

Purdue University Northwest

CONCURRENT ENROLLMENT PROGRAM

COUNSELOR & GUIDANCE STAFF

HANDBOOK

2018-2019

*Purdue University Northwest
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Please be aware that the materials, rules, and procedures outlined in this handbook may change without notification to you. For the most up-to-date information, please check with CEP staff. We will be happy to assist you.

To our partners,

We are privileged to partner with your high school to offer this opportunity for your students as they expand their academic horizons and begin their college careers.

As you know, we have a new staff, along with a new vision for our program at Purdue University Northwest's Westville campus. This handbook outlines our policies, procedures, deadlines, and consequences on noncompliance. On this page, we would like to outline the goals that we have set for the Concurrent Enrollment Program.

Goal #1: COMMUNICATION: No program can be successful without effective communication. Our goal is to do everything we can to eliminate any prior communication gaps. We plan to do so by implementing the following:

- Monthly Newsletters
 - A newsletter will be coming out each month with important dates and info that everyone needs to see. If you are not receiving the email and you or someone else you know would like to be added to the list, please let us know.
- PNW JumpStart
 - The PNW JumpStart 45-min presentation really opens up the students' eyes about what CEP is all about and of the responsibility that comes with the CEP courses.
- School Visits
 - Don't be surprised if the CEP staff contacts you about a school visit. Again, we'd like to share with you everything going on in the CEP world.

Goal #2: QUALITY: We want our program to be known as a high quality concurrent enrollment program. We want every school in Northwest Indiana to want to partner with us not only because of the college credits that the high school students can earn, but also because of the quality of the program and of the customer service that is received from our CEP team. In order for this to happen, the following is expected:

- Admission & Registration policies will be consistent with on-campus procedures
- CEP students will achieve at the same level of students on campus
- CEP students will be held to the same level of grading as students on campus
- Communication (see Goal #1 above)

Sincerely,



Counselor Expectations

- Maintain communication with CEP staff members to ensure you're up to date on all developments with the program- we also send a regular newsletter to help keep you informed!
- Please check Registration Forms before distributing them to students to ensure their accuracy- classes, length of classes, that semesters are correct, etc: **please do not hand out forms from previous years.**
- Make copies of student registration forms and save them at your school either physically or electronically, as this will streamline the process of checking for mistakes and/or making corrections.
- Check CEP student course verification rosters and free/reduced lunch rosters for accuracy- even after teachers & guidance staff have signed off on them. These are crucial to properly enrolling & billing students on our end and we need your help to make sure students are registered for the correct classes.
- Contribute your opinions and ideas to CEP evaluations to help improve program quality- if you have suggestions we want to hear them!
- Participate in CEP forums, informational meetings, and conferences. These occasions are often great opportunities for both education and collaboration between stakeholders in the program.
- Assist in making sure all applications and transcripts are submitted by the July 1st deadline for courses that begin in the fall. Class registration may be changed through the verification process.

Ask us first if you have any questions!

Concurrent Enrollment Program Staff

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Concurrent Enrollment History

Since it started at our North Central Campus in 2005, the Concurrent Enrollment Program has been serving high school students across Northwest Indiana, providing them with opportunities to earn college credits in high school at vastly reduced tuition, saving themselves both time and money while also providing a greater incentive to enroll in challenging courses while in high school. In the years that have passed, the program has grown explosively & the university's name has changed. At this time, the CEP program is in an ongoing push to continue growing, increase outreach to high schoolers in Northwest Indiana, and to continue raising the overall quality of the program and the courses offered through it.

2005- CEP is created at PNC, Sue Wilson named *Program Director*

2007- 12 high schools partnered with CEP

2011- CEP expanded to better support instructors, Patrick Cannon named *Academic Coordinator*
- Cost per credit-hour reduced to \$25 for priority concurrent enrollment courses

2012- Applied to be accredited by the *National Alliance of Concurrent Enrollment Partnerships*

2013- CEP at PNC receives accreditation from NACEP

2015- 49 high schools partnered with CEP

2016- PNC & PUC unify to become PNW

For the 2017-2018 school year, CEP continues to grow and evolve, with our highest enrollment ever and the clarification/development of many policies and procedures. So far this year, over 24,000 credits have been taken! With all of these CEP courses taken, Indiana high schoolers have also achieved huge savings for the credits they've taken vs. regular undergraduate tuition at PNW. We at CEP applaud the progress made by the students enrolled in our program and the high school instructors and administrators we partner with, and look forward to many more years of work together.

Important Dates for CEP

Admission and Registration:

- For Fall Semester, we request that all applications be turned in to our office ***no later than the application deadline of July 1st***. We cannot accept applications submitted later than ***July 1st*** for the fall semester. Students transferring to your school ***after July 1st*** are the only exemption. Changes may also be made to the Registration Form until the registration deadline, set on a semester-by-semester basis with regard to school schedules and other factors, but typically within the first few weeks of school. Students ***must*** be registered for a course when the course starts. There can be ***no "retroactive" registration***.

Verification Rosters:

- These are sent out within the first few weeks after each semester begins. ***These are not final class rosters*** and are used to catch and correct any registration errors. *Verification follows the completion of initial registration and admission.*

Withdrawing from or Dropping out of a Course:

- The date by which students ***must*** drop/withdraw from a course is set for each term after the completion of student course verification. *Withdraw/Drop dates follow the completion of Verification Rosters and the setting of the payment deadline.*

Billing and Payment Deadlines

- Billing Statements are sent out following the verification of student course registration. Final payment deadlines will be approximately one month after billing begins. *Students' accounts being charged and paper bills being sent follows the completion of Verification Rosters as well as individual school schedules.*

Grading

- For Semester Schools, 1st Semester grading will be open from mid-December to late January. For Trimester schools, 1st Trimester grades will be open in November. All 2nd Semester grading, and 2nd & 3rd Trimester grading, will be open in May. These dates vary based on school schedules and the time window for grade submission. *Grading is contingent upon the completion of Verification Rosters.*

Student Eligibility

Any student enrolled in a CEP-approved course taught by a CEP-approved instructor may apply for admission to the program and, if admitted, register for the class. It is *critical* that both the class and instructor be CEP-approved for the year the student wishes to take the class as CEP- if either is not, Purdue University cannot award credit to students for taking the course.



Pending approval of a course or instructor is not equivalent to final approval- students enrolled in a course or with an instructor for which approval is pending will not receive college credit from our institution.



If a student is in an approved course and has an approved instructor, they may apply, but must meet two of the three following requirements for the program (only for juniors and seniors):

1. Starting GPA of 3.0 or higher.
2. Upper half of class
3. SAT composite score of 950/ ACT composite score of 21

Purdue Probation Policy

All students shall be placed on academic probation if his/her fall or spring semester or cumulative Purdue GPA at the end of any fall or spring semester is less than a 2.0. A student may be removed from probationary status at the end of the first subsequent fall or spring semester in which they achieve both semester and cumulative GPAs equal to or greater than 2.0. If a student raises their semester GPA above a 2.0 but their cumulative GPA remains below, or vice-versa, they shall remain on probation. A student on academic probation shall be academically dropped from the University at the close of any fall or spring semester in which both his/her semester and cumulative GPA is still less than a 2.0. A student who is academically dropped from the University for the first time is not eligible to enroll for at least one fall or spring semester. A student who is academically dropped for the second time is not eligible to enroll for at least one year. If there is a grade change caused by an error in reporting there will be a recalculation of GPA and academic standing. The summer semester does not factor into the assessment of academic standing.

If applying for readmission, the fee is \$100 and admission is not guaranteed.

<http://www.purdue.edu/readmission>

Prerequisites for CEP Courses

Certain CEP courses require that students have previously finished other courses before enrolling in them. For these CEP courses this requirement may just be a regular high school class, a different dual credit class, or both. In many cases you should find the CEP prerequisites required will closely mirror the plans of study already followed at your school. A copy of our Prerequisite List is available from any of the CEP staff for your convenience.



When visiting high schools for JumpStarts, parent nights, or promoting the program, CEP staff always stress that CEP program classes are as rigorous as -and represent equivalents to- those we have on campus. This however means that the requirements for students to enroll in courses through CEP must be the same as well. Because of this, prerequisite requirements for CEP courses are now the same as those that Purdue University Northwest would expect for undergraduate students on campus. When students earn college credit through CEP, they are creating an official Purdue University transcript, one that carries weight around Indiana and across the country. We pride ourselves in offering high-quality college-level courses for high school students to earn college credit in, however, we must make sure that the program is administered in such a way as to preserve the quality and integrity of those courses.

CEP 2018-2019 Course Offerings:

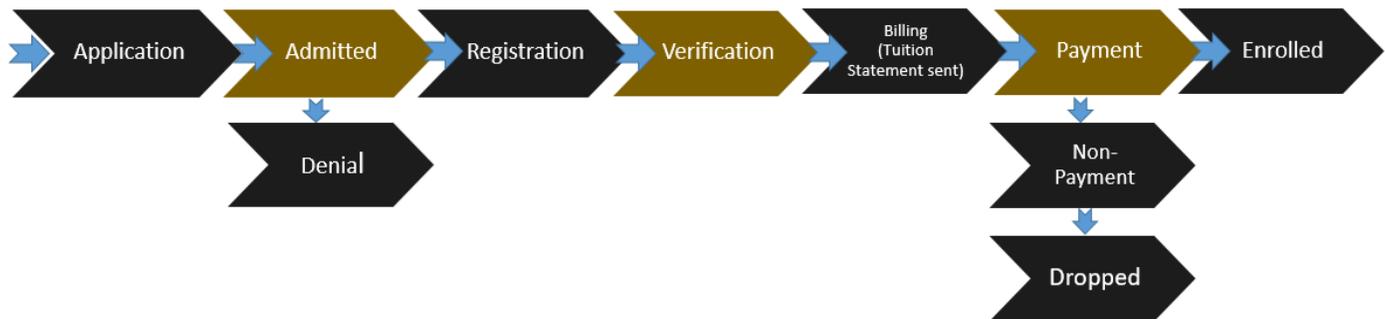
AD 113 Basic Drawing	GER 201 German Level III
AD 114 Basic Drawing II	GER 202 German Level IV
AD 255 Art Appreciation	HIST 151 American History to 1877
BIOL 110 Fundamentals of Biology I	HIST 152 United States Since 1877
BIOL 111 Fundamentals of Biology II	MA 153 Algebra and Trigonometry I
CHM 115 General Chemistry	MA 154 Algebra and Trigonometry II
CHM 116 General Chemistry	MA 163 Plane Analytic Geometry and Calculus I
COM 114 Fundamentals of Speech Communication	MA 164 Plane Analytic Geometry and Calculus II
EAS 113 Introduction to Environmental Science	MUS 250 Music Appreciation
ECON 251 Microeconomics	PHY 220 General Physics
ECON 252 Macroeconomics	PHYS 221 General Physics
ENGL 104 English Composition I	POL 101 American Government in Politics
FR 101 French Level I	SPAN 101 Spanish Level I
FR 102 French Level II	SPAN 102 Spanish Level II
FR 201 French Level III	SPAN 201 Spanish Level III
FR 202 French Level IV	SPAN 202 Spanish Level IV
GER 101 German Level I	STAT 301 Elementary Statistical Methods
GER 102 German Level II	

Please be advised that the names of courses offered at our campus differ from what their equivalents may be referred to at individual high schools –for example, “MA 153, Algebra and Trigonometry”, is known at many high schools simply as “Pre-Calculus”, but the courses are one and the same. Also be advised that this list is subject to constant change, reorganization, and renaming, so please contact CEP staff for up-to-date information.

PNW Concurrent Enrollment

The How-To of Enrolling in CEP:

The start-to-finish process of getting students enrolled in CEP can be complicated; luckily we've laid it out here step-by-step-by-step:



Definitions:

Registration: Takes place after a student is admitted into CEP. Registration is when PNW places the students into the course(s) he/she wants. PNW registers students separately for the Fall & Spring semesters, and changes can be readily made to class registration once a student has been admitted. Students must have registration finalized by the deadline, determined every semester and communicated to the schools.

Verification: The process by which PNW ensures students are registered for the correct classes. For verification, PNW sends out current class rosters and asks instructors & counselors to check them against their own records. The initial rosters could contain errors-this is not a defect, but rather the point of the entire verification process. By having schools check their records against PNW's, we ensure students are registered for the correct classes and receive the credits they want.

Enrollment Process

Step-by-Step:

1. *Admission:* Each student must submit a completed CEP application, signed by the student, parent, and high school counselor. Each applicant must have a current transcript accompanying application, and both must be ***received*** prior to the admissions deadline. A letter indicating the decision of admittance or denial to CEP will be mailed from the University to the student, addressed in their name.
2. *Registration:* Each student must submit a completed Registration Form indicating the student's course selection, signed by the student, parent, and high school counselor. The registration form may accompany the application or be sent separately, and it must be received by the registration deadline. Again, a student ***must*** be registered for a class before the deadline.
3. *Student Verification:* When registration has been completed, the student verification process begins with CEP sending an electronic roster of each class to the high school. Teachers and counselors will follow the instructions on the roster and make corrections to the students' registrations as needed to complete verification. This process is completed each semester, and please remember that rosters may contain errors, these are ***okay***- finding errors is the point of verification. When the verification process is completed, registration for classes is closed.
4. *Free/Reduced Meal Verification:* When registration has been completed, the Free/Reduced Meal verification process will start with CEP sending an electronic roster of students who have indicated that he/she qualifies for Free/Reduced Meals to the High School Counselor. The roster may be printed or remain electronic. The counselor will follow instructions on the roster and return it to CEP staff by the deadline. Corrections will be made by our office to the student's accounts as needed to complete the Free/Reduced Meal verification. This process is completed for each semester.

Enrollment Process (cont.)

5. *Fall Billing Cycle/Spring Billing Cycle:* After the Student Verification process and the Free/Reduced Meal Verification process have been completed, tuition statements will be generated and mailed **DIRECTLY TO THE STUDENT IN A MARKED ENVELOPE** along with instructions for him/her to activate his/her Purdue career account and make payment, along with other points of information for the student/parent. The Fall Billing Cycle will include Fall Semester or Trimester 1. The Spring Billing Cycle will include Spring Semester or Trimester 2 and Trimester 3.
6. *Payment:* The student has two options to pay: 1) the entire amount at once; or 2) sign-up for the two-payment plan. When choosing the two-payment plan, the student/parent must sign-up online by the deadline. Payments can be made online through the student's Purdue account, in person at the Bursar's Office on either campus, or by check sent through the mail. All payments must be received by the payment deadline. If payment is not received, the student will be dropped from the course. Once dropped for nonpayment the student cannot be reregistered.
7. *Full Enrollment:* Following application, registration, verification, billing, and payment a student is considered to be fully enrolled in CEP. At this stage they are, barring any unforeseen issues, set and ready to earn their college credits through Purdue University.

Terms:

Grades: Each teacher will enter grades electronically using the Purdue Banner system. All grades must be received by the grade deadline.

Student Transcript: After all grades have been entered, students will then be able to order a Purdue transcript.

Pre-Requisites: Courses which must be passed prior to taking another course.

Alternative Credits & Pre-Requisites If a student has taken a course for dual/concurrent enrollment with another college which is roughly similar to one offered at our North Central Campus, this course *may possibly* fulfill pre-requisite requirements. However, we cannot accept AP scores as credit for CEP classes.

PNW JumpStart Presentations:

PNW JumpStarts are part of an initiative by CEP staff to both better prepare and educate students about the program they are taking part in. Inspired by the NSO programming for incoming undergraduate students at our campus, PNW JumpStarts are a fast-paced and student-focused presentation on all things CEP. While such a presentation does require an investment of time, we are confident the payoffs are worth it. After our first round of presentations in 2015, students who attended were only a quarter as likely to be dropped from the program compared to students who did not attend, and we believe only more positive indicators will show over time.

How PNW JumpStart works:

To start, CEP staff distribute the *CEP Guide for Student Success*, a resource for students with concise instructions on all the program mechanics. From there, we introduce ourselves and discuss the program's rigor, as well as the lasting nature of grades earned for CEP, and introduce students to the Purdue Probation policy (see page 8). Next, we walk students through activating/creating their Purdue accounts, giving them access to all of their online resources for the program. Once we've gotten students online, we show them how to view and pay bills, tell them about requesting their transcripts. After discussing their online tools, we talk with students about what resources are available to them on our campus, as well as how to best position themselves for applying to and succeeding in their college of choice. The presentation is also a great time for us to work out any issues students may be having in person and on an individual basis, and it also provides counselors/instructors/administrators a chance to learn more about the student side of the program as well.

Hosting a Session

In holding sessions, we try to be as flexible as possible to accommodate the greatest number of schools. In an ideal situation, an individual session will last about 45 minutes, will be with between 15-25 students, and all students will have access to the internet. That said, we understand situations vary from school to school, and have held JumpStarts within a range of 20 minutes all the way to a full hour, in front of groups as small as 7 to over 50 at once, and have operated with and without internet access. Provide us with a space and the time to visit, and we strive to make things work as best we can.

Grading Policies

Grading

Single-term concurrent enrollment courses and year long classes are graded by the Course Instructor through the Purdue Banner system, accessible through their faculty portal.

Grades and Transcripts

Students are able to view grades through their student portals once the grading period has ended. They will need to know their online username and password to access their accounts. The grade reported to our office will be reflected on the student's Purdue University Transcript and will be calculated into their GPA at any Purdue campus they later attend. Grades of C or above will generally transfer to other universities as transfer credit with no grade assigned, and students are advised to contact their future university for questions on how transfer credits are transcribed.

Students may request either an electronic or paper Purdue transcript free of charge in one of three ways:

- 1) Logging into their myPurdue account and making the request electronically
- 2) Completing a transcript request form and faxing it to the Registration office at either Calumet, Westville, or West Lafayette.
- 3) Presenting a state or student ID in person at either of the PNW Campus Registration Offices.

Links to the transcript request form or to request a transcript electronically can be found on the Registration page of our website.

Course Withdrawal

Students will have the opportunity to **drop** a course through the first week of billing for the term in which they are registered. If the student drops the course, the record will be removed from their transcript and they will be absolved of their responsibility for the course tuition. The last day to drop will be provided in advance to the school and will be adjusted to fit each school year. **If a student decides that they do not wish to continue with the course after the drop date, this will be considered a withdrawal.**

Students who are struggling in a course may choose to **withdraw** by the approved date for each term, withdrawals will not be processed after the provided date [without an appeal]. When a student withdraws from a course they will receive a "W" on their transcript and will be responsible for the course tuition; if they have already paid the tuition they will not receive a refund.

To drop or withdraw from a course, the student can pick up a withdrawal form (provided by the CEP office) from their high school guidance office. The withdrawal form will have the important dates listed for each school year, so the student will know if they are in the "**drop**" or "**withdrawal**" period when they complete the form. The form must be signed by the student, the student's parent/guardian, course instructor, and school guidance counselor. Once complete, the guidance counselor will fax or email a copy of the form to the CEP office; the original can be kept for the student's record at the high school.

If a student is not able to complete the course due to circumstances outside of their control (e.g. serious illness resulting in hospitalization/homebound status, withdrawal from school, etc.) the record will be removed from their transcript. The high school guidance office should notify the CEP office of these instances when they occur.

Students who fail to notify their high school and the CEP office of their intent to withdraw from a course will receive their final course grade on their transcript.

Transferring Credits



Within the Purdue System: Credits & GPA transfer from CEP



Outside the Purdue System: Only Credits transfer from CEP

How it Works:

With concurrent enrollment classes, credits and GPA transfer inside of the Purdue system- outside of the Purdue system, only course credits will transfer. As per the Core Transfer Library, most classes will transfer between public colleges in Indiana, and these are listed school by school, showing what classes are equivalent to at other colleges. To view the Core Transfer Library, visit it online at www.transferIN.net.

When attempting to transfer courses to a public school outside of Indiana or private schools both outside and inside, students will need to make direct contact with the school in question. They may require a course description and class syllabus to help determine how the transferred courses will be accepted.

While Purdue University sends transcripts free of charge, it is each student's individual responsibility to request them to be sent. Again, if our office is not contacted with the request to have a transcript sent, none will be sent. To ensure that a transcript shows their most recent course work, students should wait to request transcripts until all final grades are submitted. I.E., if a student is sending a transcript after the Spring semester, it would be best for them to order it after their high school has entered all of their grades onto the transcript, typically around late June to early July.

CEP Student Resources

While it's common knowledge that CEP students are considered to be students of the college –albeit *Non-Degree-Seeking* students- many don't know that there are a variety of benefits that come with this status. These resources can greatly help students in their academic pursuits, and we strongly encourage their use by CEP students

PNW Tutoring Center:

Students can come here for tutoring and study groups, as well as learning about time management and study skills. Services are free, and appointments are not necessary.

Library:

CEP students have full access to the library, and can use it for class if they need resources for research or just feel like checking out a book on their own. They also have access to all databases to which our campus is subscribed- a great tool.

Writing Center:

Offers one-on-one tutoring and other assistance to help any student at any stage of their work on a paper. Getting help at the Writing Center is free, no appointment necessary.

Academic Advisors:

The CEP Coordinators function as the Advisors for *all* CEP students, and can help them with any questions they may have about CEP or pre-college in general.

Procedures for Policy Non-Compliance

At any time, if there is reason to believe that the Partnering High School Staff is not complying with the course expectations as detailed in this Handbook or other communicated expectation by the CEP or authorized University representatives, the following steps shall be followed to resolve the non-compliance issue:

1. Once any non-compliance issue is indicated, the party having knowledge of the issue should communicate the issue directly to the Director of High School Admissions for CEP, or the Academic Director of Concurrent Programs. From here, the Departmental Faculty Liaison, Department Chair, College Dean, and Vice-Chancellor of Enrollment Management and Student Affairs will be made aware of the issue.
2. The issue will be fully investigated by all Purdue University parties involved. The results of the investigation shall be shared with the appropriate Purdue University staff for determination of action to be taken.
3. The results of the non-compliance investigation shall be communicated to the appropriate high school personnel with a plan to meet university compliance.
4. Failure of the high school partner to comply with the communicated plan may result in the termination of the partnership with the University and the High School.