



College Credit Now  
Student/Parent Handbook

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# Welcome to College Credit Now!

## The College Credit Now (CCN) Program

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CCN is an exciting and unique opportunity for high school students to begin earning college credits prior to high school graduation.

- Approximately 40 districts around Central New York participate each year
- Over 3,500 students take one or more CCN class each year
- Courses are delivered by college credentialed high school instructors
- Courses are offered at the high school during normal school hours
- Accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP)

### How does this program benefit students?

- Perfect start to earning an OCC degree
- Opportunity to explore career options
- Students gain familiarity with college-level courses and academic rigor
- No cost is incurred to students who reside in Onondaga County or students who submit a Certificate of Residence
- Transfer-friendly course offerings
- Provides an additional academic challenge

NOTE: CCN course offerings may vary depending on the high school.

## Taking the Next Step

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There are factors to consider prior to registering for a CCN course. Since these courses are college-level and offered through Onondaga Community College (OCC), you are beginning a college transcript and the class will become part of your permanent academic record. Before you take the next steps, we suggest the following:

- Discuss the option with your parent or guardian. Deadlines and workload should be considered.
- Research how the course(s) will fit into your college plans and intended major. Your counselor can help, and you can review degree program requirements on the Onondaga website under Academics.
- Make sure that taking a college level course is right for you. The grade you earn will be a part of your official college transcript and could affect your academic standing and financial aid eligibility in the future.

## Registration Information

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In order to receive OCC credit for your CCN course(s) you must register for the course(s) during the open registration period. Registration deadlines are outlined on the CCN Timeline located in your myCCN portal.

Registration is conducted online in a simple, easy to follow, process with step-by-step directions that are provided to students when they decide to enroll in CCN courses at their high school. Your teacher will let you know when registration is open and you will have to register before the deadline. Instructions on how to register for a class will be provided to your instructors and school counselors and shared with you during the first 1-2 weeks of your CCN course.

### Tuition & Fees

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CCN courses are offered at no charge to students living in Onondaga County. Students who reside outside of Onondaga County must submit a completed Certificate of Residency from their home county by the deadline, 30 days after the start of classes, to have tuition for CCN courses waived (see College Policies section for more information).

### Grades & Transcripts

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Your teacher uses OCC's guidelines to determine your final grade. At the end of your course, you can log in to your myOCC account to view your final grade. This course will also be a part of your official Onondaga Community College transcript.

Transcripts of a student's academic record will be issued when the student submits a transcript request to the college. Official transcripts may be mailed directly to educational institutions and prospective employers. A fee of \$10 is charged for each transcript. Transcripts can be ordered here: <https://www.sunyocc.edu/transcript-request>.

All questions regarding transcripts can be directed to Student Central at (315) 498-2000.

## CCN Credits

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### At Onondaga Community College

The CCN program is nationally accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP). This means that the CCN program at OCC meets the highest standards. OCC credits earned by students enrolled in the CCN program will automatically be a part of your OCC academic record and can help students to work toward completing a degree or certificate program at Onondaga Community College. Students may be able to complete a certificate program or two-year associate degree at an accelerated rate after high school graduation as a result of successfully completing college courses while in high school.

Many of the CCN courses taken at the high schools will fulfill requirements needed by their program of choice at OCC, saving both time and money for the student to complete their degree. We can provide a degree audit that will show CCN students exactly how the courses can fit into a degree program at OCC, and what a student would still need to complete to finish their certificate or two-year associate degree.

## Transfer Credit

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OCC credits earned by students through CCN transfer to most SUNY institutions and many private colleges and universities. It is the student's responsibility to contact transfer schools to learn more about their transfer credit requirements.

In order for your transfer college to receive a transcript with your OCC completed courses and grades earned, you must request that an official transcript be sent to the college of your choice (see process on page 4).

## College Policies Effecting CCN Enrollment

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### Academic Integrity

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Students enrolled in Onondaga Community College courses are expected to adhere to the values of intellectual and academic honesty and integrity. Violations of academic honesty will not be tolerated. The policies and penalties for violations of academic honesty are established our academic departments.

Academic dishonesty includes, but is not limited to, cheating and plagiarism.

You can access our Academic Catalog that includes the Academic Rules here: <http://catalog.sunyocc.edu/>

### Attendance

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Experience demonstrates that regular attendance enhances academic success. Students are expected to attend each meeting of their registered courses. Participation in classroom activities such as lectures, films, guest speakers, class discussions, labs, group activities, and online work contributes to student success in college-level coursework.

### Financial Aid Implications

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Many students rely on financial aid once they enroll in college to assist with paying for their post-secondary education. It is important to know that while students in the CCN program do not use federal financial aid for these courses, the credits students take now contribute to their satisfactory academic progress calculations once the student becomes a college freshman.

A student is eligible to receive federal financial aid up to 150% of the credits required to earn a degree. For example, if a student's program requires 60 credits, financial aid supports up to 90 credits for that program. Any course that is not successfully completed may negatively affect a student's ability to receive financial aid, and still counts towards this 150%. In essence as long as a student is successful in their CCN courses, there is no concern; however when students do not withdraw from a course by the drop deadline, or a student is not successful in a class, their future financial aid can negatively be affected.

For this reason, it is important that high school students are ready for college level courses when they register. Students should understand the additional time commitment, level of work, and responsibility involved in participating in CCN classes.

## Certificate of Residence

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A Certificate of Residence is required prior to, or within 30 days from the beginning of CCN classes from any student who has been a New York State resident for one year prior to registration and who has lived outside of Onondaga County for 6 or more months.

The application for a Certificate of Residence must be completed by the student, notarized, and taken to the Treasurer's Office at the county of legal residence. The certificate must then be sent to Onondaga Community College.

Students living outside of Onondaga County, who do not complete and turn in a Certificate of Residence by the above specified dates will be charged the out of county tuition for their concurrent enrollment classes.

## Course Cancellation

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It is at the discretion of the College and the school district whether or not a class will run for college credit. Offerings are subject to change and based upon faculty approval.

## Course Load

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A full-time student is one who is enrolled for 12 or more credit hours/equivalent credit hours during the Fall/Spring semester. A part-time student is enrolled in fewer than 12 credit hours/equivalent credit hours during the Fall/Spring semester.

## Course Prerequisites

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Students need to meet the pre-requisite requirements for all CCN classes. Districts are provided with OCC requirements – some may have additional requirements for students to meet that are set by the district not OCC.

## Grading

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At the beginning of a course, the instructor informs the students of the criteria to be used in determining the final grade. Numerical or letter grades may be used during a course, but the final grade must be submitted in letter form to Onondaga Community College. The instructor determines the appropriate final grade.

Student grades will be on their OCC transcript in an A-F format. Instructors will use <https://pages.collegeboard.org/how-to-convert-gpa-4.0-scale> as a guide for your number to letter grade conversion.

**(Please note OCC does not grant A+ grades. The highest letter grade available for OCC credit is an A).**

When a student's grade point average is calculated on the college transcript, the total GPA is based on a quality-point system. Letter grades are converted to the quality points based on this diagram below.

A = 4.0	B+ = 3.3	B- = 2.7	C = 2.0	D+ = 1.3	D- = 0.7
A- = 3.7	B = 3.0	C+ = 2.3	C- = 1.7	D = 1.0	F = 0.0

## Student Records: Review & Release

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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. High schools and the college agree to cooperate in a manner indicating their mutual legitimate educational interests for purposes of sharing information legally under the provisions of the Family Rights and Educational Privacy Act (FERPA).

## Withdrawal from a Course

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The high school teacher or guidance counselor must notify the CCN Office at OCC to withdraw a student from a course by the deadline indicated on the CCN timeline. This notification happens through the myCCN portal. If the College is not notified of a student withdrawing from the course, the student will remain registered. If you make a request to withdraw from a class, please follow up with your instructor to make sure that OCC has been contacted.

## OCC Services Available to CCN Students

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### Campus Library

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The 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. This entire collection of print and non-print materials is accessible through the library's Online Public Access Catalog. A myriad of electronic resources is also available through the library's web page at <https://www.sunyocc.edu/library>.

### The Learning Center

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The mission of the Learning Center is to contribute to students' academic excellence and success by providing students at all levels of development and ability flexible access to tutoring and learning support with the skills and in content areas vital for continued success at OCC and beyond in a welcoming, inclusive, and respectful environment. Students who use the Learning Center will gain increased understanding of relevant skills, content areas, and strategies for accomplishing specific academic tasks, while becoming more independent learners. Workshops and study groups are free of charge to all students including CCN. You can access Learning Center workshops and tutoring resources here: <https://www.sunyocc.edu/thelearningcenter>

### Academic Advising

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Once you have graduated high school, if you choose to continue here with us at Onondaga Community College, all students work with their advisors to plan and guide students through their semesters here on campus. While you are a high school student, you are considered non-matriculated. If you need to speak to an advisor, you can contact the College Credit Now team for assistance.

## College ID Cards (Lazer Card)

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CCN students are eligible to obtain college ID cards. Students must go to the main campus, in the Gordon Student Center at the Lazer Card desk, to obtain their cards. Cards are used for entrance to labs, College Bookstore, and identification at college functions. It may also be used to check out library books or for area discounts. Please note that your OCC Id, does not give access to the YMCA on campus. Entrance to the YMCA does require students to purchase a membership.

## Student Email

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Email accounts are available to all students enrolled at Onondaga, including CCN students. Students must have a current student ID number and must be enrolled in at least one credit-bearing class. You may obtain email by contacting the Helpdesk at (315) 498-2999.

## CCN Contact Information

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### **College Credit Now**

Gordon Student Center

4585 W. Seneca Turnpike

[www.sunyocc.edu/collegecreditnow](http://www.sunyocc.edu/collegecreditnow)

### **Amber Ingalls**

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