

**Southeast Community College  
High School Student  
Enrollment Guidelines for Distance Learning 2011-2012**

Any person 16 years of age or older who is not enrolled in a regular secondary school program is eligible to enroll in SCC classes provided they meet any stated class prerequisites. Eligible high school students in good standing may enroll in college credit classes with written permission from their high school principal or counselor.

**Enrollment Procedures:**

Students must print out and complete:

- Permission for Enrollment Form
- Registration Form – Credit Courses

**Register through the high school guidance department.**

Students must be approved by the high school in order to take Concurrent Enrollment courses.

**Guidelines for student eligibility:**

The student must be 16 years old or older in order to take courses from Southeast Community College unless special permission is given.

- The student has demonstrated readiness to take a college level course.
- The student has taken any pre-requisite classes OR
- The student has obtained appropriate scores on the COMPASS/ASSET or ACT tests.

For registration and payment of tuition and fees, please follow the Concurrent Calendar.

**Students**

Please work with your high school counselor to register for these College credit courses.

Visit the How to Enroll page for registration information.

After the class is over, you may access your grades on WebAdvisor. You will be given a username and student ID to access your information.

**Grades are not mailed; students have constant access to WebAdvisor.**

The SCC Catalog states, "Grades are posted to WebAdvisor within one week following the end of the term. Grades become part of the student's permanent record. It is the student's responsibility to review his/her grades for accuracy. If there is a question or disagreement with the grade, a student must contact the campus Registration and Records Office.

Grade disputes must be resolved within 10-classroom days (not counting Saturdays, Sundays, or holidays) after the start date of the next term. On the 11th classroom day of the next term, the grade is considered to be "permanent." Students can access their grades online with Web Advisor using login ID and password. Contact SCC Student Services for more information." Download a copy of the Student Handbook

**Parents**

**Tuition** - and fees are due on or before the first day of class.

**FERPA** - SCC has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Generally, **students** have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in **writing** and directed to the campus Student Services Office. **Questions relating to the release of records and information should be directed to the campus Student Services Office.** SCC may provide directory lists of graduates to senior institutions that have an articulation agreement with SCC.

The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. **Questions regarding FERPA should be directed to the campus Registration and Records Office.**

High school students, parents and their counselors or principals all sign a “Permission for Enrollment” form before the high school student is enrolled in a class at SCC. The student signature grants permission for SCC to “release information relative to my progress at Southeast Community College to my high school student records office and to my parents/guardians.” This release is for the duration of the particular term only. Parents are encouraged to contact the student’s high school for information on the student’s progress in the college classes. Please contact your local high school coordinator for more information.

## Frequently Asked Questions

### **Q: Why should I take College Credit classes in High School?**

A: These classes will help you prepare for college by starting the transition to college level work. You can get ahead start on your college degree while still in high school. (It is possible to earn 12 college credits—or more—before graduating from high school—the equivalent of a semester of college!) It will shorten the time it would take to complete your college degree (or to allow you to have a lighter load your first year of college). Finally, this will help you explore your career field of interest (especially if you are involved in the Career Academy program).

### **Q: I’m interested in taking an SCC class while in high school. What are my options?**

A: SCC classes are available at your high school in one or more of the following ways: NOTE: In each of the three options below, the instructor is approved by SCC and teaches the college class using the same curriculum, textbook, and course expectations with high school students that the regular college students use.

1. Fiber Network: These are SCC courses that you view on your school’s distance learning network or lab. Some schools have the instructor on-site; some schools receive the instruction via the network.
2. Online: These are SCC courses available on the Internet on a semester schedule. Typically these classes are for college credit only.
3. Dual Credit: These are SCC classes taught in the high school, face-to-face by a high school instructor who meets the requirements of an SCC faculty member. Students receive college credit and high school credit for these courses.

### **Q: Who can enroll in an SCC course?**

A: High school juniors or seniors who wish to take SCC courses must meet all prerequisites and entrance test requirements prior to taking the class. Visit the SCC **Testing Center** for more information.

### **Q: How do I register for an SCC course?**

A: Simply fill out an **SCC Registration Form** and **Parent Permission Form**, and any **other forms** required by your high school, which are available on the SCC website or at your high school website and guidance office then return the forms to your counselor or person designated to receive these forms.

### **Q: How much will it cost me?**

A: For the **2011-2012** school year, the cost for an SCC class is **\$51** per credit hour plus a **\$1.25** per credit hour fee (for a total of **\$52.25** per credit hour). For example, a 4.5 credit hour class would cost **\$235.13** in tuition and fees. Students will typically be responsible for purchasing any required textbooks or workbooks for their classes. To buy the correct book, we encourage you to buy your book through the **SCC bookstore**. Please note that tuition and fees must be paid prior to the start of class.

### **Q: Does my high school offer College Classes?**

A: To find out, check the list of course offerings by school to see what your options are, or go to your high school’s website and look under **Extended Learning Opportunities** or **Registration**

### **Q: What are CAREER ACADEMIES?**

A: Career academies offer SCC courses for high school juniors or seniors in the ESU 5 or ESU6/Saunders areas through a program called Southeast Nebraska Career Academy Program (SENCAP). Classes are taught either face-to-face or through Distance Learning.

### **Q: What is a Partnership class?**

A: a high school teacher teaches these classes with an approved SCC instructor as their partner, to ensure that the college material is covered. Some students will take the class for dual credit (high school and college credit) and may do extra work; some students will take the class for high school credit only.

### **Q: What are Career Pathways “Articulated” Courses?**

A: These are courses formerly known as “Tech Prep” courses. These are high school classes that are the equivalent of a matching SCC course, for which a student will receive college credit IF the student earns a grade of “B” or better, graduates from high school, enrolls at SCC within one year of high school graduation, and completes and submits a Credit by Waiver form. Note: for these courses, no tuition or fees are required. Contact **\*Janet Claassen** for more information.

**Q: How can a high school teacher be teaching as if he or she were teaching a college-level course?**

A: A teacher who teaches an SCC course in your high school must meet the very same requirements as if he or she was teaching at the College. For example, for an English class, he or she would have to have a Master's Degree in English or a Master's Degree in another field, which includes at least 18 graduate credits in English. This teacher is considered an SCC instructor--who just happens to teach for SCC part-time and in a different location: your high school. If a teacher does not meet these criteria, he or she may still be eligible to teach an SCC course under the Partnership program, where they partner with an SCC instructor for the college portion of the class.

**Q: Will these credits transfer to other colleges?**

A: Your SCC course, whether it is dual credit, college credit only, online, or through the fiber network, IS a college course. You are considered a college student taking a college course. SCC credits will generally transfer to colleges and universities. It is the responsibility of the student to check with the receiving institution to see if the credits will transfer. As with any transfer of college credits, it is the decision of the receiving institution whether or not to accept the credit. Students are responsible for contacting the receiving institution they wish to transfer to in order to learn if the credit will be accepted. For more information on transferring credits, visit us at [http://www.southeast.edu/programs/transfer\\_information](http://www.southeast.edu/programs/transfer_information).

**\*CONTACT INFORMATION**

Janet Claassen

Assistant Director of

Career Academies and

K-12 Connections

Phone: 402-228-3468 ext. 1320 or Toll Free: 800-233-5027 ext. 1320 [jclaasse@southeast.edu](mailto:jclaasse@southeast.edu)

**SCC Website:** <http://www.southeast.edu/programs/highschools/enroll.aspx>