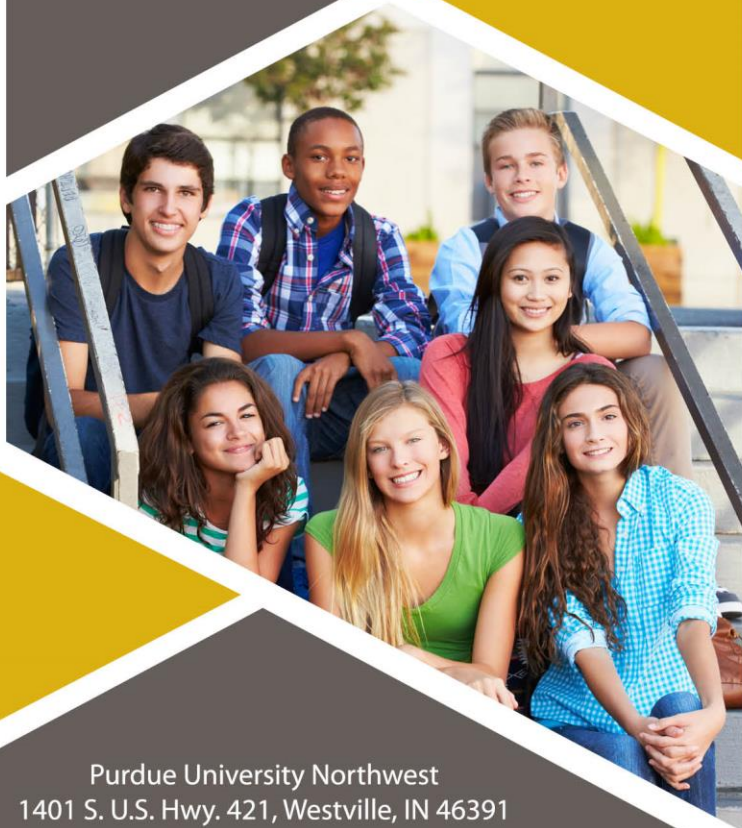


CEP Guide for Student Success

CONCURRENT ENROLLMENT PROGRAM



Purdue University Northwest
1401 S. U.S. Hwy. 421, Westville, IN 46391
2200 169th St., Hammond, IN 46323
(219) 785-5590 • pnw.edu/cep

On behalf of the Purdue University Northwest community, I would like to congratulate you on your acceptance into the **Concurrent Enrollment Program (CEP) at Purdue University Northwest (PNW)**. You are now part of a nation-wide movement in education: high school students taking college courses while still in high school. When you enroll in PNW's Concurrent Enrollment program, you become a member of the PNW student body, with the opportunity to access many university resources.

CEP provides an academic opportunity that will help you transition from high school to college by earning high school credit and college credit simultaneously. Through these classes, you will earn valuable course work experiences that will help you build a strong base for your future college career. **As a student enrolled in a PNW dual credit class, you will work toward an actual letter grade which is recorded on a PNW transcript.** Please note that academic scholarships, financial aid, and academic standing could be affected when you apply for admission to your college of choice based on those final CEP grades. Please be advised, as a college student, you alone will be in control of any additions or withdrawals on your schedule. Take these courses very seriously and do your best!

This packet has been created to help you maximize your CEP experience. **Please follow the steps included to ensure a smooth and rewarding experience here at PNW.** Please review this information with your parents to become more familiar with how the program works.

Wishing you a great year – and an incredible CEP experience!

Best Wishes,

A handwritten signature in black ink that reads "Rachel Clark". The signature is written in a cursive style with a large, looped 'R' and 'C'.

Coordinator of Students and School Partnerships

Table of Contents

Table of Contents	Pg. 1
CEP Staff Members	Pg. 2
About the Program	Pg. 3-5
Boilerkey Activation	Pg. 6
Activating myPNW Account	Pg. 7
Important Information	Pg. 8-9
Drop & Withdraw Policy	Pg. 10
Important Dates & Deadlines	Pg. 11
FAQs	Pg. 12-13
Applying to PNW	Pg. 14
CEP Success Stories	Pg. 15
Notes	Pg. 16-17



NACEP
Advancing Quality College
Courses For High School Students

The National Alliance of Concurrent Enrollment Partnerships (**NACEP**) is a professional organization for college and high school partnerships offering college courses in high schools. NACEP serves as a national accrediting body for concurrent enrollment programs and supports members by providing standards of excellence.



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About the Program

Mission Statement

The Purdue University Northwest's Concurrent Enrollment Program works in partnership with school districts to ensure that exceptional high school students receive a high quality educational experience. The Purdue University Northwest's Concurrent Enrollment Program will serve the Northwest Indiana region by providing high quality courses to high school students, first rate professional development to dual credit instructors, and collaborative programming to partner schools.

Student Benefits & Academic Resources

PNW Library

CEP students have full on-campus and online access to the PNW Library. To access the online resources, you will need your myPNW info.

Other Tutoring

Free academic assistance and tutoring is available to PNW students in a variety of locations and formats.

Writing Center

The PNW Writing Center supports student learning with one-on-one consultations on any writing project at any stage of the writing process.

Academic Advising

As a CEP student, we want to ensure that you have the most accurate information on your courses, credits, and how enrollment in our program will have an impact on your future college plans.

About the Program (continued)

Purdue Probation Policy

All students shall be placed on academic probation if his/her fall/spring semester or cumulative Purdue GPA at the end of any fall/spring semester **is less than a 2.0**. A student may be removed from probationary status at the end of the first subsequent fall/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.

About the Program (continued)

Academic Misconduct

Students are expected and required to abide by the laws of the state of Indiana and the rules and regulations of Purdue University, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that tends to obstruct the work of the University or to be injurious to the welfare of the University. Examples of misconduct would include dishonesty, cheating, plagiarism, lying, stealing, forgery, falsifying information, etc.

This policy functions in addition to/parallel with any policies for misconduct, academic or otherwise, which are already in place at your school. PNW CEP will work in concert with your school on issues of misconduct, and will respect decisions made on it by your school as well.

The following webpage addresses student misconduct and disciplinary actions taken, if necessary:

<https://www.pnw.edu/dean-of-students/student-code-of-conduct/>

Boilerkey Two Factor Authentication

Two Factor Authentication will be mandatory for all PNW students to get into MyPNW and Blackboard starting October 31st.

1. Download DUO Mobile app from your phone's app store.
2. Go to purdue.edu/Boilerkey
3. Log in with your username and password.
4. Click on "Set up a new Duo Mobile Boilerkey" and follow the six steps.

For complete instructions on how to set up Boilerkey, please visit pnw.edu/Boilerkey.

What will happen if I do not set up Boilerkey by October 30th?

- If you do not set up Boilerkey by October 30th, you will be locked out of MyPNW and Blackboard.

Once Boilerkey is set up, how will I access MyPNW or Blackboard?

- To use your Boilerkey on the portal:
 - Generate your Boilerkey code.
 - DUO Mobile – open the DUO app on your smartphone and tap the green key icon next to the account named "Purdue University." The code will appear on your smartphone screen.
 - In the "User ID" box, enter your career account login name.
 - In the "Password" box, enter your PIN followed by a comma and your six-digit Boilerkey code.
 - Example: 1234,458761
 - Click the "Log on" button.

Where will I **NOT** need to use Boilerkey?

- You won't need to use Boilerkey to log into Eduroam (campus Wi-Fi) or any of the campus computers.

Activating myPNW account

To activate your “myPNW” account

To activate or access your student account, you will need your Career Account (PNW Username) and PUID.

IMPORTANT: Please keep the password current, it will expire every 90 days.

Follow these easy steps to active your account and set password:

- Go to password.pnw.edu
- Select Activate Account (New Students Only)
- You will need your career account/username and PUID.
Keep your password confidential
- Log out after password creation and log in again at www.pnw.edu to enter your student portal
- Access your academic and student account information by Selecting “Bills & Payment Tab” then clicking the Student Self Service hyperlink

You will use your student account to check your classes, grades, credits, pay online for your classes, and check your PNW email. Keep your password current, it expires every 90 days. You will need your student account password to order your official Purdue transcript.



Important Information

1. Memorize your PUID Number and Username
 - a. These will allow you to access and activate your myPNW account, set your own password, see your classes/semester grades and pay your tuition fees on-line.

2. Get to know your myPNW account:
 - a. You will have access to email, calendars, tuition statements, announcements, classes, registration, and student records. Everyone is encouraged to log into their Banner account regularly.

3. How to pay Tuition
(tuition is due as stated on the tuition statement and as stated in the student's myPNW account).
 - a. On-line through your student account
 - b. On campus with cash or check (no credit/debit cards) at the Bursar's Office in Schwarz Hall (Westville), or in Lawshe Hall (Hammond).
 - c. By check through US mail
 - d. There is a payment plan available, which allows two separate payments to be made.

Important Information (continued)

4. Consequences if not paid on time:
 - a. If tuition is not paid, those **classes will be dropped** from the student's record.
 - b. If tuition is not paid and classes are dropped, those classes cannot be re-registered if payment is received after the deadline.
 - c. Dropped CEP classes could affect the receipt of the Indiana Academic Honors Diploma.

5. Know the Pre-Requisites
 - a. Pre-requisites are courses that need to be taken before registering for a particular course. For instance, SPAN 101 must be completed with at least a 'C' before moving on to SPAN 102.
 - b. Foreign Language courses need to have Placement Exam results indicating competency if wanting to start at 201 and 202.

6. More CEP information can be found at our website at <https://academics.pnw.edu/academic-affairs/concurrent-enrollment/>

Drop & Withdrawal Policy

Students will have the opportunity to **drop** a course by the drop deadline. 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. **If a student decides that they do not wish to continue with the course after the drop date, they 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 drop/withdrawal form from their high school guidance office. The 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 completing 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.

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.

Important Dates & Deadlines

1. July 29th: Placement Exams Open
2. August 16th: Course Registration Forms due by 12:00 pm for Fall Semester
3. August 26th: Last day to add course registration, take Placement Exams, and last day to submit Transfer Student Application & Registration Forms
4. **September 27th: TUITION DUE (Fall/Tri 1)**
***Classes will be dropped for nonpayment.**
5. **September 27th: Last day to drop Fall Course Registration without penalty**
6. November 25th: Accepting Spring applications, Placement Exams open for Spring Semester
7. November 29th: Last day to withdraw from Fall Semester
8. December 27th: Last day for Spring applications and Placement Exams
9. January 27th: Last day to add course for Spring/Tri 3 and last day to submit Transfer Student Application & Registration Forms
10. **March 27th: TUITION DUE (Spring/ Tri 2 & 3)**
***Classes will be dropped for nonpayment.**
11. **March 27th: Last day to drop Spring or Year-long Courses without penalty**
12. April 24th: Last day to withdraw from Spring Semester/year-long courses/Tri 3)

FAQs

What happens if I don't pay by the deadline?

If full payment is not received by the deadline, you will be dropped from the college credit portion of the class. This could affect your Academic Honors Diploma. Once dropped, a student cannot be re-registered (even if payment is made after the deadline). No exceptions.

How will I be billed?

You will be billed twice each academic year, through both the mail and online -- once in the fall, and again in the spring.

How do I get my transcript?

Contact CEP staff member, Tracey Radtke, to request either electronic instructions for requesting via your myPNW account or a paper form. Transcripts are free of charge. Transcripts will not be sent without you ordering them first.

Where can I find out which classes transfer where?

Either by calling us, checking online at www.transferIN.net or by calling the out-of-state/private college you're interested in.

May I add a class after the deadline?

No. As on campus, there are deadlines that every student needs to follow. Please be aware of all CEP deadlines.

How does concurrent enrollment help me?

- Get a jump-start on college.
 - Credits are easily transferable to most universities.
- Gain a competitive edge.
 - Competition in college admissions means that admissions officers now look for evidence of rigorous coursework on high school transcripts.
- Enjoy more flexibility in college.
 - Completing college classes in high school gives you greater flexibility as a full-time college student.
- Learn college-level skills before your freshman year of college.
 - The critical thinking, writing, and reading skills developed in Concurrent Enrollment courses will prepare you for success in college.
- Reduce the overall cost of a college education

Is grading similar to that of Advanced Placement (AP)?

No, with Concurrent Enrollment from PNW you are graded like a regular high school class and the final grade is submitted to PNW by your high school instructor.

Applying to PNW after High School Graduation

You may have earned multiple college credits in high school through PNW; however, all graduating seniors must still apply as a “first time college student.”

Apply:

Visit the PNW Admissions website for details on admission and how to apply!

<https://admissions.pnw.edu/undergraduate/first-time-college-students/>

PNW Tuition Costs:

Find out more about the costs associated with attending PNW at

<https://www.pnw.edu/bursar/tuition-and-fees/>

CEP Student Scholarship:

Five \$1000 scholarships will be awarded to PNW CEP students attending PNW after high school graduation. See website for more details:

<https://academics.pnw.edu/academic-affairs/concurrent-enrollment/>

Undergraduate Scholarships:

PNW offers a variety of scholarships. Please visit the link below to be aware of scholarships as they become available:

<https://admissions.pnw.edu/financial-aid/scholarships/>

CEP Success Stories



“I came into college as a sophomore because of the credits I was able to earn while in high school.”

-LaPorte high school student

“The CEP program was beneficial to my outlook on college life.”

-Bishop Noll high school student



“As not only a counselor, but as a parent of a student who has completed several Concurrent Enrollment courses, the benefits are enormous. Students benefit from the college classroom and faculty experience, as well as credits earned that they don't have to take upon matriculating on college campuses. I strongly encourage my students to take as many Concurrent Enrollment courses as they can.”

-Counselor, Dan McKibben

PNWTM



pnw.edu/cep

Find us on social media @PurdueNorthwest

