

# Concurrent Enrollment 2018-19 High School Student Guide



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### **Contact for Concurrent enrollment:**

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# Welcome to the Salina Area Technical College

## Technical Education Courses

Students enrolled at their local high school in an SATC Technical Education concurrent credit course do not pay any tuition per the Excel in CTE initiative.

## General Education

Students enrolled at their local high school in an SATC General Education concurrent credit course pay \$79 per credit hour and no institutional fees are charged for these courses. All tuition dollars spent in general education tuition may be calculated toward the Pay It Forward Scholarship, up to a maximum of \$1,000.

## Pay It Forward Scholarship

After completing high school, a student may qualify for the Pay It Forward Scholarship. Eligible students will receive a scholarship equaling the total tuition paid to SATC while in high school up to a maximum of \$1,000. The student must enroll full time at SATC within six months of graduating from high school.

## Get a head start and save \$\$\$

SATC is accredited by the Higher Learning Commission ([ncahlc.org](http://ncahlc.org)) and governed by the Kansas Board of Regents. Credits earned at SATC can easily transfer to other two- and four- year colleges like Kansas State University, Fort Hays State University, and many others. For a list of courses that are guaranteed to transfer, view the Kansas Seamless Transfer Guide at [www.kansasregents.org/transfer\\_articulation](http://www.kansasregents.org/transfer_articulation)

## Excel in CTE

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 (Excel in CTE for Kansas residents).

\*Some restrictions may apply.

*\*The class must be categorized as a "tiered" class by the Kansas Board of Regents (KBOR). The class must be tied into a career or technical program at the specified two-year college or technical institution.*

## 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, please see your high school counselor.

A current high school transcript and KAP score must be submitted as documents that the minimum requirements have been met. A student may also use ACT, SAT, Accuplacer, or Compass scores in place of a KAP score. Also, a 2.5 minimum GPA.

## Placement Testing

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, SATC will accept other measures, check with their school counselor for more details. Some concurrent credit courses have placement test scores as a prerequisite for enrollment.

## Important Dates

[2018-2019 Academic Calendar](#)

## Textbooks

### Technical Education Courses:

Students are expected to purchase their own textbook/materials for a course, unless otherwise provided by their school district.

### General Education Courses:

Students are expected to purchase their own textbook/materials 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 Drop/Withdraw).
- 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.

- Certain classes may have a required minimum passing score, different than standard grading. *See class syllabus.*

## 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, final examination or equivalent that is offered in the on-campus version of the course. Some benefits include being able to take a college course at the high school 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.

## 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 only when student communicates directly with high school counselor and follows SATC withdraw process. The timing of the withdrawal will determine how the course is recorded on a transcript as well as billed. Please notify your high school counselor for details.

## College Transfer

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](http://www.kansasregents.org/transfer_articulation)

## Scholarship Programs

Students enrolled in SATC Technical Education concurrent credit courses are eligible for the Center of Excellence Scholarship. This scholarship is a waiver of fees and expenses (some exclusions do apply – see Student Services for more details) upon completion of specific criteria set by the college. The student must complete a scholarship agreement form as part of the application process to be considered for this scholarship.

Students who enroll full time at SATC within six months following their graduation from high school are eligible to receive the Pay It Forward Scholarship. Eligible students will receive a scholarship equaling the total tuition paid to SATC while in high school up to a maximum of \$1,000. The student can apply these scholarship funds to pay for tuition, fees and other direct expenses when enrolled as a full-time student after graduating from high school. The scholarship funds may not be used to satisfy prior balances with SATC.

## Academic or Physical Accommodations

Salina Tech is committed to complying fully with the Americans with Disabilities Act as related to facilities and the various instructional programs in providing 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.*

## Resources

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.

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

## 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.

## Code of Conduct

All enrolled students should be aware of rights and obligations of being enrolled at SATC. Please review the student code of conduct.

### [Student Code of Conduct](#)

[www.salinatech.edu/assets/policiesandprocedures/forms/satcstudentcodeofconduct.pdf](http://www.salinatech.edu/assets/policiesandprocedures/forms/satcstudentcodeofconduct.pdf)

## 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.

A confirmed violation of student academic honesty in course work or exam will result in the consequences listed below

- 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 requested by contacting [concurrent@salinatech.edu](mailto:concurrent@salinatech.edu)

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.

[Student Complaints](http://www.salinatech.edu/student-complaints.html) www.salinatech.edu/student-complaints.html

[Grievance Procedures](http://www.salinatech.edu/grievance.html) www.salinatech.edu/grievance.html

## 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. KBOR defines the standard for a Technical Education credit vs. a General Education credit. Tuition for Salina Tech **General Education** concurrent credit courses is \$79 per credit hour with no additional fees. (Some courses may have state required certification fees.) For an accurate reflection of costs upon enrollment please see Student Services.*

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 10<sup>th</sup> grader or above or is a 9<sup>th</sup> grader and identified as “gifted.” All students must have permission from his/her building principal and parent/guardian(s) to enroll. The students 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 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.*