



CARDINAL JUMPSTART

STUDENT GUIDE HANDBOOK
2024-2025

Welcome to the College

Lnette Community College welcomes you to participate in our high school Cardinal Jumpstart Program! LCC's dual credit enrollment programming was designed to combine high-quality, rigorous college-level education, along with caring faculty in an engaging learning environment. We are committed to providing the best educational opportunities to our students as we want to help you be successful and reach your educational goals!

Benefits of Dual Credit Enrollment

Our Cardinal Jumpstart Program is an opportunity for high school students to begin their college education before graduating from high school. Participating in this program, will not only allow students to earn high school and college credit simultaneously, but also help students have a smooth transition to the rigor of college-level courses after graduating high school.

Course Definitions

A concurrent course is a college course that is taught at a high school, by a college approved high school teacher during the normal school day. These are college courses that are accepted by the high school to satisfy specific high school requirements.

A dual credit course is a regular college course taken by a high school student and taught by a regular LCC instructor. These classes may be taken on an LCC campus or online, and are not just for high school students.

Excel in CTE Initiative

The Governor's CTE Bill, was passed into law on July 1, 2012. The main purpose of the bill is to stimulate growth in Career & Technical Education at both the secondary and post-secondary level in Kansas. The Kansas workforce will increasingly demand a more highly-technical and highly-skilled worker and this bill is aimed at meeting those future demands. Some LCC courses may qualify for this initiative. **A student must have a legal permanent Kansas address and attend a Kansas High School to be eligible.**

Additional information can be found on our website under [Excel and CTE Initiatives](#).

Admission & Enrollment

A high school student who has attained sophomore standing (successfully completed freshman year), and juniors and seniors who meet the eligibility and admissions standards, can enroll in college courses. A freshman student who has been designated as "gifted" may enroll only upon submission of a completed and current Individualized Educational Plan (IEP) to the Program Coordinator at the time of enrollment. The IEP must indicate the student is recommended for college classes as part of his/her plan. The dates of the IEP must cover time of enrollment. The high school counselor/coordinator must verify/authorize the student's application for enrollment before submitting to the Cardinal Jumpstart Coordinator.

Required Documents

All required documents must be received before a student can begin enrollment.

1. APPLY for admission. This online application is completed only one time regardless of how many semesters you attend LCC. Go to www.labette.edu and click apply online under the admissions tab.
2. **-Cardinal Jumpstart Consent Form & FERPA Student Authorization Form:** These forms must be completed and include signatures of high school counselor/coordinator, guardian of student and the high school student enrolling. These forms only need to be completed once at the beginning of each new school year.
3. **-Cardinal Jumpstart Course Enrollment Form:** Discuss course options with your high school counselor/coordinator by completing this form.
4. Submit most recent **high school transcript/test scores** (ACT, SAT, ACCUPLACER)
5. Documents can be submitted to the **Cardinal Jumpstart Dropbox** by going to www.labette.edu/concurrent under Required documents.
- 6.

Course Placement

Admission into **Cardinal Jumpstart** does not guarantee eligibility for course placement into all courses. Students must also meet the following requirements in the subject area in which they are enrolling:

Test Subject Area	High School Transcript GPA (within 3 years of graduation)	National ACT, Pre- ACT	SAT	ACCUPLACER: NextGen
English (English Comp I)	3.25+ Cumulative OR 3.0+ Cumulative & 3.0+ Content	18 or higher	Verbal: 450 or higher	255 or higher
Math (College Algebra)	3.0+ Cumulative & 2.0+ Content	20 or higher	480 or higher	263 or higher

Costs of Attendance

All students who live in Kansas and attend a Kansas high school are eligible for the Jumpstart Scholarship which covers all tuition costs for qualifying students. This scholarship will be automatically awarded to students who are accepted into the Cardinal Jumpstart Program. Students are still responsible for the \$60 per credit hour course fees, and any required materials or textbooks.

Payment and Financial Responsibilities

Students are expected to make full payment or set up a payment plan when they enroll. Payment plans can be set up using Redzone. Payment information can be found on the following [Payment | Concurrent/Dual Credit | Labette Community College](#)

We cannot accept payment forms by email or fax. Payments must be paid by using the following methods online using RedZone, phone, mailed or submitted in person.

Students who have not paid in full or set up a payment plan by the date listed on the official academic calendar, found [here](#), will be immediately dropped from their courses.

Students who have balances for any reason from prior semesters will not have grades or transcripts released and will not be allowed to enroll in courses the following semester.

Students can view their balance accounts by logging into RedZone. Parents are not given access to the college online system due to FERPA regulations. High school students can print the information for their parent or guardian or let them view the online balance, but may not give out their username or password information to anyone.

High school students are not eligible for Federal Financial Aid or textbook scholarships. Tech fees are waived in the fall and spring semesters, but ARE NOT waived in the summer semester.

They are eligible scholarships designed for high school students. Kansas high school students are not required to fill out the scholarship form as it will be automatically awarded to students attending Kansas high schools with a properly completed Concurrent/Dual Credit Enrollment Form. The scholarship covers tuition. The student must still pay fees and textbook costs.

For additional information or help, contact the Business Office at 620-820-1231 or 620-820-1282.

Textbooks

LCC is committed to providing as many low-cost options/free textbooks as possible. Most general education courses that use textbooks are low-cost or free electronically in the student's online classroom. Some school districts may pay for some materials/books associated with specific classes, so check with your high school counselor. Students must be aware if their school does not supply textbooks as they will need to purchase books by the beginning of the classes. LCC has partnered with a third-party vendor for books. This arrangement will allow students to purchase or rent and, in some cases, get digital access to books. The vendor may also supply a link to a "Marketplace Seller." Students who purchase textbooks from the LCC online bookstore can typically sell them back at the end of the semester. Additional information along with the LCC online bookstore can be found at [Bookstore | Labette Community College](#).

Continued Enrollment

To enroll in subsequent semesters, students must maintain a cumulative college GPA of 2.0 or above on a 4.0 scale and submit a new **Cardinal Jumpstart Course Enrollment Form** for each semester.

****Students will only need to resubmit the Cardinal Jumpstart Consent Form, FERPA Release and current transcript for each new academic year****

Release of Information

The Family Educational Rights and Privacy Act (FERPA) prohibits release of information about students, including grades, to anyone until written permission is on file. Students must complete the Cardinal Jumpstart, FERPA Student Authorization Release Form along with a high school official, to give this authorization to another person.

Attendance

Regular class attendance is essential for success in college courses. The attendance policy for students is set by the instructor and is included on the course syllabus that is provided on the first day of class. Students should discuss any absence with their instructor in advance of the absence as this may result in a lowered grade or involuntary withdrawal from the course. High school activities are not automatically excused.

Adding or Dropping a Course

It is the student's responsibility to drop a course. High School students should contact the high school counselor or LCC Building Coordinator before making any changes (adding/dropping courses) to their schedules. Appropriate approvals must be in place to ensure the change will not be in conflict with high school policies. Students who do not drop a course and fail to attend or submit work will receive the grade they earn for the course. **The request to drop a course must be a written email and submitted to the Cardinal Jumpstart Coordinator.**

Transferring Schools or Leaving Labette/Cherokee County

Students who change schools during the semester can sometimes be switched to a concurrent course at their new school if there is a comparable one. As this is not always the case, appropriate transfers will be considered on an individual basis. Students who transfer out of Labette/Cherokee County during the semester may drop the course before the drop/withdrawal date deadline; otherwise they will receive the grade earned.

Grades and Privacy

Dual credit students access their grades through the RedZone gradebook. Concurrent credit students should access grades through the high school online platform. No information will be provided to anyone outside of the school institution unless the student has that person listed on their FERPA Student Authorization Form.

Instructors of college courses and other college personnel are not allowed to discuss student matters with guardians unless they have submitted a FERPA Student Authorization Form. Contact the Cardinal Jumpstart Coordinator for permission access information.

Student Email Accounts

Email account information will be sent to the student's high school counselor/coordinator. All students are assigned an LCC student email account and are expected to use it for all correspondence with LCC. Students are expected to check it regularly for messages and information which may be sent by the instructor or the college.

Accessing RedZone

A student will use their Student ID number as the "username" to access the RedZone. Student ID's will be provided to them by their high school counselor/coordinator or by contacting the Cardinal Jumpstart Coordinator. Directions on how to access their Redzone accounts will be sent to their LCC Student Email accounts.

Incomplete and Grade Appeal

Under certain circumstances, an instructor may grant an “incomplete” to a student for one semester, for example, extended hospitalization or illness. An incomplete is not allowed for students who have failed to meet the deadlines for regular course work and simply want “more time.” A student who does not complete the agreed upon coursework within the specified time will receive a grade of “F.” Grade appeals can be made within one semester of taking a course, and must follow the steps for “Appeal of Final Grade-Procedure 3.18”

Important Dates

All dates for Concurrent/Dual Credit students can be found by visiting our webpage under [Academic Calendar Dates](#) and choose the school term.

Final Exams

Since the LCC semester ends earlier than the high school semester, students enrolled in LCC courses may be taking final exams earlier than the exams for their high school courses. The LCC semester must end on schedule to enable students who are going on to other schools and universities to have their transcripts sent for scholarship purposes. Under no circumstance are high school students exempt from final exams or allowed to take them at another time.

Final Grades

Instructors are required to turn in grades for the semester by the LCC deadline (after finals) and they should be posted on RedZone and available for students to view at that time.

Continuity of Instruction

In the event of a major campus emergency (e.g. ‘Stay at Home’ order), course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information about changes in the course can be obtained at the RedZone course web page or by contacting your instructor for the course. If the course is not able to meet face-to-face, students should immediately log onto RedZone and read any announcements and/or alternative assignment. Students are also encouraged to continue the readings and other assignments as outlined on the syllabus. Students must adhere to any emergency operations plan created by the college for that incident.

Student Code of Conduct (Procedure 4.08)

Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create an atmosphere in which these goals can be pursued, the college maintains disciplinary rules and regulations. Students are expected to behave in a manner which is conducive to the mission of the college. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus. The Vice President of Student Affairs shall be primarily responsible for the administration of the student conduct system. The Vice President of Student Affairs will coordinate academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Honesty. Policies concerning student conduct may be found in the LCC Catalog at [LCC-2024-2025-Catalog.pdf](#) located on our webpage.

Transfer of Credits

Credits earned through dual credit enrollment will count toward LCC degree programs and certificates and may be transferred to other colleges and universities throughout Kansas.

Transfer Equivalencies from Labette Community College

If you are planning to attend another college after LCC, you will need to know how your classes are going to transfer. If you have questions, please contact the Admissions Office at (620) 820-1264. For additional information visit: [LCC Transfer Equivalency Page](#) on our webpage.

Kansas Board of Regents has taken the guess work out of college transfer within the Kansas' public community colleges, technical colleges, and universities listed below:

Emporia State University
Fort Hays State University
Grantham University
Kansas State University
Missouri Southern State University
Pittsburg State University
Southwestern College
University of Kansas
Washburn University
Wichita State University

For additional information contact:

Cortney O'Brien

Cardinal Jumpstart Coordinator

-Email: cortneyo@labette.edu

-Phone: 620-820-1221

