



Onondaga Community College

COLLEGE CREDIT NOW

Instructor Handbook

Updated 10-12

**Welcome to the Onondaga COLLEGE CREDIT NOW
Concurrent Enrollment Program!**

COLLEGE CREDIT NOW (CCN) is a concurrent enrollment program at Onondaga Community College that allows high school students to enroll in college credit courses at their high school site prior to graduation. It is taught by college approved high school faculty using the college syllabus and text. College mentors collaborate with high school instructors to insure that students meet all college competencies and course objectives.

Why should your school choose OCC Concurrent Enrollment?

- Provides high school faculty with new challenges.
- Provides high school faculty with new content and instructional strategies.
- Challenges and motivates students to work to their potential.
- Students can “time-shorten” their college degree.
- Saves students money; CCN courses are free.
- CCN courses aid students in admission to universities and colleges of their choice.
- CCN courses help students transition smoothly to a college environment.

GENERAL ADMINISTRATIVE REQUIREMENTS

A formal Memorandum of Agreement serves as the vehicle for the relationship between the college and school district and the administration of the program.

To insure that all CCN concurrent enrollment courses are of the highest academic quality and meet all standards set forth by the national program accrediting organization (National Alliance of Concurrent Enrollment Partnerships), the following principles will apply:

- All school district requests and associated correspondence will be processed through the Office of Concurrent Enrollment and Secondary School Outreach.
- School districts will select prospective instructors, and submit a *College Credit Instructor Information Sheet*, unofficial copies of all transcripts, and additional appropriate documentation and evidence of related educational experience. This information will be submitted to the appropriate Onondaga Community College academic department for review.
- Instructors will be approved by the Onondaga academic department as well as the high school administration. Participating school districts will notify the Office of Concurrent Enrollment and Secondary School Outreach in a timely fashion of instructor replacements in order for the approval process to be completed for the new instructor prior to the commencement of the academic year.
- Although specific requirements may vary depending upon the discipline, in general OCC's minimum requirements are:
 - Master's degree in discipline.
 - Master's Degree in Education with a background in the discipline.
 - Master's Degree in a closely related field.
- High schools will use the college approved syllabus course outline/curriculum, learning objectives, textbooks, examinations, and additional methods of evaluation. High school students will meet all course pre-requisites as stated in the official college course description.
- Data needed for General Education assessment or program assessment purposes will be collected and reported by the high schools. There will be a minimum of 15 contact hours per one credit hour of instruction. All lab time requirements must be met.
- High school instructors will be mentored by a college faculty member who is selected by the participating department for that discipline, to be certified to teach the course. Mentoring may include: initial interview, summer training, and visits to classrooms. Certification to teach CCN courses is contingent upon completion of the following:
 - Completion of all paperwork.
 - Attendance at all sessions and satisfactory completion of the summer training (Institutes) workshop(s).

- Guidance departments should be thoroughly familiar with the CCN program requirements in order to advise prospective students. Information is available from the Office of Concurrent Enrollment and Secondary School Outreach.

CCN REGISTRATION PROCESS

Student Registration Forms

To be eligible to enroll in CCN courses, students are required to be enrolled in a traditional high school program.

ALL STUDENTS will register for CCN courses through their high school teacher. The process is as follows:

- Approved concurrent enrollment high school instructors will complete and return an *Intent to Run a Course* form to the Office of Concurrent Enrollment and Secondary School Outreach by the date specified.
- Student registration instruction packets are distributed to high school instructors at the beginning of each semester. Students register online. Any manual registration forms forwarded to the Office of Concurrent Enrollment & Secondary School Outreach by the established deadline. *Students may not send registrations directly to the college.*
- Students who miss the deadline will not be registered for college credit. They **cannot** receive credit at a later date.
- All teachers will receive an official grade roster to confirm registrations, and to submit at the end of the course with student grades.

College Credit Now Timeline

- ***First week of September*** - High school instructors receive CCN Registration Packets.
- ***Third week of September*** - Registrations due at the Office of Concurrent Enrollment.
- ***Beginning of October*** - Official grade rosters sent to high school instructors.
- ***January 31st*** - Grade sheets due at the Office of Concurrent Enrollment.
- ***End of January*** - High school instructors receive CCN Registration packets for Spring.
- ***February before Winter break*** - CCN Registrations due.
- ***End of June*** - Grades due at the Office of Concurrent Enrollment for Full/Spring courses.

Tuition

CCN concurrent enrollment courses are free for high school students. All students are registered as non-matriculated, part-time students.

Certificate of Residence

An official Certificate of Residence is required for any student who is a New York State resident for at least one year prior to registration, but has not been a resident of Onondaga County for at least six months. The *application* for Certificate of Residence is contained in the registration materials and must be completed by the student, notarized, and submitted to the Treasurer's Office of the county of legal residence. Students who are required to have a Certificate of Residence, but do not submit one at registration, are responsible for all appropriate charges.

Grading

End of the course grades must be entered on the official grade roster. This document must be signed by the instructor and forwarded to the Office of Concurrent Enrollment and Secondary School Outreach. It is recommended that each instructor keep a copy for his/her records. Grades must be in letter format. The academic department mentor will provide the rubric for grading. Below is a standard conversion chart, however, note that each college academic department may use a different conversion table. Please check with your mentor to obtain their grading scheme if it differs from the following chart.

>92	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
70-76	C
68-69	C-
66-67	D+
63-65	D
60-62	D-
<60	F

STUDENT INFORMATION

Grade Reports

Upon completion of the CCN course, grades are available to students via Onondaga Web Access. Students must create accounts and login to view them. Printed grade reports are NOT sent to students.

Transcripts

Transcripts of a student's record will be issued following successful completion of the course when a student submits a written request to Student Central. Forms are also available on the Onondaga Community College website. Official transcripts may be mailed directly to educational institutions and prospective employers. A fee of \$10 is charged for each transcript. Checks should be made payable to *Onondaga Community College*.

Onondaga College ID Numbers

Once registration is completed, CCN students are issued an Onondaga student identification number. This number is used on all communications from the college. The same ID number will also be utilized for any future enrollments at Onondaga Community College.

Transfer of CCN Credits

Transfer of CCN credits to other institutions is at the discretion of each college receiving the credits. Onondaga Community College has agreements with many colleges and universities, therefore many credits are accepted without question. However, some private institutions are strict regarding transfer credits. Early planning maximizes the ability to meet the requirements set forth by these institutions. Students should be encouraged to contact the college of their choice in advance of registration if there is a concern.

Dropping a Class

Students who wish to withdraw from a course must officially do so through their instructor or guidance counselor. The instructor or guidance counselor is *required* to inform the Office of Concurrent Enrollment and Secondary School Outreach at the time of withdrawal.

Incomplete Status

When a student is unable to complete the class due to unforeseen circumstances, the instructor (in consultation with the student) may assign a grade of "Incomplete." The

instructor must submit an "Incomplete Grade" form to the Office of Concurrent Enrollment and Secondary School Outreach. This form must accompany any grade roster submitted with an "I." An Incomplete grade is removed by completion of a "Faculty Request for Grade Change" form once the student has completed the course requirements. This must be done within a six month time period.

Student Records: Review and Release of Information

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, Onondaga Community College gives students the right to inspect and review their educational records and to challenge the contents of these records. In addition, the college will not release personally identifiable records of students to any individual, (including parents) agency, or organization without the prior written consent of the student, except as allowed by law.

COLLEGE SERVICES

Library

The Sidney G. Coulter Library is a major learning resource of the College and the community. The library has acquired a large collection of materials in all curricula to support the teaching and learning of faculty and students. Coulter Library has a collection of more than 100,000 items, including books, periodicals and periodical indexes, multimedia materials, pamphlet files, and special collections of local and state history. This entire collection of print and non-print materials is accessible through the library's Online Public Access Catalog. A myriad of electronic resources are also available through the library's web page.

Through the Interlibrary Loan department members of the college community can obtain from participating local, state, and national libraries needed materials [books, journal, magazine, and newspaper articles] that Coulter Library does not own. Onondaga Community College is part of the State University of New York, the largest public university system in the United States. OCC students have borrowing privileges at all SUNY libraries. We have forms available [online](#) and at the main desk on the first floor of the library.

Library Loan Policies

- Coulter Library is open to the public. OCC students & college employees need an OCC ID Card. Community users may register for an OCC Library Card at the main desk. Current valid identification required.

- Loan period for books, audiobooks, and periodicals is 21 days. Loan period for CDs, cassettes, and records is 14 days. Loan period for DVLs and selected music DVDs is 7 days.
- Students can check out up to 15 items at a time. Only 5 CDs and Audiobooks, and only 2 DVLs and music DVDs can be checked out at a time.
- Reference works, current and selected periodicals, videocassettes, films and special collections restricted to library use only.
- Interlibrary loan service is offered for materials not available at OCC. Email: occill@sunyocc.edu.

Library Hours

Monday - Thursday	8:00 am - 9:00 pm
Friday	8:00 am - 4:30 pm
Sunday	Noon - 6:00 pm

During vacations, semester and summer breaks, hours may be different. Call ahead at 498-2334 to be sure the library is open.

Parking

When visiting campus, all visitors should obtain a temporary parking permit from the Campus Security Office, located in the Service and Maintenance building. If you receive a parking ticket while in attendance at a meeting or training session for CCN please contact the Office of Concurrent Enrollment and Secondary School Outreach at 498-2502.

WHO, WHAT, and WHERE?

For questions regarding the CCN program contact the Office of Concurrent Enrollment and Secondary School Outreach at 498-6080 or 498-2502.

Listed below are some additional locations and numbers that may be helpful.

<i>WHAT:</i>	<i>WHO:</i>	<i>WHERE:</i>	<i>Phone:</i>
Bursar	Bursar's Office	Gordon Student Center	498-2367
Course Registration	Office of CCN	Onondaga North Site	498-6080
Transcripts	Student Central	Gordon Student Center	498-2000
Books	Bookstore	Gordon Center	498-2246

Program Contact Information

Office of Concurrent Enrollment and Secondary School Outreach

Director-Marcia Drumm

Onondaga North Site

8015 Oswego Road

Liverpool, New York 13090

(Telephone) 315-498-6080 or 315-498-2502