



**CONCURRENT/DUAL CREDIT
STUDENT GUIDE
2017/2018**

Student Guide Contents

Transfer Information

Definition

Eligibility

Student Responsibilities

Payment and Financial Aid/Scholarships

Enrollment

Textbooks

Attendance

Adding or Dropping a Course

Transferring Schools or Leaving Labette/Cherokee County

Grades and Privacy

Student Email Accounts

Accessing RedZone

Incomplete and Grade Appeals

Important Dates

- Enrollment Deadline
- Date to Drop
- Final Exams
Final Grades

Transcript requests

Student Conduct

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 by email or at (620) 820-1225. For additional information at visit: <http://www.labette.edu/admissions/transfer.html>

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

Course Transfer

There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. From College Algebra and English Composition I & II, to Public Speaking and Art History I & II, a student who completes a course listed as a guaranteed transfer course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution in pursuit of a degree or credential.

Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

For additional information about transfer courses visit:

http://www.kansasregents.org/transfer_articulation

Definition: 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. **Students or parents who have questions about concurrent issues should direct them to the college, NOT the high school.**

Eligibility: To be eligible, students must be in grades 10, 11 or 12. A freshman student who has been designated as “gifted” may enroll only upon submission of a completed and current (dates must cover time of enrollment) Individualized Educational Plan (IEP) and that IEP must indicate the student is recommended for college classes as part of his/her plan. The IEP must be submitted to the LCC Admissions Office at the time of enrollment.

All students must be approved for enrollment and have appropriate placement scores for college admission. The high school principal and counselor must verify/authorize the student’s application for enrollment.

Student Responsibilities:

- The student is responsible for tuition, fees, and the cost of the required textbooks and supplies associated with the course.
- The student is responsible for dropping/withdrawing from a course by the stated college deadline **in writing** if he/she does not want to continue in the course. Dropping the high school course, or changing schedules at the high school does not drop the student from the college course.
- The student must notify his/her high school counselor **before** dropping/withdrawing from a course.
- The student is responsible for requesting his/her college transcript from LCC be sent to other colleges or universities he/she plans to attend.

Payment and Financial Responsibilities: For fall and spring coursework, students are expected to make full payment or set up a payment plan when they enroll. For summer coursework, full payment must accompany the enrollment form—there is no payment plan option. Online fees ARE NOT waived in the summer. The LCC Building Coordinator at the high school has payment forms, and all forms can be found on the Concurrent/Dual Credit website at this link:

<http://www.labette.edu/extension/concurrent.html>

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

Students can view their 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, but may not give out username/password information to anyone.

High school students are not eligible for Federal Financial Aid or textbook scholarships. They are eligible for the **Jump Start** scholarship designed for high school students.

Jump Start (Concurrent)/Dual Enrollment Assistance (JS/DE): Concurrent/Dual Credit students are not required to fill out a Jump Start scholarship form. **The scholarship will be automatically awarded to students attending Kansas high schools with a properly completed Concurrent/Dual Credit Enrollment Form.** The scholarship covers full tuition. The student must still pay fees and textbook costs.

NOTES:

- In all cases no fees or books are covered.
- Students can be simultaneously enrolled in JS/DE.
- High school students are not eligible for federal financial aid.
- Some courses may qualify for SB155—**student must have a legal permanent Kansas address to be eligible for SB155 incentives.**

Additional information regarding SB155 can be found at this link:

<http://www.labette.edu/extension/sb155.html>

Enrollment: Students must complete placement (ACT, SAT, or ACCUPLACER) prior to enrollment with qualifying scores. Placement testing information can be found at the following link to the Placement Testing Policy (Procedure 3.22) in the LCC 2017 – 2018 catalog (p. 23):

<http://www.labette.edu/catalog/LCC-2017-2018-Catalog.pdf>

Concurrent/Dual Credit enrollment forms must be completed by the counselor or the LCC Building Coordinator at the high school. To be considered “complete”, the form must have four signatures: the principal, counselor, student, and parent/guardian (even if the student is 18 years of age or older).

Students must be completely enrolled (forms must be received by the college, not just turned in to the high school) by the cut-off date for enrollment each semester. After that date, no students can enroll.

Students cannot receive credit for high school courses they have taken in the past. There is no “retroactive” credit. They must be enrolled in the college course the semester that they receive credit.

Students must be enrolled by the last date to enroll each semester specified by the college. High school dates or deadlines may not be the same as LCC for concurrent courses, but the college dates and deadlines will apply to dual credit (courses taught by LCC Instructors) courses.

Textbooks: Textbooks are a legitimate expense for all college students. This cost is the responsibility of the student. Some high schools elect to purchase LCC textbooks for use. Students must be aware if their school does not supply textbooks, they will need to purchase the book by the beginning of the class. Students who purchase textbooks from the LCC bookstore may sell them back at the end of the semester. Textbook rental (at a lower cost than purchase) is available for some textbooks. Rental books must be returned by the deadline or a bookstore hold will be placed on the student’s account.

Attendance: Regular class attendance is important for success in college classes. Students who miss class for numerous high school activities may benefit from taking regular high school classes rather than college classes due to the higher level of academic rigor and expectations for college courses.

The attendance policy for students is set by the instructor and is included on the course syllabus that is handed out on the first day of class. Students should discuss any absence with their instructor in advance of the absence as this may affect their grade. High school activities are not automatically excused.

Adding or Dropping a Class: It is the student’s responsibility to drop a course. High School students who add or drop courses should make sure the high school counselor is aware of any changes the student is making in his/her schedule and that appropriate approvals are in place. 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 written and submitted to the LCC Extension & Concurrent 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: LCC no longer mails grades to students. Students access their grades through the RedZone in the supplemental course site grade book during the semester and in RedZone after the final grades have been submitted. Parents of high school students are not given access to the online system due to FERPA regulations (privacy laws). **Students must not give their ID/password to anyone.**

Instructors of college courses are not allowed to discuss student matters with parents unless they have gone through the permission process with the LCC Registrar. Page 2 of the enrollment form found on the website must be completed and on file with Admissions once per academic year to grant parental access to student information. Parents/guardians may be asked to bring the current year's tax return showing the student is claimed as a **dependent**.

Student email accounts: Email account information will be sent to the student by mail from LCC. 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. For information about email access students can go to www.labette.edu and click on the email icon in the upper right corner of the home page.

Accessing RedZone: A student must use his/her student ID number as the "username" to access the RedZone. The password is emailed to their Labette student email address. For any questions about accessing the RedZone or to get a password, the student may contact the LCC IT department (620-820-1146). No other department has access to the pin/password, and it can only be given to the enrolled student.

Incomplete and Grade Appeal: Under certain circumstances, an instructor may grant an "incomplete" to a student for one semester, e.g.--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 established LCC procedure, listed in the LCC Student Handbook at this link:

<http://www.labette.edu/catalog/LCC-Academic-Information.pdf>

Important Dates can be found at this link: <http://www.labette.edu/extension/concurrent.html>

- **Enrollment Deadline**--everything must be received by the end of the second week of regular LCC classes, which may begin earlier than high school classes. High schools may set earlier dates to ensure that everything is submitted on time.
- **Date to Drop**--date varies each semester and is posted on the Extension & Concurrent web page.
- **Final Exams**--because the LCC semester ends earlier than the high school semester, students taking LCC exams 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 circumstances 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.

Dual Credit students follow the LCC Schedule found at the following link:

<http://www.labette.edu/calendars/index.html>

Transcript Requests: Students must request their LCC transcripts be sent to other colleges after high school graduation. High school transcripts do not reflect college credit hours. There is a \$10.00 fee for each transcript request.

Students may request a transcript online by following this link:

<http://www.labette.edu/registrar/index.html>

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 Student Handbook (p. 58) by following this link:

<http://www.labette.edu/catalog/LCC-2017-2018-Catalog.pdf>

For additional information about concurrent classes in high school you may contact the LCC Extension & Concurrent Coordinator at 620-820-1221.