documentation to the Student Services Office PRIOR to testing. For more information, please call the Student Services Office at 785.309.3100.*

	College Algebra	English Composition
ACT Score	21	18
Accuplacer Score	80	80
COMPASS Score	66	70

3. Complete the **Concurrent paper Application for Admission and obtain signatures from a parent/guardian, your high school counselor, and your high school principal.**
4. **Submit payment** for your classes.

Drop/Withdraw Policy

Students who wish to withdraw from, or for any reason find it impossible to complete a course should officially withdraw from it. Merely ceasing to attend a class or classes does not constitute official withdrawal, nor does notification to the instructor.   Cancellation of payment does not constitute withdrawal, nor does it reduce indebtedness to the College. Official withdrawal from all courses occurs when a student completes an exit or add/drop form and returns it to Student Services. The timing of the withdrawal will determine how the course is recorded on a transcript as well as billed. Contact the Registrar at 785-309-3110 for more information.

Important Dates

- Enrollment Completed - Students may enroll in courses during the first full week of classes. In week two and beyond, students must have permission from the instructor and the Vice President of Instruction.
- Add/Drop with refund – 7 days after the class has started
- withdrawal with a refund – 12 days after the class has started
- Withdrawal with no transcript – 20 days after the class has started
- Withdrawal with a W on transcript – 12 weeks after the class has started
- Payment in full due – For Fall, December 1 and for Spring, May 1

Textbooks

Technical Education Courses:
Students are expected to purchase their own textbook for a course, unless otherwise provided by their school district.

General Education Courses:
Students are expected to purchase their own textbook for a course, unless otherwise provided by their school district.

Letter Grades and Grade Point Value

Letter Grade	Definition	Grade Point Value
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Deficient	1.0
F	Failure	0.0
I	Incomplete	0.0
W	Withdrawal	N/A
Z	Grade not yet reported	N/A

- Once registered for the course, students will receive a grade from the course instructor based on the grade earned unless they officially withdraw themselves from the course (see Dropping/Withdrawing above).
- The letter grade "I" should only be used to provide an opportunity for a student to satisfactorily complete course work when extenuating circumstances (such as an extended illness or other circumstances beyond the student's control) prevent successful completion within the standard academic semester. More details of this policy can be found in the college catalog.

Grade Changes

After a grade has been posted to the academic transcript or an "I" grade has been updated by the SATC's Registrar's office, the grade may be changed with the approval of the Vice President of Instruction. Details on how to appeal a grade can be found in the college catalog.

Important Things to Know

College is much different from high school. College courses can be both challenging and interesting. Here are a few things to keep in mind *before* you enroll and *after* you're enrolled.

1. **College Expectations**: The primary difference is in the expectations of the coursework since the student is participating in a college level course. The student can potentially expect a higher level of reading assignments, homework, projects, etc. than the typical high school course. The student will complete the same assessments and final examination that are offered in the on-campus version of the course. Some benefits include being able to take a college course at the high school with a high school teacher and other high school students in the class.

2. **Grading Information**: Students should receive a course syllabus from their instructor that provides grading criteria for the course. Students should pay close attention to course expectations and grading information provided in the course syllabus. Students are also encouraged to speak with their instructors directly if there are concerns about course requirements, testing, or grading.

3. **Ask Questions**: The instructor is available to answer questions about course materials or class policies. If there are any concerns about a student's performance in the course or they are having trouble understanding an assignment, please don't hesitate to schedule a conference with the instructor.

College Transfer

One of the most important advantages for high school students who take college courses through SATC is that they have the opportunity to earn college credits. Students taking technical courses while juniors or seniors are eligible for the tuition scholarship through the Senate Bill 155 initiative. In addition, Salina Tech's "Pay it Forward" program gives students credit for each dollar of tuition paid, which can be used to pay for tuition, fees and books if the student decides to attend Salina Tech after high school.

Students who plan to transfer SATC academic credits to other institutions should check with the receiving institution to determine how that institution will transfer the credits. Students who plan to attend another public institution within Kansas should also consult the Kansas System-Wide Transfer (KSWT) web site:

> *http://www.kansasregents.org/transfer_articulation*

Many SATC courses have specific prerequisites which are indicated in the college catalog. All students must meet these before they enroll in the next course.

SATC New Student Information and Resources

Academic or Physical Accommodations

Salina Tech is committed to complying fully with the Americans with Disabilities Act and to make its facilities accessible to students, staff, visitors and the various instructional programs to all people or to provide reasonable accommodations.

The policy of Salina Tech provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations at the college. All students with special needs or disabilities MUST provide documentation verifying the disability to Student Services in order for SATC to provide an academic environment that addresses the students' needs.

Advising and Career Services

Advising staff in Student Services will guide new students on initial course or program requirements, degree paths, and career goals or placement. Once students are enrolled, faculty members serve as *additional* advisors and will assist students in monitoring academic progress toward completing the selected certificate or degree. A Salina Area Technical College advisor is available on a walk-in basis or by appointment to assist students with career or academic concerns. A high value is placed on the confidentiality of information about individual students at Salina Area Technical College.

Learning Resource Center

Career services include career development workshops, interest inventories, career assessments and job placement. College alumni are welcome to come back for career advising or to take advantage of career services.

Salina Tech provides a variety of learning resources including library services, assessment testing, and computer labs. Staff members assist students with orientation, assessment testing, career guidance and other academic questions.

Tutoring assistance is coordinated by the Learning Resources Specialist. Students can receive individual or group assistance with general education courses, study skills, test taking strategies, and specialized short courses in computer usage. Upon request, small group instruction workshops can be formed, and/or students can receive individualized help.

The Learning Resource Center is available for advice and assistance concerning employability skills such as resume and cover letter preparation, job search organization, and interviewing techniques.

These services are available to supplement services provided at your high school.

Library

SATC's library supports both general education coursework and program curriculum. SATC students, faculty, and staff have access to print resources, electronic databases, and video and

audio material.

Requesting a Transcript

Students seeking to transfer credit earned at Salina Tech to another college must submit their request online at http://www.parchment.com/features/send-transcripts/. There is a $10 fee per transcript. The Student Services Office will send transcripts to the recipient(s) indicated on the Online Transcript Request within five business days of receiving the form and transcript fee. Salina Tech will not send transcripts for students who have outstanding financial obligations to the college.

Conduct

Academic Honesty

Salina Tech expects students to perform with integrity. Therefore, any violation of academic honesty is considered a violation of this basic ethical premise and opposes the educational goals of the student and the college; the student will be confronted.

An offense includes, but is not limited to:
- Cheating on a test
- Plagiarism, which is defined as the use of another's work in any form without proper documentation or citation. This includes:
  - Using or copying material from another person's work (e.g., words, phrases, sentences, or entire passages)
  - Paraphrasing another person's work (i.e., borrowing but rewording that person's facts, opinions or ideas)
  - Summarizing another's work (i.e., use of one's own words to condense longer passages into a sentence or two)
- Giving unauthorized assistance to other students.
- Falsifying academic records.
- Obtaining or attempting to obtain copies of tests or test questions.

Unless stated otherwise in the department handbook, any confirmed violation of student academic honesty in course work or exam will result in the consequences listed below. In lieu of the department handbook, the instructor may declare alternative consequences on the course syllabus. If this is the case, the hierarchy of the policies will be the syllabus first, followed by the department handbook, and finally, the college catalog:

- First Offense – The student will receive no credit for the work or the exam. Also, the student will be required to complete counseling in relation to academic honesty with the college advisor.
- Second Offense – The student will receive an F for the course.
- Third Offense – The student will be administratively withdrawn from the course, program and college.

Students charged with a violation of the academic honesty policy have the right to appeal any action or decision by completing an Academic Honesty Appeal Form (available in the Student Services Office or on the Salina Tech website) and submitting it to Student Services. The Academic Honesty Appeal Form will be reviewed by the Instructor, Department Chair, Vice President of Instruction and Vice President of Student Services. A written response will be given to the student within 10 calendar days of receiving the complaint.

General Complaint and Grievance Policy

Salina Area Technical College administration, faculty, and staff attempt, in good faith, to resolve complaints and problems as they arise, in a timely manner and at the lowest possible level. However, if a matter remains unresolved, the purpose of the grievance procedure is to provide a process for resolving complaints between students, faculty, and staff. These procedures apply to all complaints including but not limited to, academic issues, student services or administrative concerns, and working conditions.

Students should first seek relief with their instructor. If unsuccessful, students are encouraged to take their complaints to Student Services to seek assistance from the Vice President of Student Services. An official Complaint Form can be obtained in the Student Services office.

Otherwise, a student may file a grievance with the Vice President of Student Services regarding an employee, rule or regulation by following the Grievance Procedures.

Frequently Asked Questions

1. How much will it cost me to enroll in a concurrent credit course from Salina Tech?

    *There is no tuition expense for a Kansas secondary school student to enroll in a Salina Tech **Technical Education** concurrent credit course. The Center of Excellence scholarship is available to cover some of the additional costs. Tuition for Salina Tech **General Education** concurrent credit courses is $79 per credit hour* with no additional fees.*

    *Tuition is $79/credit hour for 2016-17; rates for 2017-18 have not yet been set.

2. How does a concurrent credit course from Salina Tech differ from my other high school courses?

    The primary difference is in the expectations of the coursework since the student is participating in a college level course. The student can potentially expect a higher level of reading assignments, homework, projects, etc. than the typical high school course. The student will complete the same assessments and final examination that are offered in the on-campus version of the course. Some benefits include being able to take a college course at the high school with a high school teacher and other high school students in the class.

3. Can any high school student take a concurrent credit course from Salina Tech?

   Salina Tech admission to concurrent credit courses is open to all eligible high school students. An eligible student includes a student who is a 10th grader or above or is a 9th grader and identified as "gifted." The student must have permission from his/her building principal and parent/guardian(s) to enroll. The student must meet any required placement testing or other prerequisites.

4. When I take a concurrent credit Salina Tech course, does that mean I am an enrolled student at the college?

   High school students enrolled in concurrent credit courses are admitted to the college as "non-degree seeking" students. This means the student, upon satisfactory completion of coursework, will receive academic credit which will be posted to a Salina Area Technical College official transcript. Concurrent credit students maintain a part-time student status (fewer than 12 credit hours per semester) and are not eligible for financial aid. Upon graduation from high school, the student would need to complete the admissions checklist to become a full time Salina Tech student.

5. Do my final grades in this course have to be entered on my official college transcript?

   Yes. Final grades for any successfully completed course are entered on your official Salina Area Technical College transcript. High school students should be aware that by enrolling in a concurrent credit course they are beginning to develop an official college academic record.

SALINA TECH
PAYMENT PLAN

Students at Salina Area Technical College have the option to spread their education costs over a period of time. The student must be enrolled in 4 or more credit hours to qualify for the payment plan. Below are the payment schedules for the upcoming academic year.

Salina Area Technical College reserves the right to remove any student from class if payments are not made by the Due Date. Full payment is required before the last day of classes. Please contact Student Services at 785-309-3100 with any questions regarding the Payment Plan option or to setup payment arrangements.

NON-DEGREE SEEKING

Due Date	% of Balance Due
Before Classes Begin	50%
Before Classes End	100%

DEGREE SEEKING

FALL 2016

Due Date	% of Balance Due
August 1st	50%
September 1st	75%
October 1st	100%

SPRING 2017

Due Date	% of Balance Due
January 1st	50%
February 1st	75%
March 1st	100%

CONCURRENT ENROLLMENT

FALL 2016

Due Date	% of Balance Due
September 1st	25%
October 1st	50%
November 1st	75%
December 1st	100%

SPRING 2017

Due Date	% of Balance Due
February 1st	25%
March 1st	50%
April 1st	75%
May 1st	100%