

COLLEGE IN THE HIGH SCHOOL PARENT & STUDENT HANDBOOK

2020 – 2021

SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE



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! Tuition is only \$64 a credit. That is 1/3rd the cost of regular tuition at SUNY Schenectady County Community College
- 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)

Ballston Spa High School	Niskayuna High School
Berne Knox Westerlo High School	Notre Dame Bishop Gibbons
Burnt Hills Ballston Lake High School	Northville High School
Capital Region BOCES	Ravena Coeymans Selkirk High School
Capital Region P-Tech	Saratoga Springs High School
Cohoes High School	Schalmont High School
Colonie Central High School	Schenectady High School
Colombia High School	Steimetz Career & Leadership High School
Coxsackie Athens High School	Shaker High School
Duanesburg High School	Scotia Glenville High School
Fonda Fultonville High School	Tamarac High School
Guilderland High School	Tech Valley High School
The Heatly School – Green Island	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 [2018-2019 College 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 ONLY & FULL YEAR COURSES and February for Spring ONLY, 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. NO LATE REGISTRATIONS WILL BE ACCEPTED. Students will register online and then a bill will be mailed to their home address. Students will be charged \$64 a credit, which is 1/3rd the cost of regular tuition at SUNY SCCC. Once a student registers they are responsible for the cost of tuition. Students who do not pay will not be able to register for further courses and a hold will be placed on their account. **SEE IMPORTANT DATES CALENDAR**

Tuition will be waived for students who qualify for free or reduced lunch. Additional scholarships are available for students who may need financial assistance but do not qualify for free or reduced lunch. Please contact teacher for additional information.

Please consult the **IMPORTANT DATES CALENDAR** 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. Please do not hesitate to contact the CHS office at SUNY SCCC with any questions.

Certificate of Residence Information

NON-SCHENECTADY COUNTY RESIDENT 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, 2020. All Certificates of Residence must be received by the college no later than **SEE IMPORTANT DATES CALENDAR** (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 **SEE IMPORTANT**

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DATES CALENDAR, the student will be charged the full cost of tuition for the course, which is \$192 a credit.

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 **SEE IMPORTANT DATES CALENDAR**. Schenectady County residents do not need to submit a Certificate of Residence. Should a Certificate of Residence not be received **by SEE IMPORTANT DATES CALENDAR**, the student will be charged the full cost of tuition for the course. Do not hesitate to contact the CHS office with any questions.

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

SUNY Schenectady's College in the High School program is accredited through NACEP. NACEP Standards are measurable criteria that address quality in [concurrent enrollment](#) programs. The standards promote the implementation of policies and practices such that: College courses offered in the high school are of the same quality and rigor as the courses offered on-campus at the sponsoring college or university

As the only national set of quality standards applicable to concurrent enrollment partnerships, NACEP's standards serve as model standards that have been adapted or incorporated into state policy in [20 states](#), and recognized by multiple disciplinary professional associations and regional institutional accreditors.

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 PROGRAM
CONTACT INFORMATION**

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**IMPORTANT DATES CALENDAR
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