

# COLLEGE CONNECTIONS



EASTERN IOWA COMMUNITY COLLEGES  
CLINTON ♦ MUSCATINE ♦ SCOTT

## Concurrent Enrollment Program

Student and Parent Handbook



# Welcome to EICC's College Connections Program



Eastern Iowa Community Colleges (Clinton, Scott and Muscatine) have collaborated with area high schools to offer high school students opportunities to earn college credit while still in high school. This program is called **College Connections**. We are excited for students to take advantage of this wonderful opportunity.

First, we want to congratulate you for joining a growing nationwide movement designed to meet the aspirations and expectations of students, parents, businesses and educators across the country. Choosing to take College Connections courses is an exciting step towards future plans in higher education. College Connections has the potential to help students gain college experiences, excel in career and college readiness, access scholarship opportunities, become competitive in future program selection and save on college costs while attending high school.

EICC's College Connections program enables students to be enrolled in college and their high school simultaneously. Students can earn college credit on EICC's campuses, in their regular high school classroom setting or through EICC's online platform. EICC has college academic advisors assigned to area high schools, and EICC staff collaborates regularly with high school counselors, teachers and administrators to provide services to students.

Iowa community colleges continue to lead the nation in offering concurrent opportunities to high school students across the state. College Connections programming is authorized by Iowa Code 282.26, and 261E.1: Senior Year Plus (SYP). The Iowa Department of Education enacted SYP to provide Iowa high school students increased access to college credit, advanced placement (AP) coursework, e-Learning opportunities and career academies for college credit. College Connections courses implemented at the high schools are the same courses taught at our EICC campuses, and students are official EICC college students. The instruction is consistent and rigorous to satisfy quality standards, accreditation and EICC's student learning outcomes. College Connections students must meet all requirements outlined in SYP legislation. Additional information about SYP can be found on the Iowa Department of Education website at [educateiowa.gov](http://educateiowa.gov)

The College Connections program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP accreditation ensures college courses taught by high school teachers are as rigorous as the corresponding courses offered on college campuses. NACEP accreditation helps EICC programs adhere to the highest standards so that students experience a seamless transition to college. College Connections instructors benefit from ongoing professional development through interactions with their faculty liaisons. Additional information regarding NACEP accreditation guidelines, program standards and more can be found at [nacep.org](http://nacep.org)

Visit [eicc.edu/collegeconnections](http://eicc.edu/collegeconnections) for more information.

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## Equal Educational Opportunities:

It is the policy of Eastern Iowa Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status, as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy, please contact Debora J. Sullivan, Equal Employment Opportunity Officer/Equity Coordinator, Eastern Iowa Community College District, 101 West Third Street, Davenport, Iowa 52801, 563-336-3487, [djsullivan@eicc.edu](mailto:djsullivan@eicc.edu) or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661-7204, phone number 312-730-1560, fax 312-730-1576, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

# Student Support Services

## ADVISOR(S) AT YOUR HIGH SCHOOL

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EICC has assigned academic advisors to your high school. Meet with your EICC academic advisor early and often to build a strong relationship, ask questions and secure placement.

## ACADEMIC PLANS

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Your EICC academic advisor will help you create an academic plan for your college coursework according to your future goals and interests. Together you'll select College Connections courses that apply to your academic plan.

## COUNSELORS, ADVISORS AND PARENT DISCUSSIONS

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Discuss with your high school counselor your interest in earning college credit, and they will determine your eligibility according to your high school's concurrent eligibility criteria. You will want to discuss which concurrent offerings and opportunities are appropriate for you.

Make an appointment with the EICC academic advisor assigned to your high school to ensure you meet the criteria needed for suitable College Connections course placement. College courses may require a prerequisite course, an entering assessment (e.g., ACT, ALEKS) or a certain GPA, depending on the requirements consistent with EICC's current catalog.

Talk with your parents about the College Connections course opportunities you have at your high school. Discuss with your family the support you will need to successfully complete college credit while in high school.

# Admission and Registration Processes

## COMPLETE AN APPLICATION FOR ADMISSION AT [EICC.EDU/APPLY](https://eicc.edu/apply)

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Students: If your plan includes earning college credit in high school, you must complete an Application for Admission to EICC. It is never too early to start the process, and there are no commitments once you fill out an application.

EICC does not have an application fee, and we encourage students to complete the application with a parent or guardian to begin post-high school conversations.

- Create an account by following the screen directions. **Use your personal email (not high school email).**
- Complete an EICC application by clicking "Complete the undergraduate application."
- Once an application is submitted, you will receive a confirmation email within 24 hours.
- An application completion does not guarantee enrollment into any course.

## PLACEMENT ASSESSMENTS:

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There may be other requirements needed to enroll in specific courses (such as prerequisite courses). Your EICC academic advisor and high school counselor will help you determine the appropriate placement.

In order to sign up for most courses, EICC requires specific assessment documentation (e.g., ALEKS, ACT, SAT, High School GPA, etc.) or placement material.

## REGISTRATION STEPS

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Schedule a meeting with an EICC academic advisor on your high school campus to receive the most accurate information regarding taking College Connections courses on an EICC campus, at your high school or online.

## ORIENTATION

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Orientations are designed to explain necessary resources and present information needed to help students find success.

- **If you are attending a course or a Career Academy on an EICC campus**, sign up for an orientation day before the semester begins. Meet with your EICC academic advisor assigned to your high school to discuss academic plans, placement scores and appropriate paperwork to complete.
- **If you are taking a College Connections course at your high school**, an orientation before or during the first days of your College Connections course will be held.
- **If you are taking an online (e-Learning) course**, you will need to complete an orientation. Your EICC academic advisor and high school counselor will help you determine the appropriate format, location and delivery method of your orientation.

## TEXTBOOKS

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- **If you are attending a College Connections course at your high school**, the textbooks are provided by your high school, are consistent with your high school's textbook policy and have been approved for the College Connections course.
- **If you are attending a course on an EICC campus or an online (e-Learning) course**, obtaining the textbook and lab material may be your responsibility. Check with your EICC academic advisor and high school contact to discuss your options.

# College Resources

## LOG INTO EICCONNECT

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This portal allows access to Canvas, ALEKS, student planning module, college email account, midterm and final grades, unofficial transcripts, transfer material, campus activities and other vital information. See your college advisor if you have questions regarding EICConnect.

## LIBRARY AND ELECTRONIC RESOURCES

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Information about electronic resources and the EICC libraries can be found at [eicc.edu/library](http://eicc.edu/library)

## EXTRACURRICULAR ACTIVITIES

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As a College Connections student, you are eligible to participate in the many student activities at the college, including:

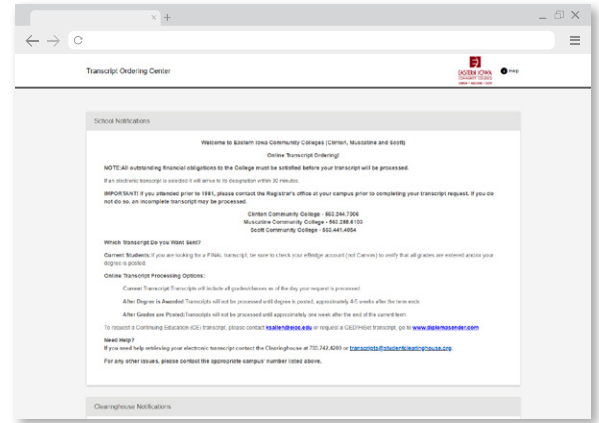
- Clubs and organizations
- Intramural and intercollegiate athletics
- Transfer fairs
- Visit [eicc.edu/studentlife](http://eicc.edu/studentlife) for more information.

## TRANSCRIPTS

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College credit is earned with College Connections courses and your final grade is recorded on an official college transcript. These college credits may be used towards completion of a degree, certificate or program at EICC. Students may request an official transcript at [eicc.edu/transcriptrequest](http://eicc.edu/transcriptrequest)

Every college, institution or university has its own policies governing the intake of credit. To ensure the maximum number of credits transfer successfully, contact the receiving college's Registrar's Office for accurate transfer information and criteria.



## Additional Information

### COURSE ADDITIONS AND DROPS

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You will need to adhere to EICC's withdraw deadlines. You will make a request to your high school counselor and your EICC academic advisor to be officially added or dropped from a College Connections course.

College Connections students are concurrently earning credit to fulfill EICC degree requirements AND high school graduation requirements. **It is very important that you work with your EICC academic advisor and high school counselor prior to dropping a course.** If you drop a concurrent course, you will be removed from the class at your high school and that may impact your eligibility to graduate from high school on time.

Withdrawing or failing a College Connections course can also negatively affect your financial aid status when you become a student at any college or university. **It is very important that you discuss all of your options with your EICC academic advisor and your high school counselor.** They can provide you with the information, resources and strategies to successfully navigate your options.

### FAILING A COURSE

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Students who fail a course may be required by their high school to pay for the course.

### COURSE EVALUATION

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**Universal Student Feedback:** This survey helps your instructor and the college know what you think about the course's delivery and what changes should be made to meet student needs. The survey is anonymous.

## CONFIDENTIALITY OF STUDENT RECORDS

Student records are regarded as confidential. Students are responsible for making decisions and signing documentation to release protected information. Students must sign a “release of information” for parents to speak directly with college personnel or access students’ records.

EICC will not provide names and addresses to outside agencies for commercial use or any information about academic records without the student’s written consent, or under specific guidelines established by the Family Educational Rights and Privacy Act (FERPA) of 1974.

Generally, EICC must have written permission from students before releasing information from their record. One exception is categorized as “directory information.” The College may release directory information to the public as the College sees fit, keeping in mind the privacy of the student and the totality of the surrounding circumstances. At EICC the following information is categorized as directory information:

- Name
- Address
- Telephone number
- Dates of attendance
- Class rank
- Concentration area
- Email address
- Currently enrolled
- Awards/honors
- Activities/sports
- Height/weight (athletes)
- Full/part-time status

Students objecting to the public release of such information must file a written objection with the Registrar’s Office within 30 calendar days of the beginning of the term in which they first enroll during that year. It is necessary for students to renew their objection at the beginning of each school year.

Students wishing to review the entire EICC policy on student rights may request the EICC policy from a Dean of Student Development at one of the EICC colleges: Clinton, Muscatine or Scott Community Colleges. Please consult your current online Student Handbook at [eicc.edu/handbook](http://eicc.edu/handbook) for more detailed information about confidentiality of student records.

## CONNECTIONS Scholarship

If you earn college credit with EICC, we want to encourage you to choose one of our Eastern Iowa Community Colleges for the next step in your journey.

EICC has established three scholarship levels for College Connections students that you could automatically qualify for:

### LEVEL 1: HALF TUITION

- Half tuition scholarship for your first year with EICC after high school graduation. Criteria: 3.0 EICC College GPA with a minimum of 12 college credits earned.

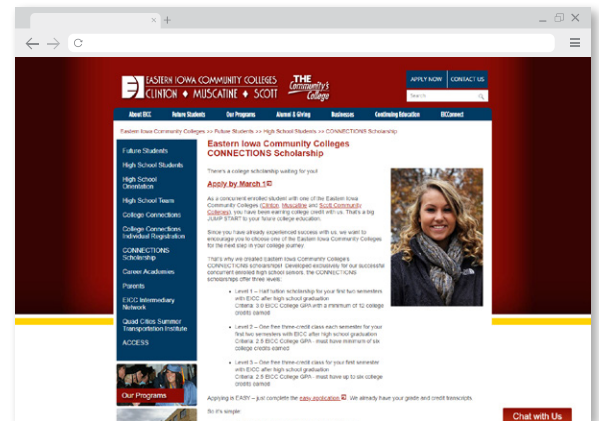
### LEVEL 2: TWO FREE CLASSES

- One free three-credit class each semester for your first two semesters with EICC after high school graduation. Criteria: 2.5 EICC College GPA — must have minimum of six college credits earned.

### LEVEL 3: ONE FREE CLASS

- One free three-credit class for your first semester with EICC after high school graduation. Criteria: 2.5 EICC College GPA — must have up to six college credits earned.

More information about these opportunities can be found at [eicc.edu/connections](http://eicc.edu/connections)



# Accommodations for Students With Disabilities

## DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE

Delivery of accommodation services for high school students enrolled in College Connections are provided in accordance with the same policies and procedures provided for all Eastern Iowa Community College students.

There are some differences in disability laws that students need to be aware of when taking classes either at their high school, a community college or a university.

Differences in Disability Law Between High School (Secondary) and College (Postsecondary) Education	
HIGH SCHOOL	COLLEGE
<ul style="list-style-type: none"> <li>• IDEA (Individuals with Disabilities Education Act)</li> <li>• Section 504, Rehabilitation Act of 1973</li> <li>• The school district is responsible for identifying the student's disability</li> <li>• Students have Individual Education Plans (IEPs) to define educational goals and allow assignments to be modified to the student's abilities</li> <li>• Parents are actively involved in their student's educational planning. They can discuss their progress with teachers and counselors, as well as sign documents on behalf of their student</li> <li>• Schools have a system set up for providing transportation to and from high school</li> </ul>	<ul style="list-style-type: none"> <li>• ADA (Americans with Disabilities Act)</li> <li>• Section 504, Rehabilitation Act of 1973</li> <li>• Students must self-identify by requesting accommodations and providing documentation</li> <li>• Students do not have IEPs, but instead receive accommodations to ensure equal access to educational opportunities</li> <li>• Students are responsible for making decisions and signing documentation themselves. Students must sign a "release of information" for parents to speak with college personnel</li> <li>• Students are responsible for finding their own transportation to and from campus for classes</li> </ul>
HIGH SCHOOL	COLLEGE
<p>Modification examples based on IEPs <b>(NOT allowed in college)</b></p> <ul style="list-style-type: none"> <li>• Completing only 50% of questions on a test</li> <li>• Having only choices A and B on a multiple choice test</li> <li>• Unlimited time on exam</li> <li>• Writing a 5-page paper instead of a 10-page paper</li> <li>• Being allowed to turn in assignments late or take tests multiple times to improve grade</li> <li>• Study guides or note cards for tests</li> </ul>	<p>Accommodation examples based on ADA <b>(allowed in college)</b></p> <ul style="list-style-type: none"> <li>• Extended test time</li> <li>• Testing in a reduced distraction area</li> <li>• Use of text-to-speech software, such as Read &amp; Write, to have test read aloud</li> <li>• Accessible textbooks</li> <li>• Copies of lecture notes from student or instructor (not to be used on tests)</li> </ul>

## SETTING UP ACCOMMODATIONS FOR CONCURRENT STUDENTS

**For high school students attending classes on an EICC college campus,** meet with EICC Disability Resources to draft a letter of accommodation using information from IEP or 504 plan.

**For high school students attending classes at their high school,** work with your high school IEP Team to set up accommodations according to college disability laws. There is no need for the students to meet with EICC Disability Resources.