

**BRTC Concurrent Enrollment Program
Student and Parent Handbook
2015-2016**

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Appendix I Course Listings and Prerequisites

(Please note that all classes are not available at all high schools)

For questions and comments, please contact:

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What is the concurrent enrollment program at BRTC?

Black River Technical College's concurrent enrollment program is a cooperative program between local school districts and BRTC. The program allows high school students the opportunity to earn college credit while simultaneously earning their high school credit for approved high school courses. The courses are taught by qualifying high school teachers who work closely with BRTC faculty mentors to insure that the work that the students perform in the high school courses is equivalent to courses taught on BRTC's campus.

How do students benefit from concurrent enrollment?

- Students can accelerate their academic studies by earning college credit while attending high school without sacrificing their high school experience.
- Students have the opportunity to experience college-level work in a familiar environment.
- The courses included in the program are those most often required in the freshman coursework of bachelor's and technical degrees and certificates.
- Upon successful completion, the course is transcribed with the college's course title and number, just as it appears in the college catalog.
- Tuition for a concurrent course (taught at the high school by a high school instructor) is deeply discounted compared to the equivalent BRTC course (taught at BRTC or by a BRTC instructor).

Why are the courses considered college courses if I am taking them at the high school?

At the beginning of each semester, students receive a syllabus from their high school instructor. The syllabus is a document that outlines all of the requirements of the course and includes general information, a course description, instructor contact information, performance objectives, student learning outcomes, course organization and assignments, grading and attendance policies, and other important information.

Discipline-specific BRTC instructors annually review concurrent syllabi utilizing the same process for courses taught on BRTC campus. The BRTC instructors have syllabus review templates that assess learning outcomes as well as the other components for all courses offered. This process helps to assure that the learning outcomes are the same for concurrent classes as classes on BRTC campus.

How are credits used toward a college degree or certificate?

Courses completed can be applied toward a degree or certificate at BRTC, as well as transferred to other institutions. Depending on the institution and the program the student pursues, credits may transfer as direct equivalents to existing courses in the receiving institution, may be transferred as departmental general electives or may satisfy a prerequisite for a required course. **We strongly recommend that students contact the college/university that they plan to attend to verify how these credits will be accepted.**

The **Arkansas Course Transfer System** website (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Students may complete specified General Education courses anywhere in the public system as well as many courses in the degree/major that have been pre-identified for transfer. This system is designed to assist in planning from the high school level through the adult workforce. Please visit <http://acts.adhe.edu> for more information on transferring credit from BRTC to other Arkansas colleges and universities.

Students planning to attend a private college/university (either in Arkansas or out-of-state) 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.

How do I get a transcript for my college applications and transfer my credits to a college or university?

BRTC transcripts may be ordered by filling out and returning the Transcript Request Form. (APPENDIX A) There is no charge for this service. If students need help or have questions about this service, they may contact the Registrar, Kimberly Bigger at kim.bigger@blackrivertech.edu or 870-248-4015. If students only need to view their student records or print unofficial transcripts they can do so through Campus Connect. (APPENDIX B)

How much do concurrent classes cost?

Concurrent tuition for the 2015-2016 academic year are as follows:

- 3 credit hour course taught by high school instructor = \$135.00
- 4 credit hour course taught by high school instructor = \$180.00
- 3 credit hour course taught by BRTC instructor = \$324.00
- 4 credit hour course taught by BRTC instructor = \$432.00
- 3 credit hour course taught online = \$384.00
- 4 credit hour course taught online = \$512.00

Student Policies and Student Handbook

Black River Technical College follows a number of guidelines that support a civil and respectful environment and provide procedures to assure fair treatment. BRTC's Student Affairs Office publishes an annual Student Handbook (<http://www.blackrivertech.org/prospective-students/admission-registration-enrollment/course-catalogs>) which outlines many of the policies and procedures that support student conduct and institutional responsibilities. It is the concurrent students' responsibility to review these policies as they will be held to the same standards for academic integrity, honesty, and plagiarism.

Title IX

No person at Black River Technical College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment, or sexual misconduct under any educational program or activity, including but not limited to the Concurrent Enrollment Program at local high schools. Please see APPENDIX C for BRTC's Title IX Policy.

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records. These rights, as they pertain to the concurrent enrollment program, do not permit college staff to disclose or discuss a student's 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.

If the student wishes to waive those rights, i.e. to allow parents or guardians to call BRTC on a student's behalf, students must do so in writing by completing the FERPA Waiver form. (APPENDIX D)

For full student rights visit <http://www.blackrivertech.org/about/security> and click on the "Mandated Information" link.

Student Academic Appeal Process

If a student wishes to appeal his or her grade earned in a concurrent course, the student must contact the Office of the Registrar at 870-248-4015 to begin the process.

Academic Dishonesty

Students are expected to do their own work on examinations and in preparation of all assignments. They are also expected at all times to uphold high standards of integrity. Plagiarism, cheating, and any other form of theft of intellectual property are all examples of academic dishonesty and are prohibited.

Placement Testing and Prerequisites

Please see APPENDIX E for specific information on test score requirements and course prerequisites.

Based on these requirements, there may still be students who will need to take the Compass placement test in order to meet the required test scores. Students should contact

Mary Anderson (marya@blackrivertech.edu; 870-248-4011) or
Bridget Guess (bridget.guess@blackrivertech.edu; 870-248-4014)

to schedule a Compass testing appointment. The cost for the test is \$20. There are no waivers for this testing fee.

Academic Standing

In order for students to participate in concurrent credit classes, they must be in good academic standing with the high school they attend. What constitutes good academic standing varies depending on the high school attended, but generally requires a minimum 2.0 grade point average. Students should check with their high school counselors to be sure they are in good academic standing.

STUDENT ADMISSION, REGISTRATION, AND WITHDRAWAL PROCESS

All concurrent students should apply for admission in the fall and spring semesters.

REGISTRATION

BRTC's Concurrent Enrollment Coordinator will visit each high school in March-May to register for the upcoming fall semester and in October-December to register for the upcoming spring semester. When possible, registration dates will be posted online.

REGISTRATION DEADLINES

Specific registration deadlines are determined by each high school. Instructors should contact their high school counselor or principal for registration dates or call or email the Concurrent Enrollment Coordinator. When possible, registration dates will be posted online.

STUDENT WITHDRAWAL OR REFUND REQUEST

Refund and withdrawal deadlines apply, so students should see the Academic Calendar (APPENDIX F) for details. Students requesting withdrawal from a concurrent class must submit to the Concurrent Enrollment Coordinator an Add/Drop Form (APPENDIX F) or communicate directly with BRTC via an email to the Concurrent Enrollment Coordinator. Some high schools require counselor signature to withdraw, so students should check with their high school for their preference.

STUDENT EVALUATIONS

Additionally, concurrent credit courses will be annually evaluated by students. The survey and instructions will be administered in person by the Concurrent Enrollment Coordinator. This provides for candid feedback from students. Once the evaluation surveys have been compiled a copy will be e-mailed to the appropriate high school instructors and their principals. Please see APPENDIX G for an example of the Student Evaluation Form.

ACCESS TO LIBRARY SERVICES

Students

Students may use BRTC library materials and services. Please contact Library Director Anne Simpson (870-248-4061; anne.simpson@blackrivertech.edu) to schedule group visits or presentations.

Frequently Asked Questions (FAQ)

How do students know which classes to register for?

Each high school counselor or principal will give students the concurrent enrollment application each semester. Students should work with the appropriate person at their high schools to determine their high school schedule, including which concurrent classes are appropriate for them. Only students in the qualified course at the high school may register. When possible, applications will be available online.

How do students pay for classes?

Payment for concurrent classes is due the Friday before BRTC classes begin. Please refer to the Academic Calendar (APPENDIX F) or online for specific dates. Students who do not make payment or payment arrangements by this date will be automatically dropped and will be assessed a \$50.00 fee to be re-enrolled. Payment information sheets are handed out twice per year during registration at each concurrent school, but please contact Sarah Waltermire for any questions.

Are there scholarships or waivers for low-income students?

Because concurrent credit tuition is deeply discounted, there are no additional scholarships or waivers available. Students requesting a payment plan should contact Sarah Waltermire at 870-248-4157.

How do students check their registration status?

Students can check Campus Connect to verify registration. The registration/verification process can take time, so students should wait two weeks after their high school's registration date to verify they are enrolled in classes.

How do students find their student ID numbers?

Student IDs are located in the upper right hand side of the screen when logged into Campus Connect. Students should email the Concurrent Enrollment Coordinator with their full name and date of birth if they are unable to log on to Campus Connect. Please remember: we can only release this information to the student.

How do students check their grades?

Students will not receive regular grade reports from BRTC. Students may view midterm and final grades on Campus Connect. Students may receive progress reports from their high school instructors, but BRTC does not request that instructors do so. Please see APPENDIX H for BRTC's grading policy.

Who do students contact for assistance?

Please feel free to call the Concurrent Enrollment Coordinator, Sarah Waltermire, at 870-248-4157 or email sarah.waltermire@blackrivertech.edu.