ONONDAGA
COMMUNITY COLLEGE

College Credit Now

Student/Parent Handbook

2018-2019

K-12 Partnerships Office

Welcome to College Credit Now!

COLLEGE CREDIT NOW

College Credit Now is an exciting and unique opportunity that allows high school students to gain a head start on college prior to high school graduation. Students may opt to earn college credit by enrolling in select College Credit Now courses that are offered by their high school, delivered at their high school site as part of their normal school day, and are taught by college approved high school instructors.

The College Credit Now program offers numerous courses in several different content areas in 30+ local school districts, with thousands of students enrolled annually. NOTE: College Credit Now course offerings may differ from high school to high school.

ADVANTAGES OF COLLEGE CREDIT NOW

- College Credit Now courses bear the same quality and quantity of credits as courses offered on campus, but are at no-cost to the student.
- College Credit Now courses may fulfill college degree requirements, serve as electives, or fulfill requirements, allowing for earlier college graduation.
- College Credit Now courses show colleges that you are a motivated student who has pursued challenging opportunities.
- College Credit Now courses help students explore possible careers. Students who are undecided in their career interests can benefit by the additional research and rigor provided in College Credit Now courses.

TAKING THE NEXT STEP

There are factors to consider prior to registering for a College Credit Now course. Since these courses are college-level and offered through Onondaga Community College, you are beginning a college transcript and the class will

become part of your permanent academic record. Before you take the next steps, we suggest the following:

- Discuss the option with your parent or guardian. Deadlines and workload should be considered.
- Research how the course(s) will fit into your college plans and intended major. Your counselor can help and you can review degree program requirements on the Onondaga website under Academics.
- Talk it out to ensure taking a college level course is right for you. The grade you earn will be a part of your official college transcript and could affect your academic standing and financial aid eligibility in the future.

REGISTRATION INFORMATION

In order to receive OCC credit for your College Credit Now course(s) you must register for the course(s) during the open registration period. Registration deadlines are outlined on the College Credit Now Timeline. (**Appendix A**). Registration is conducted online in a simple, easy to follow, process with step-by-step directions that are provided to students when they decide to enroll in CCN courses at their high school. Your teacher will let you know when registration is open and you will have to register before the deadline. Registration instructions are also included in the back of your handbook. (**see Appendix B**). Instructions on how to register for a class will be provided to your instructors and school counselors in class as well. Your school staff will assist you, if needed, to register for your courses online.

Late registrations will only be accepted in extreme individual cases to be reviewed by College Credit Now at the request of high school personnel. Please work directly with your high school should you need to request a late registration.

Tuition & Fees

Onondaga Community College's College Credit Now courses are offered at no charge to students living in Onondaga County. Students who reside outside of Onondaga County must submit a completed Certificate of Residency from their home county by the deadline, (refer to attached 2018-19 CCN Timeline) to

have tuition for College Credit Now courses waived (see College Policies section for more information).

Grades & Transcripts

Your teacher uses Onondaga's guidelines to determine your final grade. Some courses require an additional project or exam, and in this case, your final high school grade might be different from your Onondaga grade. At the end of your course, you can log into your student account via WebAdvisor to view your grades. This course will also be a part of your official Onondaga Community College transcript.

Transcripts of a student's academic record will be issued when the student submits a transcript request via WebAdvisor. Official transcripts may be mailed directly to educational institutions and prospective employers. A fee of $10 is charged for each transcript. Transcripts can be ordered online via http://www.sunyocc.edu/index.aspx?id=10434.

For official directions to request a transcript, please visit students.sunyocc.edu. Direct all questions regarding transcripts to Student Central at (315) 498-2000.

College Credit Now Credits

At Onondaga Community College

The College Credit Now program is nationally accredited by the National Alliance for Concurrent Enrollment Partnerships. This means that the program at Onondaga Community College meets the highest standards. OCC credits earned by students enrolled in College Credit Now will automatically be a part of your OCC academic record and can help students to work toward completing a degree or certificate program of choice at Onondaga Community College. Students may be able to complete a certificate program or two-year associates degree at an accelerated rate after high school graduation as a result of successfully completing College Credit Now courses. Many of the CCN courses taken at the high schools will fulfill requirements needed by their

program of choice at OCC, saving both time and money for the student to complete their degree. As a College Credit Now student we can provide students with a degree audit that will show students exactly how courses they took as high school students can fit into a degree program at Onondaga, and what a student would still need to complete after graduation to finish their certificate or two-year associates degree.

At other institutions

OCC credits earned by students through College Credit Now transfer to most SUNY institutions and many private colleges and universities. Because students are earning college credit in high school that can be transferred into numerous schools, taking these courses can help to decrease the amount of time it may take you to complete your degree at your college of choice.

In order for your colleges to receive a transcript with your OCC completed courses and grades earned, you must request that an official transcript be sent to the college of your choice (see process on page 4).

COLLEGE POLICIES AFFECTING COLLEGE CREDIT NOW ENROLLMENT

Academic Integrity

Students enrolled in Onondaga Community College courses are expected to adhere to the values of intellectual and academic honesty and integrity. Violations of academic honesty will not be tolerated. The policies and penalties for violations of academic honesty are established our academic departments.

Academic dishonesty includes, but is not limited to, cheating and plagiarism. You can access our Academic Catalog that includes the Academic Rules at: http://catalog.sunyocc.edu/

Attendance

Experience demonstrates that regular attendance enhances academic success. Students are expected to attend each meeting of their registered courses. Participation in classroom activities such as lectures, films, guest speakers, class discussions, labs, group activities, and online work contributes to student success in college-level coursework.

Financial Aid Implications

Many students rely on financial aid once they enroll in college to assist with paying for their post-secondary education. It is important to know that while students in College Credit Now do not use federal financial aid for these courses, the credits students take now contribute to their satisfactory academic progress calculations once the student becomes a college freshman.

A student is eligible to receive federal financial aid up to 150% of the credits required to earn a degree. For example, if a student's program requires 60 credits, financial aid supports up to 90 credits for that program. Any course that is not successfully completed may negatively affect a student's ability to receive financial aid, and still counts towards this 150%. In essence as long as a student is successful in their College Credit Now courses, there is no concern; however when students do not withdraw from a course by the drop deadline, or a student is not successful in a class, their future financial aid can negatively be affected.

For this reason, it is important that high school students are ready for college level courses when they register. Students should understand the additional time commitment, level of work, and responsibility involved in participating in CCN classes. As you and your student are assessing whether or not to register for college courses in high school, please keep this financial aid information in mind.

Certificate of Residence

A Certificate of Residence is required prior to, at, or within 30 days from the beginning of OCC classes from any student who has been a New York State resident for one year prior to registration and who has lived outside of Onondaga County for 6 or more months.

The application for a Certificate of Residence must be completed by the student, notarized, and taken to the Treasurer's Office at the county of legal residence. The certificate must then be sent to Onondaga Community College.

For the 2018-19 school year, classes registered for Fall or Full year terms, the Certificate of Residence must be completed and turned into OCC by October 4th, 2018. For Spring term courses Certificate of Residence is February 26, 2019. (see College Credit Now Timeline)

Students living outside of Onondaga County, who do not complete and turn in a Certificate of Residence by the above specified dates will be charged the additional out of county tuition for their concurrent enrollment classes.

Course Cancellation

It is at the discretion of the College and the school district whether or not a class will run for college credit. Offerings are subject to change and based upon faculty approval.

Course Load

A full-time student is one who is enrolled for 12 or more credit hours/equivalent credit hours during the Fall/Spring semester. A part-time student is enrolled in fewer than 12 credit hours/equivalent credit hours during the Fall/Spring semester.

Course Prerequisites

Students entering College Credit Now courses need to meet the prerequisite requirements for all CCN classes. OCC uses a "multiple measures" approach to

determine student eligibility for college level courses. Students will need to submit documentation, if needed, to verify that they have met the prerequisite requirements of the course. Prerequisite requirements may include placement testing, SAT or ACT test scores, completion of previous high school or college coursework, unweighted GPA, and/or completion of Regents testing. If you have questions regarding prerequisites, please contact your high school guidance counselor or administrators.

Grading

At the beginning of a course, the instructor informs the students of the criteria to be used in determining the final grade. Numerical or letter grades may be used during a course, but the final grade must be submitted in letter form to Onondaga Community College. The instructor determines the appropriate final grade. Student grades will be on their OCC transcript in an A-F format. Instructors will use https://pages.collegeboard.org/how-to-convert-gpa-4.0-scale as a guide for your number to letter grade conversion. (**Please note that OCC does not grant A+ grades. The highest letter grade available for OCC credit is an A**).

When a student's grade point average is calculated on the college transcript, the total GPA is based on a quality-point system. Letter grades are converted to the quality points based on this diagram below.

A = 4.0	B+ = 3.3	B- = 2.7	C = 2.0	D+ = 1.3	D- = 0.7
A- = 3.7	B = 3.0	C+ = 2.3	C- = 1.7	D = 1.0	F = 0.0

Student Records: Review & Release

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, Onondaga Community College gives students the right to inspect and review their educational records and to challenge the contents of these records. High schools and the college agree to cooperate in a manner indicating their mutual legitimate educational interests for purposes of sharing information legally under the provisions of the Family Rights and Educational Privacy Act (FERPA).

Withdrawal from a Course

The high school teacher or guidance counselor must notify the K-12 Partnerships Office at OCC to withdraw a student from a College Credit Now course by the deadline date indicated on the College Credit Now timeline. Students will need to fill out a withdrawal form that can be obtained by their instructor and sign it before the withdrawal can be processed by the college. If the College is not notified of a student withdrawing from the course, the student will remain registered for the class. If you make a request to withdraw from a class, please follow up with your instructor to make sure that OCC has been contacted.

COLLEGE SERVICES AVAILABLE TO COLLEGE CREDIT NOW STUDENTS

Campus Library

The Sidney G. Coulter Library is a major learning resource of the College and the community. The library has acquired a large collection of materials in all curricula to support the teaching and learning of faculty and students. This entire collection of print and non-print materials is accessible through the library's Online Public Access Catalog. A myriad of electronic resources is also available through the library's web page at library.sunyocc.edu.

The Learning Center

The mission of the Learning Center is to contribute to students' academic excellence and success by providing students at all levels of development and ability flexible access to tutoring and learning support with the skills and in content areas vital for continued success at OCC and beyond in a welcoming, inclusive, and respectful environment. Students who use the Learning Center will gain increased understanding of relevant skills, content areas, and

strategies for accomplishing specific academic tasks, while becoming more independent learners.

Workshops and study groups are free of charge to all students including CCN. Drop in or reserve your spot in advance on the Workshops and Study Groups schedule on WCOnline via the student website http://students.sunyocc.edu/ -> Academic Support ->The Learning Center.

The Center for Advising and First-Year Students

The Center for Advising and First-Year Students supports the Onondaga advising process and faculty advisors across campus. Once you have graduated high school, if you choose to continue here with us at Onondaga Community College, all students work with their first-year advisors prior to their to plan and guide students through their first semester here on campus. As that semester progresses, permanent advisors are assigned to students to continue with them through their time here at OCC and through graduation.

College ID Cards

College Credit Now students are eligible to obtain college ID cards. Students must go to the main campus, in the Gordon Studen Center to obtain their cards. Cards are used for entrance to labs, College Bookstore, and identification at college functions. . It may also be used to check out library books or for area discounts. Please note that your OCC Id, does not give access to the YMCA on campus. Entrance to the YMCA does require students to purchase a membership.

Student Email

Email accounts are available to all students enrolled at Onondaga, including College Credit Now students. Students must have a current student ID number and must be enrolled in at least one credit-bearing class. You may obtain email by contacting the Helpdesk at (315) 498-2999.

Contact Information
K-12 Partnerships Office
321 Mulroy Hall
4585 W. Seneca Turnpike
Syracuse, NY   13215
TEL: (315) 498-2820
FAX: (315) 498-2020
collegecreditnow@sunyocc.edu
www.sunyocc.edu/collegecreditnow

Darien Michele Gregory
Director of Concurrent Enrollment and Secondary School Programs
TEL: (315) 498-2613
d.m.gregory@sunyocc.edu

Matthew Burr
Technical Specialist
TEL: (315) 498-2820
burrm@sunyocc.edu

College Credit Now Timeline	
	College Credit Now
Fall 2018 CCN Registration Opens	05/01/2018
Fall 2018 CCN Classes Begin*	9/5/2018
Fall 2018 Registration Closes	9/14/2018
CCN Instructors review rosters	**9/19/2018-9/26/2018**
Last day to Drop without a grade (Fall/Full year CCN course)	**09/25/2018**
Certificate of Residences due to OCC for Out of County students**	**10/4/2018**
Last Day to Drop a Fall CCN Course (please confirm rosters) (with a W grade)	**11/23/2018**
Last Day of Fall 2018 semester long classes*	1/22/2019
Fall 2018 semester classes Grade Deadline	2/3/2019
Spring 2019 CCN Registration Opens	01/07/2019
Spring 2019 CCN Courses Begin*	1/28/2019
Spring 2019 Registration Closes	02/04/2019
CCN Instructors review rosters	**02/04/2019-02/11/2019**
Last Day to Drop without a grade (Spring CCN course)	**02/17/2019**
Certificate of Residence due to OCC for Out of County students**(Spring Only)	**2/26/2019**
Last Day to Drop a Full Year CCN Class* (please confirm rosters) (with a W grade)	**4/19/2019**
Last Day to Drop a Spring 2018 classes* (with a W grade)	6/6/2019
Fall 2018 Full year & Spring 2018 classes Grade Deadline	6/30/2019
Notes:	

Onondaga Community College
College Credit Now Student Registration Guide

1. Start at www.sunyocc.edu/community

2. Click on "**College Credit Now**".
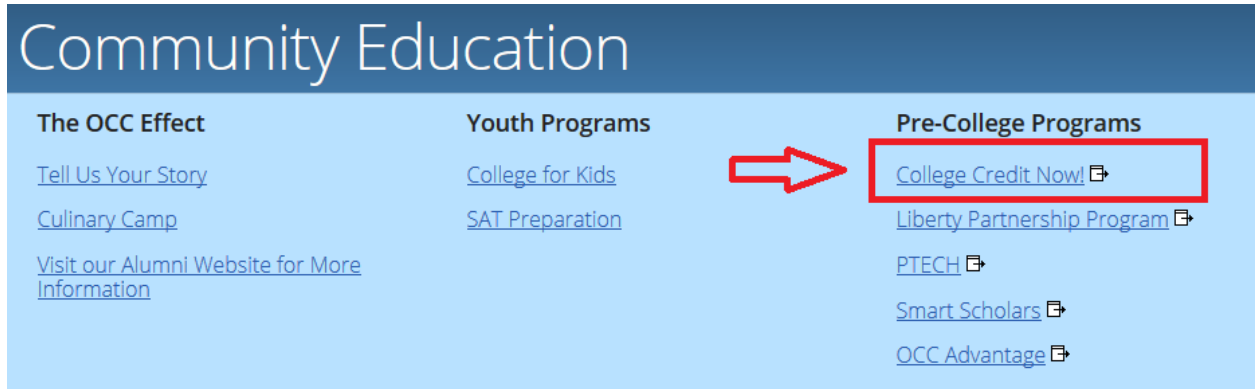
3. Click on "**Register for Classes**".
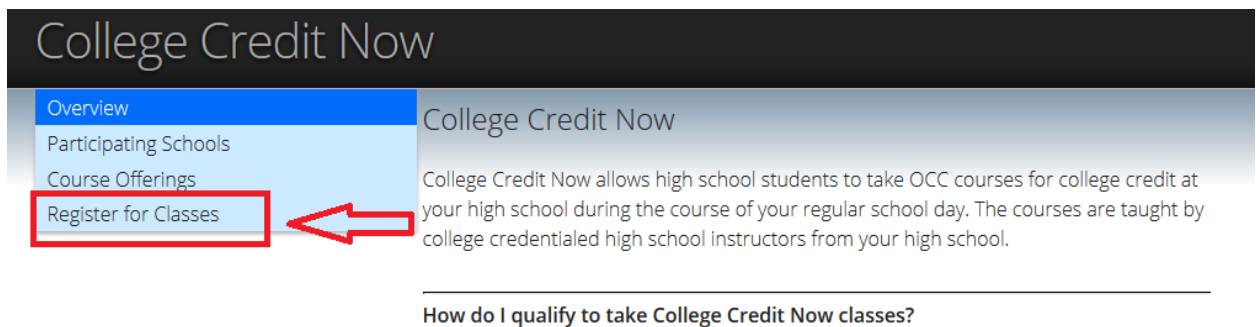
4. Click on "**Login to WebAdvisor**".
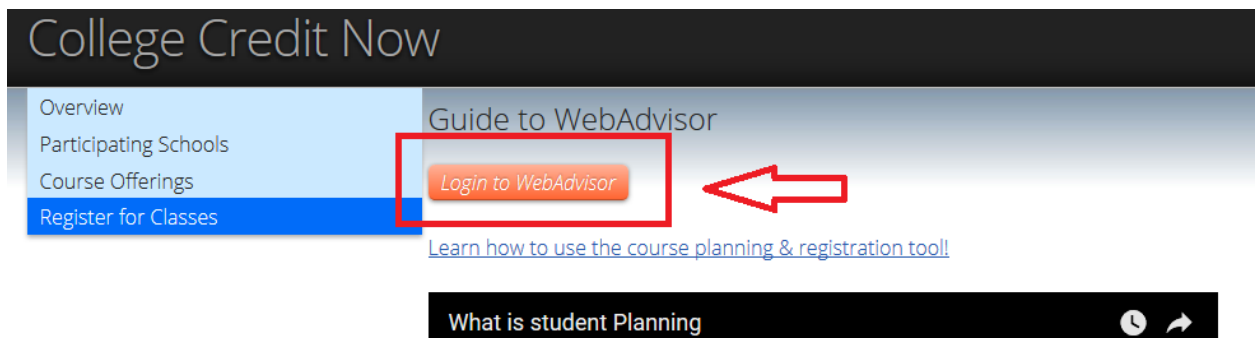
5. If you know your **User Name** and **Password**, click on the "**Log In**" tab at the top of the page and skip to step number 9. If you do not know your **User Name** and/or **Password**, continue on to step number 6.
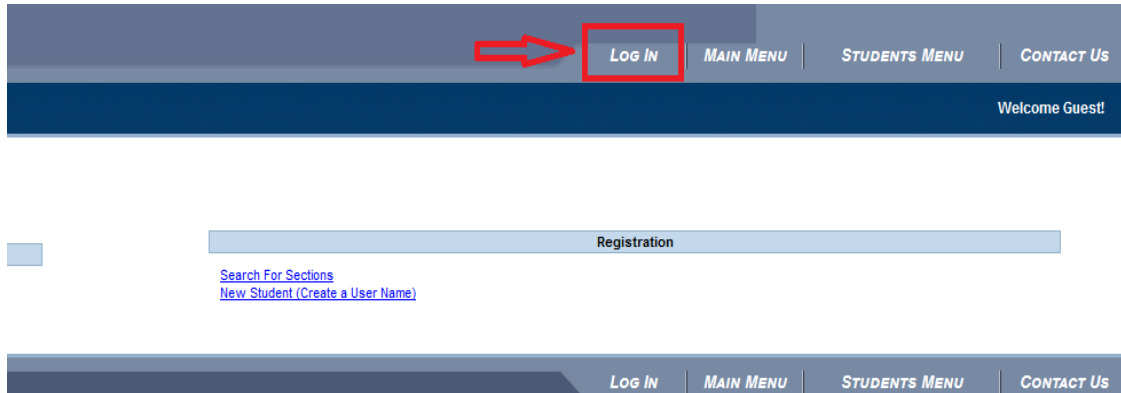
6. First you will need to check to see if you already have a User Name. You may have taken a CCN class in the past, or your information may be in the system because of a College for Kids class. Click on "**What's my User Name?**".
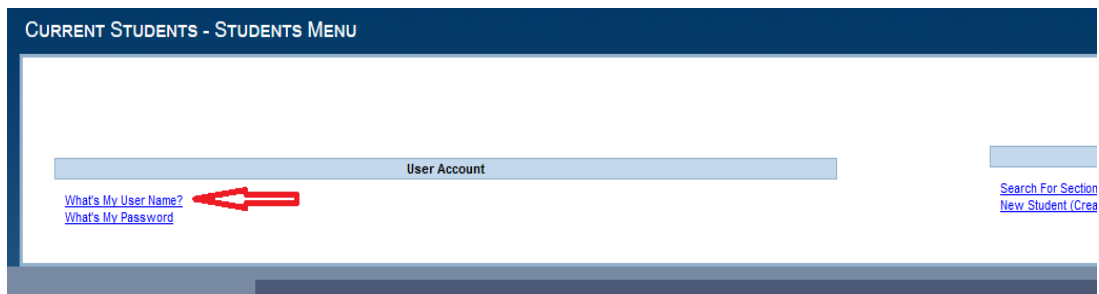
7. Enter your last name and social security number and click "**Submit**". If you already have an account, then your User Name and Student ID number will be displayed. Write this information down, then click "**OK**".

8. If no information is available, then you can create a new account by clicking on "**New Student (Create a User Name)**". Enter all the information and click "**Submit**".

9. You are now ready to Log In and register for classes. Click on the "**Log In**" tab at the top of the screen.
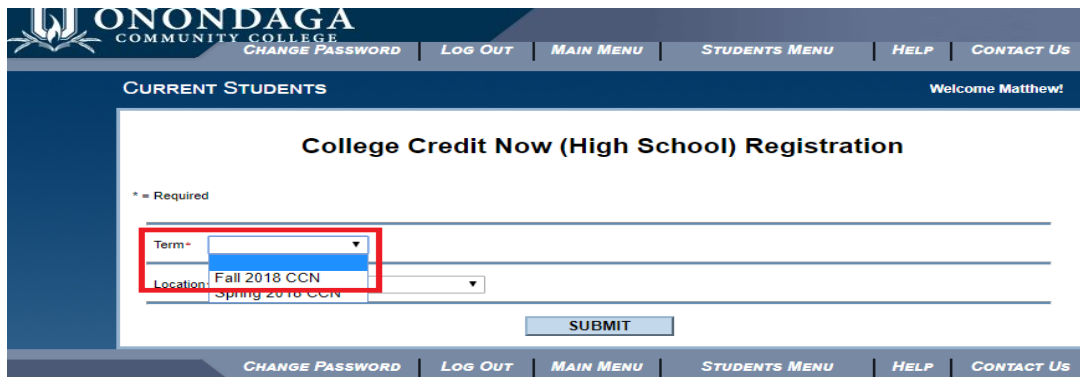
10. Once you successfully log in, click on the big blue "**Students**" button.

11. Underneath the "**Registration**" tab on the next menu click on "**College Credit Now (High School) Registration**".

12. Enter the term (Fall 2018 Undergraduate) and enter your High School location. Click "**Submit**".

13. A list of all available CCN courses will be listed. Select the course(s) you would like to register for by checking the box under the "**Select**" column. When finished, click "**Submit**" at the bottom of the page.

14. On the next page where it says "**Action for ALL Pref. Sections**", select "**RG Register**". Leave all other fields blank, and click "**Submit**" at the bottom of the page.

Congratulations, you have successfully registered for your College Credit Now class!

Good luck!