

# COLLEGE ADVANTAGE

# STUDENT GUIDE

"STARTING COLLEGE  
WHILE IN HIGH SCHOOL"

## **PROGRAM OVERVIEW**

Barton's College Advantage program is a great opportunity for high school sophomores, juniors, seniors and gifted underclassmen to experience college while they are still in high school. Students who choose the College Advantage program learn first hand the demands of going to college. They experience the process of enrolling in college classes and get a feel for the costs associated with college tuition, fees and textbooks!

The College Advantage experience eases a student's transition from high school to college and provides academic enrichment to students who are ready for the challenge of college coursework. Participation in the program exposes students (and their families) to valuable learning lessons that will support a student's remaining college career.

Students who choose college while in high school may make considerable progress towards their college education if the appropriate time and focus is given to their studies. Barton classes are offered at affordable rates when compared to state universities and students enjoy accessibility to instructors within small classroom settings.

## **STUDENT ELIGIBILITY**

**Students interested in the College Advantage program must obtain:**

1. Required placement scores and/or pre-requisites as designated by the selected coursework.
2. Written approval from the student's high school principal or home school associate. This approval will be indicated by the appropriate designee's signature on the college enrollment form.

**SPECIAL NOTE:** Under Kansas Board of Regents requirements, high school students who take college courses during the school day at their high school location must meet minimum placement scores. This requirement applies to classes taught by instructors who are both associate college faculty and who also teach courses for the school district. As a result of this requirement, Barton requires that high school students successfully pass a reading assessment. Other placement requirements may apply.

## **WHAT ARE THE COLLEGE ADVANTAGE BENEFITS?**

In addition to an early college experience and the opportunity to make significant progress towards educational goals, students in Barton's College Advantage program may request a student ID at the campus Visitor Center. The ID provides free admittance to Barton athletic events, access to Barton's library and computer labs, free tutoring through the Student Support Services Department, access to advisement and all other benefits received by full-time students.

High school students also have the benefit of going to college with their friends. More and more students (and their families) are choosing an early approach to a college education. When asked why they are going to college while they are still in high school, the majority of students say, "all my friends are doing it!"

## **WHAT DOES IT MEAN TO BE A COLLEGE STUDENT IN HIGH SCHOOL?**

Choosing to begin college while in high school requires not only an interest to get ahead; it also means students must be prepared for a new level of academic rigor and standards. In addition to meeting Barton's eligibility requirements, students who are considering a "jump-start" must recognize that they will be participating in coursework that is equivalent to classes that are offered on the college campus. Students will be exposed to increased study time, additional reading assignments, homework projects and comprehensive testing as appropriate to the coursework. Students taking college coursework should understand and follow individual faculty member's attendance requirements. Regular class attendance is necessary for student success.

## **WHAT DOES IT MEAN TO BE A COLLEGE STUDENT IN HIGH SCHOOL? CONT.**

Starting college in high school requires a full commitment to participating in college level coursework. Students (and their families) must understand that the final grade earned from a student's College Advantage experience will not only appear on the student's permanent college record, but if the coursework is taken for dual high school credit, the same grade will be the student's high school grade for that course. It is important to realize that poor academic performance will affect future financial aid, scholarship eligibility, and acceptance into some colleges.

Students can monitor their academic performance by utilizing Barton's online student services that provides information on schedules, mid-term grades, final grades, transcripts and billing/payments. Barton does not mail hard-copy grade reports to its students. For more information on this online system, go to [www.bartonccc.edu](http://www.bartonccc.edu) and click "Barton Online Services & Email".

### **GENERAL GUIDELINES**

- ✓ A student's school district must sign a Memorandum of Understanding with Barton Community College in order for dual/concurrent coursework to be offered.
- ✓ Students must meet eligibility requirements and must complete an enrollment form that includes their principal's or home school associate's signature.
- ✓ There are deadlines associated with course enrollment and if missed, students will not have the opportunity to earn college credit. Students should verify with their college instructor that they are enrolled in a course for college credit.
- ✓ Students pay the same tuition and fees as any Barton student. In most instances, students will also be responsible for the payment of a textbook for each class. (Tuition, fees and textbook payments are due prior to the start of class.)
- ✓ Minimum and maximum enrollment numbers apply to college courses. Minimum enrollment will be based on paid students. Maximum enrollments vary by class. Students should complete the enrollment process as early as possible to ensure a spot in the specific course.
- ✓ College Advantage classes are held at the student's high school site during the regular school day.
- ✓ College Advantage classes are taught by qualified full-time and associate faculty members.
- ✓ College Advantage classes must adhere to contact hour requirements as governed by the Kansas Board of Regents. Classes may exceed the minimum contact hour requirements.
- ✓ Students may earn no more than a maximum of 24.0 credit hours from College Advantage coursework. High school students may earn additional credit hours by taking classes offered on the college campus, at one of the College's outreach sites, through ITV and/or online.

## **WHAT STEPS NEED TO BE COMPLETED TO BECOME A COLLEGE STUDENT?**

### **MANDATORY ASSESSMENT AND PLACEMENT**

Barton mandates placement in English and math courses. In addition, high school students taking College Advantage classes must achieve eligible reading assessment scores. This policy provides students an opportunity to determine if they have the skills needed to successfully complete college coursework.

#### **Students may place into the class of their choice either by:**

- ✓ Submitting qualifying ACT or SAT scores, or
- ✓ Achieving qualifying scores on the College's ASSET, Accuplacer, or Compass assessment.

As a service to high school students, Barton administers the ASSET assessment at most area high schools in the spring. The ASSET is also administered at a variety of communities during the College's hometown enrollments (fall, spring & summer semesters). **The assessment is FREE!** If students are unable to participate in off-campus assessment, they may schedule an appointment to be assessed on Barton's campus by contacting Lisa Peterson, Testing Coordinator at 620-792-9344 or by emailing Lisa at [petersonl@bartonccc.edu](mailto:petersonl@bartonccc.edu).

#### **SPECIAL NOTES:**

- ✓ Assessment scores must be on file with the College before beginning the enrollment process.
- ✓ For more information on course placement, go to [www.bartonccc.edu/careers/programsclasses/highschool](http://www.bartonccc.edu/careers/programsclasses/highschool); Click on **Prerequisite Information** under Other Helpful Information for High School Students.

### **ENROLLMENT**

**High school students may enroll in College Advantage classes in any of the following ways:**

1. Attend the onsite enrollment at the high school.
2. Call the Office of Enrollment Services at 620-792-9252. (7:30 a.m - 5:00 p.m.)
3. Drop by the Office of Enrollment Services in the Kirkman Activities Center (7:30 a.m. - 5:00 p.m.)
4. Enroll via the web at [www.bartonccc.edu](http://www.bartonccc.edu) - click "Barton Online Services & Email".

**Visit us at [www.bartonccc.edu](http://www.bartonccc.edu)**

## **WHAT STEPS NEED TO BE COMPLETED TO BECOME A COLLEGE STUDENT? CONT.**

### **TEXTBOOKS**

Students may purchase required textbooks and supplemental materials from the Barton Bookstore located in the Student Union. The bookstore is open Monday-Friday 7:30 a.m. - 6:00 p.m. Textbooks may be shipped to select outreach sites. Students in these areas may complete a textbook form with their enrollment form. Shipping charges will be applied.

**SPECIAL NOTE:** Students should have their textbooks prior to starting class!

### **PAYMENT AND FINANCIAL AID**

**Payment for coursework is expected at enrollment. Students may make payment by any of the following methods:** Cash, money order, personal check, or credit card (Visa, Mastercard, and Discover).

#### **✓Barton Boost Scholarship.**

- The Boost Scholarship provides tuition and fees for up to six credit hours of coursework per semester during an academic year(fall, spring and summer). Eligibility is based on family income and size.
- To apply, students need to complete an application. Applications may be found at [www.bartonccc.edu/careers/programsclasses/highschool](http://www.bartonccc.edu/careers/programsclasses/highschool) Click on **Barton Boost/Incentive Applications** under the Other Helpful Information for High School Students
- Students will need to obtain a verification signature from a school official and submit the application with the enrollment form.

#### **✓Payment Plan**

- The plan allows students the flexibility to spread out tuition, fees, and textbook costs over a semester period.
- A non-refundable \$30 payment is required to activate the payment plan.
- Students on a payment plan during the fall and spring semesters will have four months to complete their payments.
- For more information or to apply for the payment plan, please contact the Business Office at 620-792-9321.

**SPECIAL NOTE:** High school students are not eligible for Federal Financial Aid.

### **COURSE WITHDRAWAL**

If a student needs to withdraw from a College Advantage class for any reason, the student must withdraw from the course through Barton Community College. Students should communicate with their high school counselor about the circumstances of the course withdrawal. Failure to notify the College that a course needs to be dropped could result in a failing grade in the college coursework. The following steps are necessary to withdraw from a course:

- Complete a drop/withdrawal form to be officially withdrawn from the class. Forms are available from the Enrollment Services Office or a student's advisor.
- A student who changes their high school class schedule MUST contact Barton's Enrollment Services at 620-792-9252 to begin the withdrawal process from the college class.
- Any student who does not officially drop a class could receive a final grade of "F" and will still be charged for the class.
- Please contact Enrollment Services at the College for refund and withdrawal dates.

**SPECIAL NOTE:** It is the student's responsibility to drop or withdraw from class.

### **COURSE TRANSFERABILITY**

Barton has transfer agreements with many four-year institutions in and around Kansas. The transferability of Barton coursework is set by the four-year institutions, which have guidelines outlining how previous college credit earned will be applied to the student's program of study.

Course transfer requirements vary among institutions, and perhaps even among departments, colleges or programs within an institution. Requirements may change from time to time and without notification. It is the student's responsibility to obtain relevant information from intended transfer institutions to ensure enrollment in the most appropriate courses. To answer specific transfer questions, it is always best for students to contact the transfer institution.

For information on specific course transferability or transferability to selected Kansas Universities, go to [www.bartonccc.edu/careers/programsclasses/highschool](http://www.bartonccc.edu/careers/programsclasses/highschool), Click on **Transferability of Classes** on the left hand navigation.

**SPECIAL NOTE:** College Advantage students who plan to attend an institution other than Barton upon their high school graduation will need to have their Barton transcript sent to their intended institution of higher learning.

To request a college transcript, go to [www.bartonccc.edu/current/services/records/transcript.html](http://www.bartonccc.edu/current/services/records/transcript.html)

## **WHAT STUDENT SERVICES ARE AVAILABLE TO COLLEGE STUDENTS?**

### **ADVISEMENT**

Advisement is the key to a successful college experience. The availability of advisement services assists students with information on career opportunities, enrollment procedures, course transferability and degree completion.

Barton students can expect student-centered advisement designed to increase student success by promoting continuous contact between the student, his/her advisor and the Barton student support structure. For more information or to schedule an advisement appointment, contact Karen Kratzer, Advisement Coordinator, at 620-792-9359 or via email at [kratzerk@bartonccc.edu](mailto:kratzerk@bartonccc.edu)

### **LEARNING RESOURCE CENTER**

College Advantage students have access to Barton's Learning Resource Center. The Learning Resource Center offers a wide array of support including access to collections of books, periodicals, films, slides, videotapes, audiotapes, microfilm, electronic databases, and other resources. Internet access is provided at the Learning Resource Center.

For more information on resources available, contact Mary Hester, Learning Resource Center Director, at 620-792-9364, or toll free at 1-888-403-1900. Mary may also be reached via email at [hesterm@bartonccc.edu](mailto:hesterm@bartonccc.edu). The Learning Resource Center's website is [www.bartonccc.edu/instruction/library](http://www.bartonccc.edu/instruction/library).

### **COUGAR TUTOR**

Barton's "Cougar Tutor" service is available to College Advantage students. The service offers academic support in: math, speech, sciences, accounting, English, psychology, and history. To contact a Cougar Tutor, call 1-866-254-1421, Option #2, or 620-786-1127; email [tutoringservices@bartonccc.edu](mailto:tutoringservices@bartonccc.edu). Tutoring services may also be received in the north end of Barton's Library, Monday-Thursday, 7:30 a.m.-9:00 p.m.

### **STUDENT HANDBOOK**

College Advantage students have access to a Barton Student Handbook. The handbook may be found at [www.bartonccc.edu/current/studenthandbook.html](http://www.bartonccc.edu/current/studenthandbook.html).

### **FINAL NOTE TO PARENTS AND STUDENTS**

The choice to enroll a high school student in college classes is both an opportunity and a challenge. Finances, college policies, and increased student workload are all factors to consider when choosing to "jump-start" a college education. There are also many benefits linked to early college education experiences. Overall, the decision requires commitment from both parents and students.

Federal regulations protect a student's right to privacy and as such parents are not entitled to open communication with college officials about their child's progress regardless of the student's age. A student must complete a FERPA document (Student Consent to Release Education Form) and file it with Barton's Office of Enrollment Services in order for parents to have access to student information. The Student Consent to Release Educational Records form can be completed at "Barton Online Services & Email" scroll down and select (PAWS), log in, and then select Authorize Release of Information.

### ***Barton offers the following tips to help parents and students succeed in a college environment while a student is still in high school:***

- Attend all classes and be on time.
- Go to class prepared - take paper, pencil/pen, or whatever supplies the instructor expects for class.
- Review the course syllabus to understand the instructor's expectations for the class.
- Do not expect "extra credit" opportunities; few college teachers provide additional ways to raise grades.
- Many college instructors do not give make-up exams or accept late assignments.
- Always notify an instructor about absences.
- Do not expect instructors to issue reminders about missed assignments or exams - students are expected to take the initiative to communicate with instructors about missing work.
- College instructors ARE NOT ALLOWED to discuss a student's absence or performance with his or her parents unless the student has signed a FERPA document.
- Exams often cover more than just the textbook - TAKE NOTES IN CLASS!
- Learn the educational chain of command - communicate with College Advantage instructors before involving others in student concerns.

## **FOR MORE INFORMATION, CONTACT**

**Janet Kirmer, Coordinator of Outreach,**

**at (620) 792-9294 or 866-813-2460; email Janet at [kirmerj@bartonccc.edu](mailto:kirmerj@bartonccc.edu)**