Welcome to Highland Community College!

Dear Concurrently Enrolled Student:

It is our pleasure to welcome you to Highland Community College! We think you made a good choice in joining the HCC academic community, and we look forward to helping you attain your educational goals.

This reference guide is designed to be a supplement to the Kansas Board of Regents concurrent enrollment policy. You will find here basic information about the college and its operations and policies, which are well established and continually assessed and updated to reflect changes at the college and in higher education as well. The board of trustees, administration, faculty, and staff are all involved in determining policies and operating procedures. This guide and all updates to it are posted on the HCC Web site at www.highlandcc.edu (on Home page under Online/Regional Centers, click on Resources).

We hope you will find this a useful guide. We promise to do our part to make your educational experience with us a good one, and we wish you all the best for your future.

Sincerely,

Administration and Staff
Office of Academic Affairs
Regional Instruction

Revised December 2012
Table of Contents

Chapter 1 – Enrollment Procedure and Policies ...........................................page 4
  Sec. A: HCC Concurrent Enrollment Requirements .......................page 4
  Sec. B: Enrollment Procedure ............................................................page 5
  Sec. C: Payment Policies .................................................................page 5
  Sec. D: Textbooks .............................................................................page 5
  Sec. E: Americans with Disabilities Act .............................................page 6
  Sec. F: Classroom Disruption Policy ...............................................page 6
  Sec. G: Adverse Weather .................................................................page 7
  Sec. H: Academic Integrity ..............................................................page 7
  Sec. I: Grade Appeals .......................................................................page 8

Chapter 2 – Placement Testing .................................................................page 10

Chapter 3 – Online Tools ......................................................................page 11

Chapter 4 – About Highland Community College ..............................page 13
  Sec. A: HCC Mission Statement ........................................................page 13
  Sec. B: History of the College ...........................................................page 14
  Sec. C: Philosophy of the Institution ...............................................page 14
  Sec. D: Accreditation .......................................................................page 15
  Sec. E: Locations and Service Area ................................................page 15
  Sec. F: Administration .....................................................................page 16
Chapter 1: Enrollment Procedure and Policies

Section A: HCC Concurrent Enrollment Requirements

HCC policies on concurrent enrollment are in compliance with Kansas statutes K.S.A. 2008 Supp. 72-11a01 through 72-11a05, which provide for these higher education opportunities through the Kansas Challenge to Secondary School Pupils Act. HCC policies apply to all concurrent courses, defined by the Kansas Board of Regents as courses in which “a high school teacher teaches a college-level course to high school students at the high school during the regular high school day” (KBOR policy 06-11-2008). The following policies apply to all HCC concurrent enrollment courses provided in the college’s nine-county service area.

1. Students in grades 10, 11, 12, and in some cases gifted students in grade 9, may be eligible. Curriculum, textbooks, and grading criteria are the same as for HCC courses taught on campus.

2. Concurrent enrollment teachers must have strictly defined educational credentials in the discipline being taught. In some cases, the same final exam is given in the concurrent class as is used for the on-campus class. An orientation and training program is in place for the high school instructors, including professional development, on-site visits, and ongoing communication with HCC faculty and administration.

3. Concurrently enrolled students must meet the HCC enrollment requirements, follow HCC procedures regarding assessment and placement, and satisfy course pre-requisites. HCC uses the Asset Reading, Writing, and Elementary Algebra assessments or selected baseline ACT sub-scores as requirements for enrollment in specific concurrent courses. Students must have the following minimum scores:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>All Classes</th>
<th>College English I</th>
<th>College Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET Reading</td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSET Elementary Algebra</td>
<td></td>
<td></td>
<td>46</td>
</tr>
<tr>
<td>ASSET English</td>
<td></td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td>17 Reading</td>
<td>18 English</td>
<td>22 Math</td>
</tr>
</tbody>
</table>

4. A maximum of 24 college credit hours may be earned by an individual student through concurrent enrollment courses.

5. Students taking concurrent enrollment courses pay applicable HCC tuition and fees.

6. The ASSET test is a pen and paper placement test created by the ACT Corporation and used by HCC for placement testing of students who have not completed an ACT test or who need to test for a higher score equivalent. Concurrent enrollment coordinators conduct these tests by appointment and schedule testing at their respective high schools at least once a year for those needing to be tested to meet placement score requirements. Students are allowed to test twice prior to the semester enrollment to qualify for placement. There is no fee for these two test sessions; additional testing sessions may require a $25 testing fee. There is a minimum two week wait between tests.
Section B: Enrollment Procedure

Concurrent enrollment in college classes is initiated by the enrollment coordinator assigned to the high school within the HCC service area. Each site has specific procedures, but generally the regional coordinator distributes enrollment forms to the high school and then these are given to students along with instructions and payment information. The forms are then collected by the coordinator at a scheduled time at the school after the start of classes.

The completed forms, including a parent’s signature for those students under 18-years old, are processed by the regional center staff and entered into the HCC database system. The coordinator or other staff member confirms eligibility, placement testing scores, and any pre-requisite requirements to complete the enrollment process. Students with a hold on their accounts from previous semesters will not have their forms processed until the issue is resolved.

Enrollment forms are collected at the beginning of the fall and spring semesters. Some courses, such as math or science lab classes, may be taught the entire academic year with tuition and fees collected during the spring semester enrollment. The student must complete an enrollment form and make payment with the regional center in a timely manner to ensure college credit for the course.

Section C: Payment Policies

Payment is due at the time of registration for concurrent enrollment classes (August/September or January/February). High school students are not eligible for federal financial aid until they have been granted a diploma. At this time, HCC will allow students enrolling in concurrent classes to pay one-half of the fees due and then pay the balance upon direct billing to the student in about 30 days. Students with a hold on their accounts from previous semesters will not be enrolled until the issue is resolved.

HCC accepts checks, money orders, and some credit cards for payment. Students with other circumstances may contact the Vice President for Finance & Operations to discuss specific payment requests.

Dependents of full-time HCC employees are eligible for a waiver of fees. The employee must complete the Dependent Waiver of Fees form with the President’s office each semester to confirm eligibility. The waiver is then forwarded to the regional coordinator to be attached to the student’s completed enrollment form.

Section D: Textbooks

Each regional or concurrent coordinator has established specific procedures for the issue and collection of textbooks. Check with your regional site for exact guidelines. If a textbook is not returned or damaged, the student is responsible to purchase the textbook.
Section E: Americans with Disabilities Act

Guidelines for Requesting Accommodations
Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.

Section F: Classroom Disruption Policy

No acts of disruption in the classroom will be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the college, and being insubordinate to college authorities.

All instructors will state clearly in the first-day handout their policy on disruptive acts in the classroom. They will list examples of disruptive acts and state how such acts will be dealt with (not all acts of disruption can be anticipated and this list is not all inclusive). Instructors will also send their first-day handout to the chief academic officer or appropriate regional coordinator for review and acceptance.

Situations which demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated and the instructor will drop the student from the class. A grade of “W” will appear on the academic transcript if the student is dropped from the class before or on the last withdrawal date for the semester. A grade of “WF” will appear on the academic
transcript if the student is dropped from the class after the last withdrawal date for the semester.

For other disruptive acts, instructors will warn the student on the first offense to discontinue the offending behavior in any and all future class operations. The warning may be verbal, written, or dismissal from a class and must be documented by the instructor and copied to the student by e-mail or letter before the next class period. The student is encouraged to discuss the situation with the instructor before the next class session.

A second offense of disruptive behavior (which may or may not be the same offense as the first) will result in the student being removed from the course for the semester. A grade of “W” will appear on the academic transcript if the student is dropped from the class before or on the last withdrawal date for the semester. A grade of “WF” will appear on the academic transcript if the student is dropped from the class after the last withdrawal date for the semester.

When an instructor feels it is necessary to remove a student from the class, a drop form will be completed and forwarded to the chief student services officer along with an explanation of the event and prior documentation of a first offense, if appropriate.

The student may appeal the decision of the instructor to the chief student services officer. Thereafter, the student or instructor may appeal the decision of the chief student services officer to the president of the college. The president’s decision is final.

Section G: Adverse Weather

Highland Community College concurrent classes will follow the high school administration’s decisions for adverse weather cancellations. Students should refer to their high school handbook.

Section H: Academic Integrity

Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which includes but is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. Students should submit their own academic work. Faculty should not facilitate or leave unreported academic dishonesty by the student.

All instructors will state clearly in the first-day handout their policy on academic dishonesty. They will list examples of academic dishonesty and state how such acts will be dealt with (not all acts of academic dishonesty can be anticipated and this list is not all inclusive). Instructors will also send their first-day handout to the chief academic officer or appropriate regional coordinator for review and acceptance.

The penalties could range from loss of credit or points on student work to removal from the course. If a student is dropped from the course, a grade of “W” will appear on the academic transcript if the student is dropped from the class before or on the last withdrawal date for the semester. A grade of “WF” will appear on the academic transcript if the student is dropped
from the class after the last withdrawal date for the semester.

In all cases of academic dishonesty, the instructor will meet with the student about the event and the intended punishment. When the instructor feel it is necessary to remove a student from their class, a drop form will be completed and forwarded to the chief academic officer along with an explanation of the event.

The student may appeal the decision of the instructor to the chief academic officer. Thereafter, the student or instructor may appeal the decision of the chief academic officer to the president of the college. The president’s decision will be final.

Section I: Grade Appeals

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The criteria for grades and evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor’s evaluation of the student’s academic performance. Capricious grading is defined here as:

1. The assignment of a grade to a particular student on some basis other than performance in the course.
2. The assignment of a grade to a particular student based on more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade by a substantial departure from the instructor’s previously announced standards.

The grade appeal procedure consists of the following steps:

1. The student should first discuss the course grade fully with the instructor of the course. This must be done within thirty calendar days after grades have been mailed out by the college at the close of each semester. If the student cannot arrange such a meeting, he/she should contact the vice president for academic affairs to arrange for such a meeting.
2. If the matter cannot be resolved by consultation with the instructor, the student may request that the instructor set up a hearing with the vice president for academic affairs within ten calendar days. The student, the instructor, and the vice president for academic affairs should attempt to resolve the matter at this level.
3. If the matter is not resolved, the student may appeal to the vice president for student services. The student’s appeal to the vice president for student services should be made within fifteen calendar days after receiving notification of the vice president for academic affairs’ decision. The vice president for student services will establish an ad hoc academic appeals committee and appoint a committee chairperson to review the written records presented by the student, instructor, and recommendation of the vice president for academic affairs. After the committee has had the opportunity to review all verbal or written data, the committee will make its decision regarding the appeal. The decision of the committee will be communicated to the student, the instructor, the vice president for...
academic affairs, and the vice president for student services by the committee chairperson.

4. The student may appeal the committee’s decision to the college president within fifteen calendar days after receiving notification by the committee’s chairman. The president will review all written data collected regarding the student’s appeal. The president’s decision will be communicated in writing to the student, the instructor, the vice president for academic affairs, and the vice president for student services.

5. The student may thereafter appeal to the Board of Trustees of the college by filing a written Notice of Appeal with the chairperson and the president or primary administrative officer as appropriate to be placed on the Board of Trustees agenda. Such Notice of Appeal must be filed within ten (10) days of the notification of action by the president.

6. Upon the filing of a Notice of Appeal to the Board, the president shall cause the records of the case, including any written memoranda received during the consideration, to be promptly filed with the secretary of the Board through the Office of the President. The decision of the Board of Trustees will be final and binding upon all parties to the appeal.
Chapter 2: Placement Testing

Placement testing is required for concurrent enrollment courses. Proper placement ensures that students have the best chance of successfully completing the course work. HCC encourages all prospective concurrent enrollment students to complete the ACT test during the spring semester of their sophomore or junior year and have the results sent to HCC. This helps to ensure accurate reporting and provides the necessary placement data for the courses.

The ASSET test is a pen and paper placement test created by the ACT Corporation and used by HCC for placement testing of students who have not completed an ACT test or who need to test for a higher score equivalent. Concurrent enrollment coordinators conduct these tests by appointment and schedule testing at their respective high schools at least once a year for those needing to be tested to meet placement score requirements. Students are allowed to test twice prior to the semester enrollment to qualify for placement. There is no fee for these two test sessions; additional testing sessions may require a $25 testing fee. There is a minimum two week wait between tests. Coordinators may test for other institutions; however there will be a $25 per test charge for that service. These tests are done by appointment only through the regional center.

Required placement test scores for concurrent enrollment:
For all courses, the minimum test scores in Reading are:
   ACT – 17 or ASSET – 41
For ENG101: College English I, the minimum test scores are:
   ACT – 18 or ASSET – 39
For MAT104: College Algebra, the minimum test scores are:
   ACT Math – 22 or ASSET Elementary Algebra – 46
Chapter 3: Online Tools

Section A: MyHCC Account

MyHCC is the software used at Highland Community College for students to manage their information. Students use MyHCC to enroll in classes, download media, access e-mail, check grades, and view transcripts.

Upon processing a concurrent student’s original enrollment form, a temporary password and User ID will be sent to the e-mail address the student listed on the form. The User ID and temporary password will then be used by the student to set up the account. Any concurrent student who did not set up the MyHCC account during the first semester of enrollment should contact the concurrent enrollment coordinator for help in setting up the account.

The student will then log in to the homepage and enter the user name and temporary password in the MyHCC Login Box. The first time user will be required to verify identity with the HCC User number and birth date. Upon successful verification, a “Congratulations” screen opens and the account is ready for access.

Upon accessing the account for the first time, students should change the temporary password to a personal password that they will remember. To change your password, click on the “My Profile” tab of the MyHCC home page. Then click on the “Account Information” link in the secondary menu bar, and then click “Password” from the left side of the page. Please be sure to read and follow the password guidelines listed and enter your old and new passwords, and then click on save. For assistance contact the area coordinator or the college IT Help Desk at 785-442-6060.

Section B: Student E-mail Account

Your e-mail address is lastname.firstname@adjunct.highlandcc.edu.

Section C: HCC Web Site

The college Web site is www.highlandcc.edu. In addition to general information about the college, nearly every document in this packet is available on the Web site. Here are some useful links for concurrent enrollment students.

1. Regional Centers information:
   On HCC home page, click on Admissions » Enrollment » Regional Centers.
2. Specific Regional Locations information:
   On HCC home page, click on Locations and then click on the specific regional site.
3. Course Descriptions:
   On HCC home page, click on Academics » Course Descriptions. The Academics page has many other links as well, including degree program information, the college catalog, transfer guides, HCC online program information, and others.
4. Library information:
   On HCC home page, click on Community » Library.

5. Transcript Request:
   On HCC home page, click on Student Services » Resources » Transcript Request. Students transferring hours from HCC to another institution can print out and complete the Transcript Request form, and then return it to the address given on the page.
Chapter 4: About Highland Community College

Section A: HCC Mission Statement

Highland Community College, the first college in Kansas, promotes lifelong learning by efficiently providing educational opportunities for our students, our employees, and our northeast Kansas constituents.

Purpose of the College
Highland Community College exists to serve a nine-county region designated as the college’s service area. It serves by offering educational programs as well as cultural and recreational activities. The college also exists to serve each student. It provides educational leadership to help each individual become a well-informed, responsible citizen and productive member of society.

Goals and Objectives
1. The college will offer a general education program designed to help all students understand themselves and their relationship to their environment:
   a. By providing courses which will enable students to understand their physical environment and the living organisms which inhabit this environment;
   b. By providing courses and experiences which will enable students to understand the psychological, social, political, and economic environment of the world;
   c. By providing courses and programs which will enable students to understand and appreciate art, music, literature, drama, and other aspects of the cultural environment;
   d. By providing students counseling and guidance in choosing courses of study and exploration of interests and goals.
2. The college will offer an educational program designed to help students develop their abilities and talents:
   a. By providing courses and activities which will improve skills in oral and written communications and mathematics which are essential to any career students choose;
   b. By providing courses and other opportunities for students to develop and display their talents in art, music, and drama;
   c. By providing courses, intramural and intercollegiate athletic competition, and other recreational activities which will enable students to develop physical skills.
3. The college will prepare students to find employment:
   a. By providing guidance and counseling which will enable students to choose the type of employment or profession which suits their individual abilities and interests;
   b. By offering two year associate degree programs in pre-professional training to prepare students to transfer to other colleges to complete professional training;
   c. By offering vocational and occupationally oriented courses and programs to equip students for employment opportunities after completing a one or two year program.
4. The college will offer members of the community an opportunity for educational development and cultural enrichment:
   a. By providing basic adult education programs and testing for those who have not obtained a high school diploma;
b. By providing credit and non-credit courses, workshops, seminars, customized training, and other organized learning opportunities as needed or requested by the public or by businesses or industries in the college service area;

c. By providing art shows, lectures, athletic events, musical and dramatic performances for the cultural enrichment of the community;

d. By providing facilities that can be available for community use.

Section B: History of the College

Highland Community College is two years older than the state of Kansas. The college had its beginnings as a dream of Rev. Samuel Irvin, who established a mission for the Iowa, Sac and Fox tribes in this area in 1837. With the help of the Presbyterian Church, his dream of a college here came true. Before the college was made a reality, classes were conducted in a big cabin near the site of the present Irvin Hall.

In 1857 Father Irvin joined with others to survey the present site of Highland and to provide on its highest location a site for an institution of higher learning. Our institution was then chartered as Highland University. Acting territorial Governor James W. Denver signed the charter on February 9, 1858. This charter made Highland University the first institution of higher learning in the territory of Kansas.

Our name was later changed to Highland College. After the Presbyterian Church discontinued aid to the college, we became a junior college in 1920. In 1937, a law was passed enabling the college to share in the tax funds from Doniphan, Brown and Atchison counties. This type of school funding was new to the educational world at that time, but has grown in popularity. Kansas now has 19 of these colleges.

The college continued to be at the forefront of the modern community college movement. Beginning with the 1960–61 school year, the college, with the approval of the Kansas Department of Public Instruction and by legislative enactment, established an off-campus branch at the military post area of Fort Leavenworth. This addition represented a new approach to the advancement of the public junior college movement not only in the state of Kansas, but in the United States. Our current name reflects our continued development. With the approval of the legislature in 1966, the state’s junior colleges became community colleges and were viewed more in line with the state’s four-year institutions. The continuing development of the college’s curriculum, off-campus offerings, enrollments, facilities, and organization truly give Highland Community College a proud past and a planned future.

Section C: Philosophy of the Institution

Highland Community College practices an open door admissions policy and believes it must provide high-quality, comprehensive programs that respond to the needs and desires of many different individuals and groups within the service area. Because we are an open door institution, we serve a wide variety of students: recent high school graduates, nontraditional students, students completing their junior or senior year of high school, and other residents of our service area for which we provide educational and cultural opportunities.

Revised December 2012
Section D: Accreditation

Highland Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, and is authorized to operate by the Kansas Board of Regents.

Highland Community College is a member of the following:
• Kansas Association of Community Colleges
• Council of North Central Junior Colleges
• American Association of Junior Colleges
• American Council of Education
• Association of Colleges and Universities

The college is approved by the Veterans Administration for the training of veterans and veterans’ children.

Highland Community College is listed in the United States Office of Education Directory Part 3: Higher Education. The College is also authorized by the Immigration and Naturalization Service to admit non-immigrant students.

Section E: Location and Service Area

Highland Community College is located in the rolling hills of Doniphan County, in the town of Highland, Kansas. The campus lies within a ten-mile radius of the Nebraska State Line and is 25 miles west of St. Joseph, Missouri on U.S. Highway 36.

Situated in a rural area, the college offers living suited to various lifestyles. It is located close enough to major cities, such as St. Joseph, the Kansas City metro area, Topeka, and Omaha to provide the advantages of those urban areas, while retaining for the student the wholesome friendly community life provided by a small town setting.

In August 1978, the Kansas State Department of Education divided the state into nineteen community college service areas. The service area assigned to Highland Community College includes the following counties: Atchison, Jefferson, Brown, Marshall, Doniphan, Nemaha, Jackson, and parts of Pottawatomie and Wabaunsee. On the following page is a map of the geographic area within the Highland Community College service area.

In January 2002, Highland Community College reorganized the region. The service area was divided into local regions with a full time coordinator to facilitate services in each region. We now have the following regions: Northwest, North Central, Northeast, Southwest, South Central and Southeast.
Section F: Administration

Mr. David Reist         President
Dr. Craig Mosher        Director of Institutional Advancement and Executive Assistant to the President
Dr. Cynthia Haggard    Vice President of Finance & Operations
Dr. Cheryl Rasmussen    Vice President of Student Services
Ms. Peggy Forsberg      Acting Vice President of Academic Affairs

Regional Administration:

Peggy Forsberg
Director of Regional Instruction
Coordinator, Regional Center at Holton
430 S Arizona, Holton, KS 66436 (785) 362-6000, FAX (785) 362-6001 holton@highlandcc.edu
pforsberg@highlandcc.edu

Revised December 2012
Sara Smith
Assistant Director of Regional Instruction
201 N. Kansas, Frankfort, KS 66427 (785) 292-6022, FAX (785) 292-6023
concurrent@highlandcc.edu ssmith@highlandcc.edu

Krista Bruggeman
Concurrent Coordinator
106 North 1st Street, P.O. Box 112, Sabetha, KS 66534 (785) 284-3777, FAX (785) 284-3767
concurrent@highlandcc.edu kbruggeman@highlandcc.edu

Irene L. Covert
Administrative Assistant Regional Instruction
Highland Community College
606 West Main, Highland, KS 66035 (785) 442-6015, FAX (785) 442-6108
icovert@highlandcc.edu

Lori Thompson
Coordinator, Regional Center at Perry
Anne Kufahl
Concurrent Coordinator, Regional Center at Perry
203 West Bridge Street, Perry, KS 66073 (785) 597-0127, FAX (785) 597-0128
perry@highlandcc.edu lthompson@highlandcc.edu akufahl@highlandcc.edu

Diane Hinrichs
Coordinator, Regional Center at Wamego
500 Miller Drive, Wamego, KS 66547 (785) 456-6006, FAX (785) 456-6008
wamego@highlandcc.edu dhinrichs@highlandcc.edu

Terri Ball
Coordinator, Regional Center at Atchison
1501 West Riley Street, Atchison, KS 66002 (913) 367-6204, FAX (913) 367-3107
atchison@highlandcc.edu tball@highlandcc.edu

Revised December 2012