

Highland Community College

Regional Instruction Concurrent Student Reference Guide

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www.highlandcc.edu
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Welcome to Highland Community College

Dear Concurrent Student:

It is our pleasure to welcome you as a part of Highland Community College as one of our concurrent students. We are pleased you selected to be a Highland Community College. We look forward to working with you in the exciting semester ahead.

This handbook has been prepared to be used as a supplement to the Kansas Board of Regents Concurrent Policy. This handbook is intended to provide basic information regarding the college and its many areas of operations and policies. These policies have been established through time and do reflect changes continually taking place at the college. The Board of Trustees, administration, faculty and staff have been involved in the establishment of these policies and operating procedures. This handbook and all updates to it are posted on the HCC website, www.highlandcc.edu.

Our hope is that all HCC concurrent students will find this handbook to be a useful resource for a satisfactory and rewarding experience.

Welcome aboard and good luck!

Regional Instruction Office

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Chapter 1

Enrollment Policy & Procedures

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Section A. HCC Concurrent Requirements

HCC’s policies on concurrent enrollment are in compliance with Kansas law K.S.A. 2008 Supp. 72-11a01 through 72-11a05, which provide for these opportunities through the Kansas Challenge to Secondary School Pupils Act. Our policies apply to all concurrent courses, definite by the Kansas Board of regents as when, “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, 6-11-08) The following policies apply to all HCC concurrent courses provided in HCC’s nine-county service area.

1. Student in grades 10, 11, or 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 delivered to its students on campus.
2. Concurrent 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 on the HCC campus. 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. Concurrent students must meet the HCC enrollment requirements, follow HCC procedures regarding assessment/placement and satisfy course prerequisites. 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:

	ALL classes	College English I	College Algebra
ASSET Reading	41		
ASSET Elementary Algebra			46
ASSET English		39	
ACT	17 (reading sub score)	18 (English sub score)	22 (math sub score)

4. A maximum of 24 college credit hours may be earned by an individual student through concurrent enrollment courses.
5. Students taking concurrent courses pay applicable HCC tuition and fees.

Section B. Enrollment

Enrollment in concurrent classes is initiated by the Regional Coordinator assigned to the high school within the HCC service area. Each site has specific procedures, but in general, the regional coordinator distributes duplicate enrollment forms to the high school to be handed out to the student along with instructions and payment information. The forms are then collected by the coordinator at a scheduled appointment time at the school after the start of classes.

The completed forms, including parental signature for those students less than 18 years of age, are then processed by the regional center staff in the HCC database system. The regional coordinator (or staff) confirms eligibility, placement testing scores and/or pre-requisites 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.

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

Section C. Payment Policies

Payment is due at the time of registration for concurrent classes (August/September or January/February). High school students are not eligible for federal financial aid until being granted a diploma. At this time, HCC will allow students enrolling in concurrent classes to pay one half of the fees due and then make a second half payment upon direct billing to the student in approximately 30 days. Students with outstanding balances from previous semesters will not be enrolled in courses until the previous financial hold is resolved.

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

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 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

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/or being insubordinate to College authorities.

Every instructor will:

- State clearly in the first-day handout their personal policy about disruptive acts in accordance with their expectations of their students.

- List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated and this list is not all inclusive).
- Send his/her policy (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 such 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 carbon copied to the student via email 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 by the student of disruptive behavior (which may or may not be the exact 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 the instructor feels it’s necessary to remove a student from the class, a drop/add 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 Highland Community College. The President’s decision is final.

Section G. Adverse Weather

Highland Community College Concurrent classes will follow the high school for adverse weather condition cancellations. Please refer to your 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 is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for proper disciplinary action.

Students should submit their own academic work. Faculty should not facilitate or leave unreported academic dishonesty by the student.

Every instructor will:

- State clearly in the first-day handout their personal policy about academic dishonesty and the consequences for such actions.
- List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated and this list is not all inclusive).
- Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance.

The penalties should range from taking away partial or all points/credit on a given assignment, test, quiz, or lab 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 visit with the student about the event and the punishment to be invoked. When the instructor feel it’s necessary to remove a student from their class, a drop/add 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 Highland Community 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 establishment of the criteria for grades and the 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, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by resort to 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.

STEP 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.

STEP 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.

STEP 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.

STEP 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.

STEP 5 - The student may thereafter appeal to the Board of Trustees of Highland Community College by filing a written Notice of Appeal with the chairperson and the President of 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.

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 of the appeal

Chapter 2

Testing

- A. ACT Placement
- B. Asset Testing

Section A. ACT Placement

HCC has determined that placement testing minimums are required for enrollment in dual credit courses ENG101 College English I and MAT104 College Algebra. This determination is based on success/failure rates of past students. Proper placement ensures that students have the greatest chance of successfully completing the course work. The minimum test score required:

ACT Reading – 17 or higher or an equivalent ASSET test score is required for all concurrent classes.

ACT English – 18 or higher or an equivalent ASSET test score is required for ENG101 enrollment.

ACT Math – 22 or higher or an equivalent ASSET test score is required for MAT104 enrollment.

HCC encourages all prospective HCC concurrent students to complete the ACT or SAT test prior to their enrollment (spring semester of their sophomore or junior year) and to forward the tests results to HCC. This helps to ensure accurate reporting and captures the necessary placement data for these courses.

Section B. Asset Testing

The ASSET test is a pen and paper placement test utilized by HCC for placement testing. The ASSET test is created by the ACT Corporation and modeled after their tests. HCC utilizes it for placement testing for those students who have not yet completed an ACT or SAT test or who need to test for a higher score equivalent. Regional coordinators conduct the tests by appointment and most coordinators schedule testing at their respective high schools at least once a year for those needing the test. There is no charge for the initial test session; additional retakes may incur charges. Students are allowed to test twice prior to the semester enrollment to qualify for placement.

Regional 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.

HCC ASSET Required Scores:

Reading = 41 scaled score or higher for all concurrent classes.

English (Writing) = 39 or higher for ENG101 College English I enrollment

Elementary Algebra = 46 or higher for MAT104 College Algebra enrollment.

Chapter 3

Online Tools

- A. MyHCC Account
- B. Student Email Account
- C. HCC Website

Section A. MyHCC Account

MyHCC is the software package utilized at Highland Community College for students to manage their information. Students use MyHCC to enroll in classes (evening & summer), download media, 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 email 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 his/her Regional Coordinator for assistance in locating the information necessary to set up the account.

The student will then login 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 pops up and the account is ready for access.

Upon accessing the account for the first time, a student should change the temporary password to a personal password that he/she will remember. To change your password, click on the "My Profile" tab of the MyHCC's home screen. Next, 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 password's then save. For assistance contact the Regional Coordinator for the area or the HCC IT Help Desk at 785-442-6060. MyHCC is the software package utilized at Highland Community College for students to manage their information. Students use MyHCC to enroll in classes, download media, e-mail, check grades, and view transcripts.

Section B. Student Email Account

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

Section C. HCC Website

Highland Community College has a website, www.highlandcc.edu. In addition to general information about the college, nearly every document in this packet is available on the website. Some useful links for adjunct instructors are:

1. Regional Homepage:

At www.highlandcc.edu, click on the Academics tab, located across the top of the page, and click on Regional in the drop down box. This page has many links including enrollment information and dates, ASSET test information, online instructions as well as registration and orientation links and an address change form.

http://www.highlandcc.edu/pages/Regional/Regionalhome.aspx?id= 2_19_1&css=HCC_default

2. Course Description and Standard Course Syllabus page:
Again at our homepage, click on the Academic link. The Academics homepage has a collection of links including course description and/or syllabi, HCC Library, Transcript Request forms.

http://www.highlandcc.edu/pages/Academics/Syllabi.aspx?id= 2_15&css=HCC_default

3. College Catalog page:
The HCC Catalog can be accessed at the Academics homepage also. The catalog provides college policies, course descriptions (including course prerequisites), degree sheets as well as program degree sheets for our Associate in Science, Associate in Arts and Applied Science Associate degrees.
http://www.highlandcc.edu/pages/Academics/Catalog.aspx?id= 2_6&css=HCC_default

4. Transfer Guides:
Transfer guides to Kansas colleges, as well as some surrounding out of state institutions, can be accessed at the same Academics homepage, www.highlandcc.edu/Academics. Most Kansas colleges are available – simply click on the school link and a listing is available to see how HCC courses transfer as either equivalents or electives.

5. Transcript Request
Students transferring hours from HCC to another institution will need to submit a transcript request to the Registrar's Office on the HCC campus. Access the link at http://highlandcc.edu/Site/Academics/academics_resources/Transcript_Request.pdf. The form may be printed, completed, and returned to the Registrar's office for processing. Or the student may contact the office at 785-442-6025 to request a transcript to be sent. There is a fee charged for all requests, whether mailed or faxed to the receiving institution.

Chapter 4

About Highland Community College

- A. HCC Mission Statement
- B. History of the College
- C. Philosophy of the Institution
- D. Accreditation
- E. Location and Service Area
- F. Board of Trustees and Administration
- G. Regional Instruction Personnel

Section A. HCC Mission Statement

MISSION STATEMENT OF HIGHLAND COMMUNITY COLLEGE

(2/13/97)

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 the community which includes Doniphan County and other areas which the State Board of Education has assigned as the College's "service area." It serves by offering the community 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 a productive member of society.

Goals and Objectives:

1. This College will offer a general education program designed to help each student better understand himself/herself and his/her relationship to his/her environment:
 - a. By providing courses which will enable the student to better understand the physical environment and the living organisms which inhabit this physical environment;
 - b. By providing courses and experiences which will enable the student to better understand the psychological, social, political, and economic environment of the world;
 - c. By providing courses and programs which will enable the student to understand and appreciate art, music, literature, drama, and other aspects of the cultural environment;
 - d. By providing counseling and guidance in choice of courses of study and exploration of student interest and goals.

2. The College will offer an educational program designed to help each student develop his/her 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 a student chooses;
 - b. By providing courses and other opportunities for the student to develop and display his/her talents in art, music, and drama;
 - c. By providing courses, intramural and intercollegiate athletic competition, and other recreational activities which will enable the student to develop physical skills.

3. The College will prepare students to find employment:

- a. By providing guidance and counseling for a student which will enable him/her to choose the type of work which suits individual abilities and interests;
 - b. By offering two year associate degree programs in pre-professional training to prepare the student to transfer to other colleges to complete his/her professional training;
 - c. By offering certain vocational and occupationally oriented courses and programs to equip the student for employment opportunities following 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 their 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's 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, including a learning resource center.

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 Indians 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.

It was in 1857 that Father Irvin joined with pioneers to survey the present townsite 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 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 – 1961 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 came to be viewed more in line with their four-year sister institutions. The continuing development of the College's curriculum, off-campus offerings, enrollments, facilities and organization truly make Highland Community College a college with a proud past and a planned future.

Section C. Philosophy of the Institution

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

Section D. Accreditation

Highland Community College is accredited by the North Central Association of Colleges and Schools, 30 North LaSelle Street, Suite 200, Chicago, IL 60602-2504, and the Kansas State Department of Education.

Highland 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 recognized by the Veterans Administration as “approved for the training of veterans and for veteran’s children.”

Highland Community College is listed in the United States Office of Education publication, “Education Directory Part 3; Higher Education.” Also, the College is authorized by the Immigration and Naturalization Service to admit non-immigrant students.

Section E. Location and Service Area

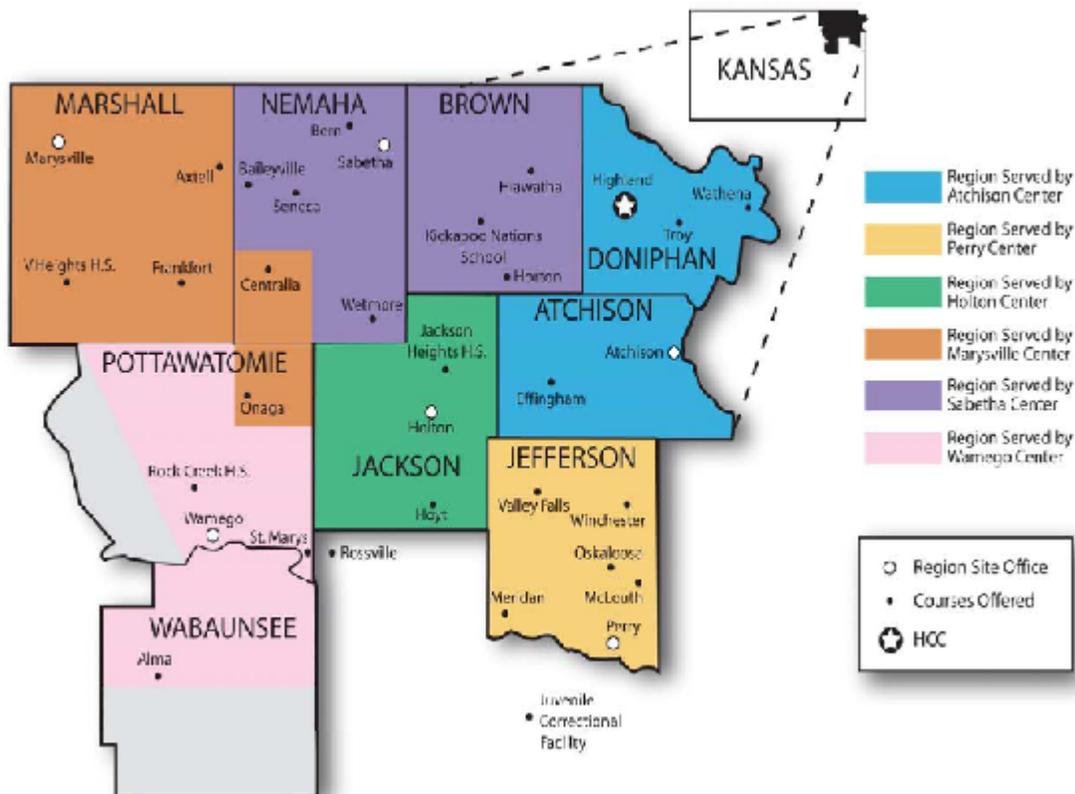
Highland Community College is located in the rolling hills of Doniphan County, in the town of Highland, Kansas. The campus lies within a ten-mile radius of the Nebraska State Line and 25 miles from St Joseph, Missouri on Highway 36.

Situated in a rural area, the college offers living suited to various lifestyles. It is located close enough to larger cities to provide the advantages of the larger community, while retaining for the student the wholesome friendly community life provided in the country.

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, part of Pottawatomie and part of 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.

Highland Community College Service Area



Section F. Board of Trustees and Administration

As of July 2011

Board of Trustees

Vernie Coy	P.O. Box 634, Wathena, KS 66090
Donald Harter	1406 200th Road Troy, KS 66087
Russell Karn	307 E. Pennsylvania Highland, KS 66035
Joyce C. Rush	1064 Hwy 20 E, Bendena, KS 66008
Joyce Simpson	106 Crawford, Wathena, KS 66090
Jason Taylor	308 N Genesee Highland, KS 66035

Administration

Mr. Dave Reist	President
Dr. Craig Mosher	Director of Institutional Advancement & Executive Assistant to the President
Ms. Deborah Fox	Vice President of Finance & Operations
Dr. Cheryl Rasmussen	Vice President of Student Services
Dr. Cia Verschelden	Vice President of Academic Affairs

Section G. Regional Personnel

As of July 2011

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Chapter 6
Site Specific Information & Current
Semester Details