

# College Academy High School Program Guide

2017-2018

## Important Contact Information

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Admissions	743-2264	admission@sunyacc.edu	
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Business Office	743-2200	studentaccounts@sunyacc.edu	
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Continuing Education	743-2238	conted@sunyacc.edu	
Counseling and Transfer Services	743-2278		
Financial Aid	743-2223	finaidoffice@sunyacc.edu	
Foundation and Alumni Relations	743-2243	foundation@sunyacc.edu alumni@sunyacc.edu	
Library	743-2260	librarian@sunyacc.edu	
Online Learning	743-7607	online@sunyacc.edu	
Public Safety	743-SAFE		
Registrar	743-2280	registrar@sunyacc.edu	
Technology Help Desk	743-2226	help@sunyacc.edu	
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High school juniors and seniors can take college-level courses through SUNY Adirondack's College Academy.

SUNY Adirondack has established College Academy in accordance with State Education Department guidelines in order to provide academically capable high school juniors and seniors with opportunities to take college-level courses. SUNY Adirondack guidelines require an average of 80% or higher and a recommendation from the high school counselor or principal. The College Academy Application form is available for download or can be obtained from a high school counselor. College Academy students are ineligible for both federal and state aid.

Enrolling in courses in their high school through SUNY Adirondack may provide future opportunities for students in advanced standing, the ability to enroll in higher level college courses, and the ability to potentially complete a four year degree more quickly.

According to the Community College Research Center, studies show students seeking dual enrolled credits (taking college courses while enrolled in high school ) were more likely to continue on to a bachelor's degree, and earn a higher college G.P.A. in the first year of school than do their peers. (<https://ccrc.tc.columbia.edu/media/k2/attachments/dual-enrollment-research-overview.pdf> [pg 2]).

For more information, please visit our website at [www.sunyacc.edu/collegeacademy](http://www.sunyacc.edu/collegeacademy)

### Opportunities for Transfer

There are more than 1,000 four-year colleges in the United States, and most accept transfer students and grant transfer credit. SUNY Albany, SUNY Plattsburgh, Siena College, and others guarantee full transfer admission into baccalaureate degree programs for SUNY Adirondack students completing parallel associate degree areas of study. Please note that transfer credits are always at the discretion of the institution to which the student is transferring.

### Eligibility Requirements

Students enrolling in SUNY Adirondack's High School Academy must have at least an 80 GPA and be entering into either their 11<sup>th</sup> or 12<sup>th</sup> grade year. Students enrolling in college level courses should be prepared and willing to do an increased level of work and should have an understanding of challenges related to enrolling in a college course. If the student does not meet the GPA or grade level requirement, the student can submit a request for requirement waiver found on our website. All requirements for submission of this request can be found on the form. Once the form is completed, all information can be either faxed, emailed via a secured PDF, or mailed. This process is time sensitive.

High school Academy courses are offered only during the academic year. Students wishing to take courses over the summer would need to pay the full tuition rate and have the college academy form filled out and signed by a high school counselor.

### Course Pre-Requisites

Courses in which students are enrolling may have pre-requisites. The students should confirm with their school's counseling office to ensure that they have met the student pre-requisite. In general, students taking a math or English class or students enrolling in a 200-level course will need to verify they have the pre-requisite requirement. A transcript is required to prove the pre-requisite course. If the pre-requisite course was a course taken through SUNY Adirondack, no transcript is required.

### Student Registration and Enrollment

Students should give their registration forms to either their teacher or counselor. The high school should instruct students on whom to return the form. It is important to fill out all parts of the College Academy application, as an incomplete form will be returned to the counseling office. Students who have registered for a prior class do not need to list a social security number but can instead list a Banner ID. Without either, the application is incomplete and will not be processed.

The College Academy Application requires signatures from the student, counselor, and parent or guardian. The counselor will also certify if a student is eligible for free or reduced lunch, which would qualify that student for a SUNY Adirondack Foundation Scholarship. This scholarship is awarded to students who financially qualify for free or reduced lunch through their high school. Scholarships are awarded based on funding for that academic year and may not be guaranteed. Students who are unsure if they qualify for this program should ask their counselor for more details. **No students will be registered after the registration deadline. School officials are encouraged to verify their rosters in Banner prior to registration deadline**

### Banner ID

The College assigns all students Banner ID's. Students can use their Banner ID's to access their own online portal that will show billing and academic information such as transcripts, grades, and course schedules. Please refer to our website for a tutorial on how to access a student Banner account/network ID/student email.

### Bill Payment

SUNY Adirondack offers students taking college courses in the high school a significantly reduced rate. Please check our most recent tuition schedule at <http://www.sunyacc.edu/admissions-cost/tuition-fees>. Upon receiving a bill, please remit a check or money order to the college either in person at our Queensbury or Wilton location or online. Students who wish to pay online through our third party server are charged a small fee. Please visit [www.sunyacc.edu](http://www.sunyacc.edu), scroll to the bottom of the website, and access "pay my bill". Each high school functions differently in the application process, and in some cases the high school pays for college courses. All bills are sent

to the student, and it is the student's responsibility to give the bill to the school. Please connect with your counselor for details on how the school handles registration and bill payment.

If there is an outstanding bill, the College will treat the application as incomplete and return the application to the high school's counseling office.

***If a hold exists on a student's account due to non-payment from a prior semester, we cannot guarantee enrollment in the course.***

### Certificate of Residence (COR)

A Certificate of Residence issued by the student's home county entitles the student to pay the resident tuition fee to attend a community college in New York State and not the higher, non-resident tuition. The Certificate of Residence is effective for one year from the date it is issued. Students must apply for and submit a new Certificate of Residence to their college once a year, every year at the beginning of the semester. A student who does not submit the Certificate of Residence will be charged the higher, non-resident tuition fee.

#### RESIDENCY QUALIFICATIONS:

- Resident of New York State for at least one (1) year immediately prior to the date of application, and also
- Resident of New York City for at least six (6) months immediately prior to the date of application.

Note: Members of the U.S Armed Forces, while on full-time active duty and stationed within New York State, and their spouses and dependents are eligible for the resident tuition rate. (The information used in this section was taken from: [https://comptroller.nyc.gov/wp-content/uploads/2013/07/Certificate-of-Residency\\_Final\\_7-16-12.pdf](https://comptroller.nyc.gov/wp-content/uploads/2013/07/Certificate-of-Residency_Final_7-16-12.pdf) ) For more information, students should visit their county's website. Saratoga, Warren, and Washington Certificate of Residence Forms can be found at <http://www.sunyacc.edu/earlycollegecareeracademy>

### Dropping a Course

Students can drop a course through the first week of class with no record on their transcript. However, the student is responsible for 25% of tuition/100% fees as of the first day classes start. If a student drops a class before the first day of the semester, no tuition or fees will be charged. This form can be found at <http://www.sunyacc.edu/earlycollegecareeracademy> under our resource page. This form is time sensitive.

### Withdrawing

The responsibility for withdrawing from a course lies with the individual student wishing to be removed from the course. This form can be found at <http://www.sunyacc.edu/earlycollegecareeracademy> under our resource page. This form is time sensitive.

When withdrawing from a class, The SUNY Tuition Liability Schedule will show how much a student would owe based on when the student withdrew from a course. Students taking courses in the high school do not pay fees and would therefore not own 100% of fees. SUNY Adirondack's Tuition Liability Schedule is in accordance with the SUNY Tuition Liability Policy.

Please see the [SUNY Tuition Liability Schedule below](#):

- ☒ Withdrawal before the end of the 1st **week** of term: 25% tuition/100% fees
- ☒ Withdrawal before the end of the 2nd **week** of term: 50% tuition/100% fees
- ☒ Withdrawal before the end of the 3rd **week** of term: 75% tuition/100% fees
- ☒ Withdrawal after the end of the 3rd **week** of term: 100% tuition/100% fees

All grades assigned become part of a student's permanent SUNY Adirondack transcript. A "W" grade is non punitive but will remain on a student's transcript after the second week of classes.

### Grading

SUNY Adirondack uses the following grading system.

- A Achievement of superior quality
- B Achievement of good quality
- C Achievement sufficient for continued study
- D Minimal passing grade
- F Failure
- W Official Withdrawal, student initiated
- AW Administrative Withdrawal
- I Incomplete
- PC Permission to Continue
- T Transfer Credit
- S Successful
- U Unsuccessful
- X Unofficial Withdrawal, student stopped attending

Acceptable grades are A,A-,B+,B,B-,C+,C,C-,D+,D,D-,F. Grading scales are determined by individual instructors and are listed on the syllabus given to each student at the beginning of each course.

### Release of Student Information

SUNY Adirondack will uphold student confidentiality rights and protect access to information as provided by the Family Educational Rights to Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CRF Part 99).

The act applies to all individuals formerly and currently enrolled at SUNY Adirondack. No exclusion is made for non-US citizen students.

Except as allowed by law, information from the student's record will be released only with prior consent of the student. The College cannot discuss student information with the student, a parent, or other party over the phone or in person unless the student completes the FERPA Waiver Authentication Survey found in Banner Self-Service on the SUNY Adirondack homepage. Any student wishing to waive his/her rights can do so by accessing the FERPA Survey link in Banner. By completing the survey, the student authorizes the College to release information over the telephone (to the student's designee) using a password system. Students may change or withdraw this authorization at any time using the same online process. The College can discuss information with the guidance office, and the parent can seek information from the guidance office if their student is a minor. Please see our website for a tutorial on how to fill out a FERPA waiver.

#### Requesting a Transcript

Students can request a transcript either in person or online. Please visit our website for complete instructions: <http://www.sunyacc.edu/admissions-cost/registrar-office>, or a link provided under resources at [www.sunyacc.edu/collegeacademy](http://www.sunyacc.edu/collegeacademy)

#### College Policies

Enrolled students are expected to adhere to college policies. Please visit <http://www.sunyacc.edu/policies> for complete details.

#### Future Admission

Students interested in furthering their education at SUNY Adirondack can apply at [sunyacc.edu/admissions](http://sunyacc.edu/admissions). Their college transcript will already be at SUNY Adirondack and can be applied to their program with the help of an advisor.

