



STUDENT GUIDE

Starting College While In High School

highschool.bartonccc.edu

COLLEGE ADVANTAGE AND GET AHEAD PROGRAM (GAP)

Barton's College Advantage program is a great opportunity for high school sophomores, juniors, and seniors to experience college while they are still in high school. Students who choose the College Advantage program learn firsthand the demands of going to college by attending classes held at their high schools for dual or concurrent college credit.

Students participating in the Get Ahead Program (GAP), travel to Barton County's campus to take afternoon classes such as General Psychology, Introduction to Sociology, and Public Speaking. Students must coordinate with their counselors and obtain principal permission to attend these classes in place of their high school coursework.

Students who choose to pursue college while in high school may make considerable progress towards their college education if the appropriate time and focus is given to their studies. Barton classes are offered at affordable rates when compared to state universities and students enjoy accessibility to instructors within small, familiar classroom settings.

These opportunities ease a student's transition from high school to college and provide academic enrichment to students who are ready for the challenge of college coursework. Participation in the program exposes students (and their families) to valuable lessons that will support a student's remaining college career.

SENATE BILL 155

The Kansas Senate passed Senate Bill 155 in May 2012. This bill authorized the state of Kansas to pay tuition for high school students taking tiered career technical courses. Courses designated as Senate Bill 155-eligible will be available to high school students at no cost except textbook and program fees (if applicable). This applies to face-to-face and online career technical courses. Senate Bill 155 offerings and eligibility are subject to change with or without notice, depending on the state and institutional budgets.

WHAT DOES IT MEAN TO BE A COLLEGE STUDENT IN HIGH SCHOOL?

In addition to an early college experience and the opportunity to make significant progress towards educational goals, students in Barton's College Advantage or GAP programs may request a student ID on campus at the Kirkman Visitor Center. The ID provides free admittance to Barton athletic events, access to Barton's library and computer labs, free tutoring through the Student Support Services Department, access to advisement, and all other benefits received by full-time students.

Choosing to begin college while in high school requires not only a desire to get ahead, it means students must be prepared for a new level of academic rigor and standards. In addition to meeting Barton's eligibility requirements, students who are considering a "jump-start" must recognize that they will be participating in coursework that is equivalent to classes that are offered on the college campus.

Students will be exposed to increased study time, additional reading assignments, homework projects, and comprehensive testing as appropriate to the coursework. Students taking college coursework should understand and follow individual faculty member's attendance requirements. Regular class attendance is necessary for student success.

Students pursuing college while still in high school will participate in college-level content, discussions, and reading material. They could potentially attend class with non-traditional students, traditional-aged college students, and other high school students with a variety of backgrounds and previous educational experiences.

WHAT DOES IT MEAN TO BE A COLLEGE STUDENT IN HIGH SCHOOL?

Starting college in high school requires a full commitment to participating in college-level coursework. Students (and their families) must understand that the final grade earned from a student's College Advantage or GAP experience will not only appear on the student's permanent college record, but if the coursework is taken for dual high school credit, the same grade could be the student's high school grade for that course. It is important to realize that poor academic performance will affect future financial aid, scholarship eligibility, and acceptance into some colleges.

Students can monitor their academic performance by utilizing Barton's online student services that provide information on schedules, final grades, transcripts, and billing/payments. Barton does not mail hard-copy grade reports to its students. For more information on this online system, go to bartonccc.edu and click "My Barton" and "All Logins".

GENERAL GUIDELINES

- The student's school district must sign a Memorandum of Understanding with Barton Community College in order for dual/concurrent coursework to be offered.
- Students must meet eligibility requirements including any placement scores or class prerequisites. These eligibility requirements are consistent per course regardless of delivery method or class location.
- Students must complete an enrollment form that includes their principal's or home school associate's signature authorizing that the student may take the course.
- There are deadlines associated with course enrollment and if missed, students will not have the opportunity to earn college credit. Students should verify with their college instructor that they are enrolled in a course for college credit.
- Students pay the same tuition and fees as any Barton student. In most instances, students will also be responsible for the payment of a textbook for each class. (Tuition, fees and textbook payments are due prior to the start of class.)
Exception: Senate Bill #155 courses will not include tuition. Textbook and/or program fees may apply.
- Minimum and maximum enrollment numbers apply to college courses. Maximum enrollments vary by class. Students should complete the enrollment process as early as possible to ensure a spot in the specific course.
- College Advantage classes are held at the student's high school site during the regular school day.
- College Advantage and GAP classes are taught by qualified full-time and adjunct faculty members.
- College Advantage and GAP classes must adhere to contact hour requirements as governed by the Kansas Board of Regents. Classes may exceed the minimum contact hour requirements.

WHAT STEPS NEED TO BE COMPLETED TO BECOME A COLLEGE STUDENT?

MANDATORY ASSESSMENT AND PLACEMENT

Barton mandates placement in English and math courses. This policy provides students an opportunity to determine if they have the skills needed to successfully complete college coursework.

Students may place into the class of their choice either by:

- Submitting qualifying ACT or SAT scores, or
- Achieving qualifying scores on the College's assessment tool.

As a service to high school students, Barton administers the assessment tool at most area high schools in the spring. If students are unable to participate in off-campus assessment, they may schedule an appointment to be assessed on Barton's campus by contacting Lisa Peterson, Testing Coordinator at (620)792-9344 or by emailing Lisa at petersonl@bartonccc.edu.

Assessment scores must be on file with the College before beginning the enrollment process.

ENROLLMENT

High school students may enroll in College Advantage classes in any of the following ways:

1. Attend the on-site enrollment at the high school.
2. Call the Office of Enrollment Services at (620)792-9215.
3. Visit the Office of Enrollment Services in the Kirkman Visitor Center.

High school students may enroll in Get Ahead Program (GAP) classes in any of the following ways:

1. Call the Office of Enrollment Services at (620)792-9215.
2. Visit the Office of Enrollment Services in the Kirkman Visitor Center.

Enrollment Services Office Hours: Monday - Thursday; 7:30 am - 5:00 pm and Friday; 7:30 am - 4:00 pm.

TEXTBOOKS

Required textbooks and materials vary by school district and may or may not be provided by the high school. Ask the Barton representative about required materials during on-site enrollment. Students may purchase required textbooks and supplemental materials from the Barton Bookstore located in the Student Union. Purchased textbooks will not be distributed during enrollment but may be shipped to outreach sites. Interested students may complete a textbook order form with their enrollment form. Shipping charges will apply, and students should plan far enough in advance to have their textbooks prior to starting class.

Bookstore Hours: Monday-Thursday; 7:30 a.m. - 6:00 p.m. and Friday; 7:30 a.m. - 5:30 p.m.

PAYMENT OF TUITION AND FEES

Students who complete an enrollment form will be enrolled regardless of payment or non-payment and **will not be dropped**. The amount owed is the student's responsibility and will remain on the student's account as a "hold" until payment is remitted. Completion of an enrollment form is indication that the student intends to take and pay for the class.

Payment for coursework is expected at enrollment. Students may make payment by any of the following methods: Cash, money order, personal check, or credit card (Visa, Mastercard, Discover and American Express).

Barton Boost Scholarship

- The Boost Scholarship provides tuition and fees for up to six credit hours per semester of coursework at the face to-face rate during an academic year (fall, spring and summer). Eligibility is based on eligibility for free or reduced lunches, as determined by your USD.
- To apply, students need to complete an application. Applications may be found at highschool.bartonccc.edu. Select "Barton Boost/Incentive Applications"
- Students will need to obtain a verification signature from a school official and submit the application with the enrollment form.

High school students are not eligible for Federal Financial Aid. Notify the Barton Representative at enrollment if you'd like to pay for your classes via the payment plan.

Payment Plan offered by NelNet

The plan allows the student to make monthly payments by credit card or from his or her checking or savings account. The plan requires a \$30 per semester non-refundable enrollment fee paid at the completion of the online application. Information required includes the student's Barton ID number, name and address of the person responsible for making payments, and the bank information or credit card information. To access the NelNet payment plan, a student must access his or her PAWS account. If you have questions about the payment plan or need assistance making arrangements, please contact the Business Office at (620)792-9321.

Students in online classes must follow all advertised non-activity and non-payment deadlines in order to remain in their classes. These deadlines may be found at bartonline.org under the Dates & Course Lists tab.

COURSE WITHDRAWAL

If a student needs to withdraw from a College Advantage class for any reason, it is the student's responsibility to drop or withdraw from the class at both the high school and Barton Community College. Students should communicate with their high school counselor about the circumstances of the course withdrawal. Failure to notify the College that a course needs to be dropped by the advertised withdrawal date could result in a failing grade in the college coursework. The following steps are necessary to withdraw from a course:

- Complete a drop/withdrawal form to be officially withdrawn from the class. Forms are available from the Enrollment Services Office or Karly Little, Coordinator of Community Education.
- A student who changes their high school class schedule MUST contact Barton's Enrollment Services at (620)792-9252 to begin the withdrawal process from the college class.
- Any student who does not officially drop a class could receive a final grade of "F" and will still be charged for the class.
- Please contact Enrollment Services at the College for refund and withdrawal dates.

COURSE TRANSFERABILITY

Barton has transfer agreements with many four-year institutions in and around Kansas. The transferability of Barton coursework is set by the four-year institutions, which have guidelines outlining how previous college credit earned will be applied to the student's program of study. Course transfer requirements vary among institutions, and perhaps even among departments, colleges or programs within an institution. Requirements may change from time to time and without notification. It is the student's responsibility to obtain relevant information from intended transfer institutions to ensure enrollment in the most appropriate courses. To answer specific transfer questions, it is always best for students to contact the transfer institution. For information on specific course transferability or transferability to selected Kansas Universities, visit transfer.bartonccc.edu.

Students who have completed college coursework with Barton and plan to attend an institution other than Barton upon their high school graduation will need to request their Barton transcript be sent to their intended institution of higher learning. To request a college transcript, visit transcripts.bartonccc.edu.

WHAT STUDENT SERVICES ARE AVAILABLE TO COLLEGE STUDENTS?

ADVISEMENT

Advisement is the key to a successful college experience. The availability of advisement services assists students with information on career opportunities, enrollment procedures, course transferability, and degree completion.

Barton students can expect student-centered advisement designed to increase student success by promoting continuous contact between the student, his/her advisor and the Barton student support structure. For more information or to schedule an advisement appointment, contact the Advisement Center by email at advising@bartonccc.edu or (800) 748-7594, ext. 225. To be assigned to an advisor, visit highschool.bartonccc.edu and complete the High School Advisee Inquiry Form.

BARTON LIBRARY

College Advantage students have access to the Barton Library. The Barton Library offers a wide array of support including access to collections of books, periodicals, films, slides, videotapes, audiotapes, microfilm, electronic databases, and other resources. Computer and Internet access and free faxing and printing are provided in the Barton Library.

For more information on resources available, contact Regina Casper-Reynolds, Learning Resource Center Director, at (620)792-9362, or toll free at (888)403-1900. Regina may also be reached via email at reynoldsr@bartonccc.edu. To access Barton Library materials online, visit library.bartonccc.edu.

COUGAR TUTOR

Barton's "Cougar Tutor" service is available to College Advantage students. The service offers academic support in: math, speech, sciences, accounting, English, psychology, and history. To contact a Cougar Tutor, call (620) 792-9267, or email tutoringservices@bartonccc.edu. Tutoring services may also be received in the north end of Barton's Library, Monday-Thursday, 7:30 am - 8:00 pm.

CLOSING THOUGHTS FOR PARENTS AND STUDENTS

The decision to enroll a high school student in college classes is both an opportunity and a challenge. Finances, college policies, and increased student workload are all factors to consider when choosing to "jump-start" a college education. There are also many benefits linked to early college education experiences. Overall, the decision requires commitment from both students and parents.

Federal regulations (FERPA) protect a student's right to privacy and as such parents are not entitled to open communication with college officials about their child's progress regardless of the student's age. A student must complete an Authorize Release of Information Form to release any educational records to a third party. The release will provide the third party individual access to their student's educational records online such as grades, attendance, and financial information.

The Authorize Release of Information form can be completed by visiting www.bartonccc.edu, selecting MyBarton, scrolling down and selecting PAWS, logging in, and then selecting the Student tab, and completing the Authorize Release of Information.

Barton offers the following tips to help parents and students succeed in a college environment while a student is still in high school:

- Attend all classes and be on time.
- Go to class prepared - take paper, pencil/pen, or whatever supplies the instructor expects for class.
- Review the course syllabus to understand the instructor's expectations for the class.
- Do not expect "extra credit" opportunities; few college teachers provide additional ways to raise grades.
- Many college instructors do not give make-up exams or accept late assignments.
- Always notify an instructor about absences.
- Do not expect instructors to issue reminders about missed assignments or exams - students are expected to take the initiative to communicate with instructors about missing work.
- College instructors ARE NOT ALLOWED to discuss a student's absence or performance with his or her parents unless the student has signed a FERPA document. The student can authorize a Release of Information under the "Student" tab in their PAWS account.
- Exams often cover more than just the textbook - TAKE NOTES IN CLASS!
- Utilize the educational chain of command - communicate with college instructors before involving administrators or other individuals in student concerns.

FOR MORE INFORMATION, CONTACT

**Karly Little, Coordinator of Community Education,
at (620) 792-9294 or (866)813-2460; email Karly at littlek@bartonccc.edu.**