



Early College Program

Student Guide

2009-2010



elcome to Idaho State University!

We are pleased that you are interested in taking advantage of the opportunity to get a head start on your college career. The Early College Program offers students a chance to enroll in dual credit courses and earn both high school and college credit.

The program is offered through the cooperation of ISU and your local high school. Teachers with advanced credentials are approved as adjunct ISU instructors and teach advanced and honors courses where the curriculum corresponds to courses offered on the college campus. Students also have the opportunity to enroll in college courses on the ISU Pocatello or Idaho Falls campus, via the web, or through the Rural Distance Learning Network.

This student guide is designed to help answer your questions about our program. Please refer to this guide for correct information. If you have any questions that are not answered here, please check with your dual credit instructor or contact the Early College Program Office.

Students should remember that dual credit registration means an official college transcript is being created with ISU grades assigned for each course taken. College-level courses require extra effort and personal responsibility. When students enroll in college, they are advised to study for two-three hours outside class for every hour in class. If a student withdraws from a high school class and they are registered for ISU credit in that class, he/she must contact ISU's Early College Program to withdraw from the college course to avoid receiving a low or failing grade.

We want to encourage students to be sure that this opportunity for a head start on their college education leads to a record of excellence as well as a classroom experience that gives them an advantage, with their experience in working at a college level, when they enroll in postsecondary education after high school graduation. .

We congratulate you on your choice to enroll in a challenging curriculum and extend our best wishes for the school year and your future educational endeavors.

Barbara Bishop
Director, Early College Program
Idaho State University

Lawrence C. Ford, Ph.D.
Associate Vice President for Special Programs and Enrollment Management
Idaho State University

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Requirements to participate in the program

- 3.0 GPA for academic courses and sixteen years old
- Recommendation of school counselor or another high school official
- Under sixteen years of age - Recommendation of high school principal

Can students take college courses at other locations?

Yes, eligible students may take courses on any ISU campus or via distance learning. Tech- Prep courses are also available at selected high schools through the ISU College of Technology. (See Tech-Prep contact information on page 7.)

TUITION

For semester/trimester classes held in the high school:	\$65.00 per semester credit hour
Fall distance learning courses offered at Outreach Centers::	\$212.00 per ch
Designated web-based courses:	\$212.00 (<u>space available</u>)
Classes held on an ISU campus or center:	\$212.00 per ch
Regular part-time cost for non-dual credit students:	\$253.00 per ch

Most dual credit courses offered are 3 or 4 credits. Lab fees will apply to some classes outside the high school. (*Web-based—course taken through the internet*)— (*Distance learning—course broadcast from classroom on-campus to Outreach Centers—cameras in both classrooms to allow interaction between student and professor*).

Payment Policies

Due dates for 2009-2010:

Fall on-campus, web-based and distance learning classes:	Aug 24, 2009
Fall semester classes in high schools:	October 1, 2009
First trimester classes in high schools:	October 1, 2000
Second trimester classes in high schools:	January 11, 2010
Spring semester classes in high schools:	February 15, 2010
Spring semester on-campus, web-based and distance learning:	January 11, 2010
Third trimester classes in high schools:	April 1, 2010

Year-long courses in the high schools must be paid on 10/1/09. ISU accepts cash, checks (made payable to ISU) or credit/debit cards (Master Card or Visa). If your tuition bill **exceeds \$300** for the term, you may arrange for a **fee loan**. Contact the Early College Program Office for details. Terms:

- 25% minimum down payment.
- \$25.00 processing fee added to loan
- Payoff by interest-free due date.

Please indicate your *name, school, course* and social security number or ISU ID on the check and mail with completed and signed registration form. Once your registration has been paid and processed, you are enrolled in the course. **No refunds are given for reduced-fee registration.** A \$50 late fee will be charged for any payment postmarked in the seven days that follow the official due date for classes. Students taking on-campus, web or distance classes are assessed a late fee of \$100 if payment is not paid by the tenth day of class. The late fee must be paid before registration is processed. Any later submissions of payment and registration require additional steps/forms and fees. See *late registration* section for more information. *Note: Dual credit students are not eligible for federal financial aid.*

REGISTRATION

What courses are offered at my high school?

Check at earlycollege.isu.edu in the 'register for ECP classes' section. A search can be done either by individual high school or by department. Students must be already registered in the course designated with the dual credit option to be allowed to take it for college credit in the high school.

What is my status at ISU when I register for concurrent credit?

You are an officially registered, non-degree-seeking student of Idaho State University when you are enrolled in a dual credit course. You are subject to ISU regulations including those for plagiarism, academic honesty, code of conduct, registration, tuition payment and withdrawal deadlines.

When you attend college after high school graduation, you will be a First-Time Freshman. *Dual credits do not make you a transfer student.*

How do I register for an Early College class?

To receive ISU credit, you may register on-line through the Early College web site at <http://earlycollege.isu.edu/> (click on "Register for ECP classes."). After filling out the form, submitting it electronically and printing the signature page, the student must sign the form and submit the form and payment to the ISU Cashiers office – Early College Program, 921 S 8th Avenue, Stop 8219, Pocatello ID 83209-8219. The high school principal or counselor signs a roster for the entire class when on-line registration is finished.

A parent or guardian must sign the Permission Document (obtain as PDF link in the registration section or from your ISU representative or high school dual credit teacher) One copy of this form is to be retained by the student and parent and the other is to be forwarded to the Cashier's Office when payment is submitted during registration. This document grants permission for the student to take dual credit courses as long as they are still enrolled in high school and eligible to take classes. Parents of students under eighteen must notify ISU if they wish to withdraw their permission. The Permission form is to be submitted once for each student during their Early College Participation.

Students may also register by filling out the multi-part Early College Program Registration Request (obtain from your high school Counseling Office or the Early College Program). This form requires the student and parent signature as well as the signature and recommendation of a high school official.

Students who register for distance learning, web-based or on-campus courses must pay their reduced fees by the first day of the ISU term. Students who take classes on their high school campus must pay by October 1st for fall classes. *Note: Students may initially receive a bill for full tuition. Fees are reduced to appropriate level upon receipt of the form that includes both student and parent signatures.*

May I register late?

After registration is closed, you will be required to complete an Early College Program Late Registration / Fee Payment Petition form (available through the Early College Program Office) and submit it to the ECP Office requesting permission to enroll in a dual credit course. Based on the reason for the late registration, the Registrar may or may not allow you to enroll in the course. The petition form can be obtained by calling or emailing the ECP Office (ecp@isu.edu). A late registration fee of **\$100** must be paid in addition to the regular tuition when the petition is submitted. (You cannot petition to enroll in a ECP course after the course has ended.)

WITHDRAWING FROM A COURSE**What if I am unable to finish a class?**

To withdraw from an ECP course, you MUST either contact the Early College Program office and request the withdrawal or you may also use the MyISU portal on the web to initiate a withdrawal. Please follow the directions for a withdrawal on the web registration site. You will be dropped from the course and a "W" (withdraw) will be posted to your ISU transcript. A "W" does not count toward your GPA. There is no tuition refund for withdrawn courses. It is not possible to withdraw by using the ECP site where you may have originally registered.

If you transfer out of the high school class where you have registered for college credit, your withdrawal is not automatic. Your name will be on the ISU grade sheet and your final grade will reflect how many of the course objectives you had met when you left the class. **Responsibility lies with the student to initiate the withdrawal from a college credit course.** After the regular withdrawal deadline is passed (see dates below), the only option is to submit a petition for the late "W.". We cannot guarantee that a late withdrawal petition will be approved by the Department Chair and Dean. Having earned a low grade to date is not a justifiable reason for having a late W petition approved. Reminder: Withdrawals and low grades may impact your eligibility for financial aid when you enter college full-time.

What is the deadline for withdrawing from a class?

For full-term, on-campus, distance learning and web:

Classes held on high school campus:

Fall term – 10/30/2009
 Spring term – 3/19/2010
 Fall Semester - 12/15/2009
 First Trimester – 10/23/2009
 Second Trimester – 1/26/2010
 Spring Semester – 4/27/2010
 Third Trimester – 4/27/2010

APPLYING TO ISU

Early College students are non-degree-seeking. If you are interested in attending ISU after high school graduation, please go to www.isu.edu in the Prospective Student Section and go to Admissions. You may submit your application on-line at apply.isu.edu. **IMPORTANT:** The deadline for entering freshman to be included in the scholarship pool is **February 15th** of a student's senior year in high school. The application, high school transcripts and ACT or SAT scores must be submitted by the deadline.

Note: Ask your high school to send another high school transcript after you graduate to complete your file.

CREDIT

What about Grades?

Students who register for dual credit courses receive both high school and college credit for each course. The instructor will complete grades for the high school and college transcripts. The ISU grading system consist of the following options: **A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F**. Other options are **I** for incomplete (converts automatically to an F after one year if a grade change is not submitted) and **W** (Withdrawal). Visit MyISU in the *Current Student* section at www.isu.edu to check grades.

Any questions about final grades should be resolved as soon as possible. Check with the instructor to answer your questions. *Due to departmental grading scale guidelines, your high school and college grade for a course may be different.*

What is meant by a credit hour?

Colleges and universities measure academic work with the credit hour. Credits are also referred to as semester credits or semester hours. One credit is defined to require fifty minutes in a class weekly for one semester. Credits for college courses will range from one to four or five hours. Your college education will include a certain number of general education (goal, core, etc) credit hours, along with elective hours and a sufficient number of required courses for the major you eventually choose. At ISU, bachelor degree plans consist of a minimum of 128 credit hours of coursework. ISU offers mainly general education (goal courses) for dual credit along with limited elective credits in high schools.

Will my ISU credit be accepted at another colleges and universities?

The institution where you are transferring makes the final decision about whether your ISU credit is accepted. Acceptance of any or all courses can vary and may be dependent upon the grade earned and the transfer policy of the institution. A student must generally earn at least a "C" to be able to receive credit for a course. We recommend that you retain the syllabus for the course, include the course description (available on the web site at www.isu.edu) and save major class assignments if you have to meet with someone at your intended college or university concerning their decision.

If your college is reluctant to give recognition for your ISU courses, contact the ISU Early College Program Office. Although we cannot dictate whether they accept ISU credit, we can write letters and/or make phone calls on your behalf.

Your transfer coursework may be recognized elsewhere in a number of ways. Based on the student's transcript, institutions can transfer the credit hours into a student's program of study, reducing the number of courses the student has to complete to graduate. They may offer students the option of using transferred courses for exemption from specific course requirements. These might include courses that fulfill general education requirements, an introductory writing course, and courses required within a major or minor course of study. Finally, colleges and universities can allow the student to use transfer courses to fulfill prerequisite course requirements for more advanced study by granting placement in a higher level of a course sequence. All of these forms of recognition *may or may not* be granted individually or in combination at the discretion of the institution.

How do I transfer credit to other colleges or universities?

If you are not enrolling at ISU after high school graduation, the first step in receiving recognition for your ISU credit is to request that a transcript be sent to the college or university you plan to attend. ISU does not send transcripts unless the student submits a request. To request an official transcript: 1) complete an online transcript request form at <http://transcripts.isu.edu/> or 2) fax or mail a written request to: ISU, Registration and Records Office, 921 S. 8th Ave Stop 8196, Pocatello, ID 83209-8196 (fax) 208-282-4231. Please include your full name, address, date of birth, phone, social security number, and complete information on where the transcript is to be sent. Your signature is required. There is a charge for transcripts. Check to see if your final grades have been recorded before paying for a transcript. Please refer to the Transfer Guide at the school that is your intended destination to determine how the course will transfer or contact their Office of Admissions with your course name and number available. *Students taking on-campus classes may request that a no-charge transcript be sent back to their high school to post the course/grade toward meeting high school graduation requirements.*

What is ISU's accreditation information?

Idaho State University is accredited by the Northwest Commission on Colleges and Universities (NWCCU). The University is accredited or approved for specific programs by a number of organizations. Please refer to the current catalog for a list of the various commissions and associations.

Miscellaneous Information

*After fees are paid, students may obtain a Bengal Student ID card. The card may be used to gain access to limited ISU privileges including free tutoring services at the Center for Teaching & Learning., access to library services and student discounts at the Games Center. Free admission to PSUB movie theater in Pocatello. (Pocatello-Public Safety Bldg and Idaho Falls-Bennion Student Union.)

*Payment of fees does not guarantee receipt of college credit. An official ISU transcript with a passing grade equates to college credit at our institution but does not guarantee the credit will be accepted at other institutions.

*Qualified students are eligible to enroll in courses for which they have the prerequisites. Students must have passing placement scores (COMPASS, SAT or ACT) if they enroll in math and/or English courses. Check with your instructors or the ECP office concerning passing placement scores. Registration will not be processed until passing scores have been submitted to ISU.

*Students need to purchase any required textbooks for on-campus, web-based and distance learning courses. High schools *may* furnish textbooks for classes held in the high schools.

*Remember the **February 15th** application deadline for seniors to be considered for freshman scholarships.

*Both low grades and withdrawals should be avoided since either could have an impact on your eligibility for financial aid once you enter college as a full-time student. Until all of your dual credit grades have been posted on your record, students entering college full-time may receive notification from an Office of Financial Aid that an appeal may be required before your aid is granted. Students must meet a satisfactory completion percentage of their courses. An incomplete could indicate a failure to meet that percentage—until a passing grade replaces the incomplete.

*The Family Educational Rights and Privacy Act (**FERPA**) grants privacy rights to any student enrolled in a college-level course even if they are not yet eighteen years old. Please refer to the FERPA link on the Early College web site under the "Current Student" Rights and Privacy section. ISU shall obtain written consent from students before disclosing any non-directory information from their educational records. The list of directory information can be found in the FERPA link under "Current Students" on the Early College web site. Students wishing to restrict release of that information should submit a **Non-Disclosure Declaration**.

IMPORTANT CONTACT INFORMATION

Early College Program Office

Fax number:
Barbara Bishop-Director
Suzanne Peck-Admin. Asst.

(208) 282-6067 or 2633
(208) 282-4511

Susan Morris-Idaho Falls contact
Danessa Miyasako or Ali Crane-Meridian
Email:
Website:

(208) 282-7804
(208) 373-1700
ecp@isu.edu
<http://earlycollege.isu.edu/>

Physical Address

Museum Bldg., Room 326
Pocatello

Mailing Address

Early College Program
921 S 8th Ave Stop 8057
Pocatello, ID 83209-8057

Tech Prep Program

Tech Prep Website:

Ann Marie Corbridge
(208) 282-4663
RFC Building-ISU
Pocatello
<http://www.isu.edu/techprep/index.shtml>

Registrar's Office

On-line Transcript Request
Recorded message on ordering transcripts
Questions on transcripts already ordered
Other Inquiries

<http://transcripts.isu.edu/>
(208) 282-3336
(208) 282-2919
(208) 282-2661

Bengal ID Card:

Pocatello: Corner of South 5th & Humboldt

Public Safety-Bldg. 27
(208) 282-3618

Idaho Falls:

Bennion Student Union
(208) 282-7811

Cashiers Office (payments / receipts)

(208) 282-2900
921 S 8th Ave., Stop 8219
Pocatello ID 83209-8219

Center for Teaching & Learning (tutoring services)

Rendezvous, 3rd Floor, Rm. 323
Center for Higher Ed, Room 220 -ISU-Idaho Falls

208) 282-3662-Pocatello
(208) 282-7925-I. F.

Library, Eli M. Oboler

University Library Center - Idaho Falls
<http://www.isu.edu/library/>

(208) 282-3248-Pocatello
(208) 282-7906- I.F.

Undergraduate Admissions

(208) 282-2475
apply.isu.edu

ISU Honors Program

www.isu.edu/honors/ 282-3662

Idaho State University Website

<http://www.isu.edu/>