

Dutchess Community College College Connection Program

College Credit Earned While Still in High School

**Student Handbook
2015-2017**

**53 Pendell Road, Poughkeepsie, New York 12601-1595
(845) 431-8951
www.sunydutchess.edu**

Dutchess Community College

Dutchess Community College (DCC) is a unit of the State University of New York. It is a degree-granting, two-year, public, open access, comprehensive institution that provides quality education in an environment devoted to the promotion of long-term student success. Dutchess Community College is accredited by the Middle States Association of Colleges and Secondary Schools. Its programs are registered by the New York State Education Department.

College Mission

Dutchess Community College offers educational opportunities that prepare individuals to realize their full potential and contribute to a diverse and global society.

College Connections Overview

Concurrent enrollment (College Connections Program) is part of a nationwide trend as high schools seek to enrich the curriculum for qualified students and as colleges strive to enroll students who are prepared for the rigors of higher education. College Connections is a dual enrollment program which allows students to earn college credit and high school credit through college courses taken in the high school.

Through the cooperation of the State University of New York (SUNY), Dutchess Community College and local high schools, the College Connections Program was developed to provide qualified students with an opportunity to enroll in select college courses and gain advanced standing or college credit. Dutchess Community College's College Connection program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and is a member of the New York Concurrent Enrollment Partnership (NYCEP).

DCC courses in the College Connection program are taught by teachers at local high schools who have been approved by the college as adjunct college instructors. They are required to satisfy all DCC requirements in accordance with the college's standard practices and procedures for instructor hiring.

Students in the College Connection program are required to meet the standards DCC maintains for all of its students. Coursework requirements in the program are comparable to the academic expectations for campus Dutchess Community College instruction.

College Connections students will normally be part-time, non-matriculated DCC students. College Connections students with a full-time enrollment status will require additional approvals from the College.

Advantages Include:

- Becoming a more attractive college candidate by accepting the challenge of taking college courses while still a junior or senior in high school.
- Possibly graduating from college earlier by earning transferable credits.
- Lightening the first or second semester course load in college and relieving some of the pressure and stress in the first year
- Having the time to take more electives in college, earn a double major, do a special work internship, or spend a semester traveling abroad by starting early in high school.
- Saving money by reducing future college costs

Remember, the positive educational experience gained through DCC's College Connection Program will undoubtedly contribute to your college success and your life's goals.

Schools currently participating in the College Connection program:

Arlington High School

Beacon High School

Carmel High School

Dover High School

Faith Christian Academy

Franklin D. Roosevelt High School

Haldane High School

John Jay High School

Mahopac High School

Millbrook High School

Our Lady of Lourdes High School

Pawling High School

Poughkeepsie High School

Putnam Valley High School

Red Hook High School

Rhinebeck High School

Roy C. Ketcham High School

Spackenkill High School

Stissing Mountain High School

Webutuck High School

Student Eligibility Requirements

To participate in the DCC College Connection Program each student must meet the following requirements:

- Enrolled students must be juniors and seniors recommended by his or her school principal or guidance counselor.
- Enrolled students must meet the DCC course prerequisites as stated in the DCC College Catalog. This includes required placement testing for certain courses.

Requests for enrollment exceptions are made on a case-by-case basis on referral by the guidance counselor to the Associate Dean of Academic Affairs.

Academic Readiness

The course that the student registers for is part of the regular course offerings as listed in the Dutchess Community College catalog. The course is a college class and will have the rigor of a college class. The student should expect to make a significant time commitment to be successful in the course. The general rule is that for every hour spent in class each week, the student will need to find at least two hours outside of class to keep up with the course work.

It is very important for the student to review the course syllabus and understand the grading criteria, with special attention paid to the impact of class attendance and participation on the final grade. It is expected that the student attends ALL classes. It is the student's responsibility to make arrangements to access any materials missed during absence. The teacher will provide details of the expectations and requirements for the course, as well as how grades for assignments and the course will be determined.

DCC Student Registration

College Connection students register by completing a DCC registration form and a residency form provided at the high school. *All information requested is required by Dutchess Community College so please be sure to complete all information on forms or you will not be officially registered through DCC.* Students who reside in counties other than Dutchess or Putnam are required to obtain a certificate of residence from their home county. Failure to submit a valid certificate of residence or affirmation of residence in Dutchess County in a timely manner could result in charges to the student. (Students who are enrolled in courses on campus as well as concurrent enrollment courses should be aware that the College Connections Registration Form, submitted at the time of registration for a concurrent enrollment course, authorizes DCC to send final grades in transcript form to the high school.)

DCC Student ID Card

Concurrently enrolled students are entitled to obtain a DCC Student ID Card. This photo ID card will give access to:

- The College Library to borrow books. Borrowed books must be returned in two weeks; books not returned result in a hold on the student's transcript. Access to the DCC Library's electronic resources and research services is available through MyDCC by clicking on the "Library" tab. More information about Library services is included on page 7 of this handbook.
- On campus Student Activity Events to attend lyceums, movies and special events; visit www.sunydutchess.edu/studentactivities.

Students wishing to obtain DCC ID Card should go to the Security Office, Room 114 in the Orcutt Student Services Center, Dutchess Community College, 53 Pendell Road, Poughkeepsie. To make arrangements to secure a DCC ID card call (845) 431-7070. DCC ID cards **will not** be issued at the high school. Lost or stolen DCC ID cards must be reported immediately to the DCC Security Office at (845) 431-8070 and the DCC Library at (845) 431-8639.

myDCC

Shortly after a student is enrolled in a class, the high school instructor will receive a sealed envelope containing the student's user ID and password. This user ID and password will enable the student to access DCC email and to view his/her record on the secure part of the DCC website. To access this information, the student should go to www.sunydutchess.edu, use the link for myDCC and enter the user ID and password to log on. This information should be kept safe so as not to compromise personal information. Cases of compromised or forgotten passwords please contact the Helpdesk, 845-453-4357.

Mail

Generally College Connection students receive the same mail and e-mail messages that are sent to all part-time, non-matriculated students. Not all of the mail will be relevant to concurrent enrolled students, for instance, reminder messages to register (because concurrent enrolled students register at the High School).

Tuition & Textbooks

There is no tuition charged to College Connections students for courses taken in the high school. Teachers will provide information about textbooks. Generally, students may choose to either borrow or purchase the required text.

Dropping a Class

Students must initiate dropping a course in writing with a drop slip. Drop slips are available through either the high school Guidance Office or the College Connection course instructor. It is the student's responsibility to see that the instructor or high school administration has properly notified DCC. Students must drop DCC College Connection courses according to schedule provided to teachers and guidance counselors each semester.

Grades

At the conclusion of the course, students may view their grades online by visiting the College website, www.sunydutchess.edu, using the myDCC link and sign on with the student user name and password. The student will arrive at a "My Courses" tab, click on Banner Self Service and go to the Student Menu, View Final Grades.

Credit Transfer

- State University of New York (SUNY) system colleges accept DCC credits and post them to students' permanent records, although all posted courses may not meet specific major and degree requirements.
- While most colleges and universities will accept DCC credits some conditions for transfer may exist. Students are encouraged to contact prospective colleges/universities to discuss course transferability options before registering for a DCC course. It is solely the decision of the receiving college whether to accept transfer credit.

- When transferring credits, students may be required to present the course syllabus to college officials. DCC highly recommends maintaining a complete portfolio of all course materials to verify the quality of work covered in the course. The portfolio should consist of all the work produced during the course, as well as all instructor handouts and notes pertaining to the course.

Transcripts

In compliance with the Privacy Act of 1974 all transcripts requests must be in writing and include:

- full name and Student ID – A number
- SSN
- former name (if applicable)
- semester last attended
- Student's current mailing address
- Name and address of school or person to whom transcript will be issued
- Student's signature

A check or money order for \$5.00 must accompany each transcript request. Checks must be made out to Dutchess Community College.

Requests should be mailed to: Office of the Registrar
Dutchess Community College
53 Pendell Road
Poughkeepsie, NY 12601-1595

- *Please note: High school transcripts cannot be used to transfer college credit*

To download a transcript request form via the web to
<https://www.sunydutchess.edu/alumni/alumnibenefits/transcriptrequest.html>

Student Code of Conduct

The College, like all communities, functions best when its members treat one another with honesty, fairness, respect and trust. Dutchess Community College expects academic honesty and integrity from all students and believes it is an important aspect of each student's education and preparation for the future. Therefore, students should refrain from all forms of academic dishonesty such as cheating, plagiarism, etc. Students in College Connections courses are held to the same Code of Conduct as all other DCC students. **The College Catalog states:**

Academic Honesty

All members of the College community are assured the right to work in an environment of academic honesty. This is especially crucial in an academic community that seeks to judge students fairly, on their own merits. Consequently, the College will rigorously uphold academic honesty, and instances of dishonesty will be punished.

At the beginning of each semester, each faculty member must inform students, in writing, of specific expectations and practices for each course. Academic dishonesty is considered a violation of the Campus Code of Conduct. Serious incidents may result in dismissal from the College or other disciplinary action. Decisions of a faculty member

concerning incidents of unethical behavior may be appealed to the Department Head for the course, then to an appeal committee, and finally to the Dean of Academic Affairs. The initial inquiry should be sent to both the Associate Dean of Academic Affairs and the Department Head.

A complete description of the formal academic dishonesty appeal process may be found in the **Rights and Responsibilities Handbook** available on the web at: <http://www.sunydutchess.edu/student-services/documents/rr.pdf>. Types of academic dishonesty, from plain "cheating" to unauthorized duplication of computer software, are listed.

Students are expected to maintain high ethical standards in their academic work. This means they shall neither give nor receive assistance during quizzes or examinations and shall present only their own work for graded assignments. To avoid plagiarism, students should prepare papers and other work according to the guidelines established by the English Department and included in the **Rights and Responsibilities Handbook**.

DCC reserves the right to cancel the course registration for any student whose conduct is not in accordance with the code of students conduct as published by the College.

Student Resources

DCC's student support services are available to all College Connection students. These resources include:

Academic Services

Located in Hudson Hall, Room 315 (opposite the Library), Academic Services creates student-centered learning experiences that empower students to achieve their academic potential for success in their college courses and in life. Two key components of Academic Services are the Student Academic Success Center and developmental education programs designed to fully prepare students for success in college.

The Student Academic Success Center assists students of all ability levels by supporting and improving academic skills. Specific services include:

- Tutoring—provided at no cost to the student for almost any course
- Study Groups—created for targeted courses and groups of students
- Computer-assisted instruction and individual assistance in writing, reading, basic mathematics, ESL and study skills
- Academic Workshops—topics include:
 - Overview of Academic Services and Testing
 - Study Skills Strategies
 - Note-Taking Skills
 - Test Preparation Strategies
 - Test Taking Strategies
 - Getting “On Course” to College Success
 - Becoming an Active Learner
 - Taking Responsibility for Your Academic Success
- Academic Enrichment Programs
- Academic planning and advisement

At DCC South, students find these services replicated to meet their needs.

The Student Academic Success Center is open Monday through Thursday from 9:00AM to 7:30PM and Fridays from 9:00AM to 4:00PM. For further information or to schedule any of the above academic support services for your class, please contact the office at (845) 431-8090.

Math Center

Newton's Corner, or the Math Center, is located in Washington 224/226. Peer tutors are available to assist students with their work. These tutors are students who have excelled in their mathematics classes and will work with students to help them with starting homework and projects, to answer questions about how to approach problems, and to encourage students to learn problem solving techniques. They will not, however solve assigned problems for students or check completed assignments for errors. The tutors in the lab offer help on a drop in basis with Math, Physics, Chemistry, and Computer Science. There is no charge for the service.

The computers in the Math Center are equipped with all the necessary tools for students working on math and science projects, including interactive computer tutorials for some classes.

For more information, visit the website: <http://www.sunydutchess.edu/mathcenter>.

Writing Center

The Writing Center is located in Hudson Hall, Room 503 (431-8095). Peer and professional tutors work with students on writing assignments from all disciplines. Adjunct instructors may review a variety of writing-related books in the Center's library or seek advice from the Center's director. Students may drop in or sign up for an appointment for tutoring. The Center's computer lab, staffed by a teaching lab assistant and student aides, offers free assistance to both day and evening students. Typically, students use the lab to write papers, research the Internet, and prepare other class assignments.

Online tutoring is offered from the Writing Center's web page at <http://writingcenter.sunydutchess.edu>.

The Francis U. and Mary F. Ritz Library

The Ritz Library is a vital educational resource center dedicated to providing high quality, cost effective service to our diverse college community, and support for the instructional and research needs of our students, faculty, and staff. The Library's homepage is www.sunydutchess.edu/academics/library.

Centrally located on the 2nd and 3rd floors of Hudson Hall, the Library provides ample study areas and convenient access to a wide variety of electronic and printed resources and educational media. Our collection of approximately 82,000 books, periodicals, and newspapers supports the instructional programs offered by the college.

Hours

Current library hours are posted in the upper left corner on the "Library" tab in myDCC. Click on "Complete Semester Hours" for other times during the school year. For additional information on library hours, phone 431-8630.

Borrowing Privileges

A current DCC Student ID Card is needed to borrow books or reserve items, use group study rooms, or request items on interlibrary loan. Books may be borrowed for a two-week period and may, with some exceptions, be renewed. For more information on borrowing privileges, please phone 431-8639.

Electronic Resources

The Library also subscribes to more than fifty databases which contain millions of magazine and newspaper articles. Besides large, multi-subject collections of articles, the library also has specialty databases covering such areas as art, business, literary criticism, and law.

To search the databases first logon to myDCC. Under the "Library" tab use the "Research Databases" link to reach the databases. For assistance in using this system, contact the Library's reference department at 431-8634.

Interlibrary Loan

As a member of the Southeastern New York Library Resources Council, the Library offers interlibrary loan service, which permits the borrowing of items in other libraries' collections. Current faculty, staff and DCC students enrolled in credit-bearing coursework are eligible to use this service. Items may take some time to arrive, so planning ahead is important. The library loaning the item determines the loan period, which may differ from our two-week borrowing period. Requests for interlibrary loan items should be completed on line or directed to Christine Craig at 431-8636.

The following grading system is used at DCC and in the Concurrent Enrollment courses:

Grade	Quality	Grade Points	Numerical Equivalent
A	Excellent	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	Good/Above Average	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	Satisfactory/Average	2.00	70-76
D	Acceptable but below graduation standards. If received in a prerequisite course, the student may not qualify for the next course in sequence. "D" grades do not typically transfer to other institutions.	1.00	60-69
F	Failing	0.00	0-59
I	Incomplete , a temporary grade given in cases where students have not completed course requirements due to reasons beyond their control. The course requirements must be completed and a grade submitted within the first four weeks of the following semester (fall or spring) or the "I" automatically becomes an "F"		
W	Withdrawn		

Problem Solving Directory for College Connection Students - The main campus phone number **(845) 431-8000**.

Problem	Office/Building-Room	Extension
Activities/Trips	Student Activities, D-201	8050
Address Change	High School Guidance Counselor and Teacher	
Books and Supplies	High School Teacher	
Grade Reports	Registrar's Office, S-201	8020
ID Cards	Security Office, S-114	8070
Math Help	Math Lab, W-226	8538
Name Change	High School Guidance Counselor and Teacher	
Parking Fines, Payment of	Student Accounts, S-204	8060
Parking Sticker	Security Office, S-114	8070
Registration	High School Guidance Counselor and Teacher	
Transcript Request	Registrar's Office, S-201	8020

Building Key:

- D** - Dutchess Hall
- S** - Student Services Building