



Muskegon Community College

EARLY COLLEGE
NEWAYGO COUNTY (ECNC)
STUDENT HANDBOOK
2016-17



Early College Newaygo County (ECNC) Handbook
2016-17

Early College Newaygo County (ECNC) is a program that allows selected students to extend high school by one year in order to earn both their high school diploma and up to 62 college credits from Muskegon Community College at no cost to the student. The program is offered through collaboration between Newaygo County RESA and Muskegon Community College.

NEWAYGO COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

BOARD OF EDUCATION

David Hewitt, President
David Robinson, Vice President
Ed Haynor, Secretary
Karen Kasankiewicz, Treasurer
Laura Johnson, Trustee

ADMINISTRATION

Dr. Lori Tubbergen Clark, Superintendent
Nicole Gasper, Chief Instructional Officer

MUSKEGON COMMUNITY COLLEGE

ADMINISTRATION

Dr. Dale K. Nesbary, Ph.D., President
Teresa A. Sturuss, Vice President of Academic Affairs & Finance
Dr. John Selmon, Vice President of Student Services & Administration
Cheryl Flannery, Early College Dean and Course Manager

EARLY COLLEGE NEWAYGO COUNTY STAFF

Melissa Miller, Student Advancement Consultant
Derek Flint, Student Services Specialist

MAIN LOCATION

Early College Newaygo County
Newaygo County RESA
4747 W. 48th St.
Fremont, Michigan 49412
231-924-7900

Table of Contents:

Introduction: What is Early College Newaygo County? 3

MEMCA Technical Certificate..... 4

The Goals of Early College Newaygo County 5

General Information.....6-7

Cohort Meetings..... 7

Tutoring/College Success Center/Student Help Desk8-9

Family Educational Rights and Privacy Act.....9-10

Early College Probation.....10-11

Student Agreement Page..... 12

INTRODUCTION

What Is Early College Newaygo County?

Early College Newaygo County (ECNC) is an intensive three-year high school program, combining the best elements of a high school and an early college experience. Students can attend classes at three Newaygo County locations and at the MCC campus in Muskegon. The program provides a supportive and rigorous educational environment to students throughout Newaygo County who are interested in earning college credit while still in high school. Students have the opportunity to earn an Associate Degree from MCC at the same time graduating as a high school student at the end of year 13.

Early College Newaygo County provides an opportunity for students to take college level classes while still attending their high school. Students in Early College Newaygo County continue to participate in high school activities while also enjoying access to college campus activities and resources.

Early College Newaygo County is designed to prepare students for the rigors of a top-tier university and the demands of the workplace once they graduate. All students enroll in college coursework during grade 11. At the end of grade 11, students will have completed 11-13 credits. By the end of grade 12, students will have completed a total of 34-38 credits. In grades 11 and 12, the total number of classes between high school and college must equal 6 for any district. This allows the student to be full time. At the end of grade 12 (including summer), the student cannot be above 38 credits. This would leave the student with 12 credits each semester of their 13th year, which is considered full time. The recommendation is that students are between 34-38 credits by the end of grade 12. If they are below that number, it is suggested they take a summer class.

Students will take the SAT in their 11th grade year as step 1 to their math placement. If they do not meet the standard for at least Math 107A or MATH 100A, they will be asked to take the college readiness assessment math or retake the SAT. All incoming students must take the college readiness assessment Reading and Writing as part of the application process.

What happens in year 13?

While still in high school and during their 13th year, students will take a minimum of 12 credits the fall and winter semesters and complete their final high school math-related requirement. This allows for the student to receive their high school diploma. In addition, early college students should not take Philosophy until the 2nd semester of their 12th grade or 13th year. In order to complete the 62 credit program, students must take at a minimum one three credit course during a summer session. Students also take summer classes typically between grades 11 and 12. Students have access to all MCC services including the tutoring and counseling services.

In the 13th year the student must have 12 credits at MCC to be a full time student in order for the high school to receive a full FTE. By the end of the student's 13th year, the high schools will only

pay for 62 credits. When a student takes an additional course over 62 credits which does not go toward their MCC degree (such as a remedial or additional course), students have to pay for it themselves.

MEMCA Technical Certificate

Students in the Early College Newaygo County (ECNC) program are highly encouraged to complete the MDE high school graduation requirements and earn the 62 college credits resulting in a high school diploma and an Associate's degree from Muskegon Community College. There is an alternative method for completing the ECNC program that results in students receiving a Michigan Early Middle College Association (MEMCA) technical certificate. The MEMCA technical certificate recognizes the student as a high school graduate that has completed the ECNC program yet has not earned the qualifying number of college credits needed to obtain an Associate's degree.

Students that complete the program with a MEMCA certificate must successfully complete the following requirements:

- The state of Michigan high school graduation requirements
- Early College Newaygo County program's MEMCA approved college readiness curriculum
- A minimum of 15 college credit hours (non-remedial courses) from Muskegon Community College

And *one* of the following options:

- **100 hours** of verified community service
- A minimum **40 hours** of verified career exploration, internship, job shadowing or clinical experience
- **70 hours** from a combination of verified community service and career exploration activities

ECNC staff will utilize monthly cohort meetings to support students with information about opportunities to participate in community service and career exploration experiences. All volunteer hours must be verified by ECNC staff and the organization, class, program, or individual that the student has served. Hours are verified by completing and submitting a community service and career exploration log to the Early College Services Specialist.

The Goals of Early College Newaygo County – Transforming Potential into Success

Goals of the ECNC are to: Create a first-class learning community where all who participate (students, staff, teachers/professors, parents and community members) are valued as both learners and teachers; provide real-world learning experiences for students in a potential career; and support students in a college environment as they learn to utilize the college's resources. Communication is vital between students, parents, high school and Early College staff. ECNC will provide support, guidance and academic rigor to students who may be first-generation college students or otherwise "under-served." ECNC strives to:

1. Prepare students for successful transfer to four-year colleges and universities, and enable students to pursue higher-level degree opportunities through our local partnerships with university programs.
2. Prepare students in critical thinking, communication and long-term learning skills for the changing challenges of the future.
3. Develop technical and vocational skills necessary to enter and/or advance in the technologically, sophisticated workplace of the 21st century.
4. Provide for the assessment and/or improvement of learning skills and attitudes necessary for a successful educational experience.
5. Meet the unique educational, cultural, and societal needs in the community through special courses, seminars, and exhibits.
6. Respond in a rapid fashion to the ever-changing educational and training needs of local and regional business and industry.
7. Stimulate intellectual curiosity, promote humanitarian values and enhance the general educational experiences necessary for persons to function as effective citizens.
8. Create an atmosphere where diversity is acknowledged and encouraged.
9. Provide comprehensive student services that are conducive to student learning and satisfaction in all facets of the college experience and appropriate to an open door community college.
10. Improve student academic performance, while increasing high school graduation and persistence rates.
11. Increase the number of students graduating with options for professional careers.
12. Provide an atmosphere where all parents and community college stakeholders are part of the shared vision of ECNC.
13. Enhance student opportunity to an Associate Degree.

General Information

Attendance

In order to carry out an effective attendance policy, students must have good attendance at high school as well as college. Attendance policies will be enforced from the student's high school. Attendance policies at Muskegon Community College will be enforced and established by each instructor. Early College Newaygo County will support both the high school and college policies for attendance. The Mentors will provide support for students; however, it is the responsibility of the student to notify instructors if there is a conflict that will result in a student missing class.

Discipline

It is a privilege to be a part of ECNC. Students enrolled are expected to adhere to the rules and guidelines as established from their high school, as well as the rules and guidelines of Muskegon Community College and Early College Newaygo County. Proper behavior is expected while in high school and also on the campuses of Muskegon Community College.

Resources/Activities

Students will have access to all of the resources provided by Muskegon Community College including: counseling, tutoring, College Success Center, clubs and many other resources. Students are encouraged to utilize the Tutoring Center as needed, prior to having difficulties in class. Early college students are not eligible to participate in interscholastic athletic programs at MCC during their 13th year but are encouraged to engage in other campus opportunities including clubs and intramural sports.

How to Apply

Information is provided to high school counselors every December. All 10th grade Newaygo County students are eligible to apply for ECNC.

Closing of School

The student's responsibility is to monitor local TV and radio stations for school closures. MCC may still hold classes, even when their high school is closed. Please reference the inclement weather policy approved by MCC and NC RESA. If class is cancelled by the instructor, the instructor will send an email to the student's Muskegon Community College email account or post on Blackboard.

Fees

As part of ECNC, tuition, books and course-required materials are paid for by the sending district. Questions regarding fees should be addressed to the Early College Specialist. Parking is free of charge, but students should register for a parking pass for the Muskegon campus at the MCC Welcome Center. Transportation is ultimately the responsibility of the family; however NCCTC bussing is accessible when operating.

MCC Student ID Card

At the beginning of the program, students are issued an MCC student ID card. Students are expected to carry their MCC student ID card. Students can use their card to enter most events at the Muskegon campus.

Transferring to a Four Year College

Most four year colleges and universities consider students (whether or not they have an ASA degree) as first time freshmen. Therefore, they must meet freshmen guidelines and they are eligible for freshmen scholarships.

Cohort Meetings

As part of ECNC, students are required to attend scheduled cohort meetings. Cohort meetings are established to build relationships, develop leadership, build professionalism, and to provide critical information and experiences such as registering for classes.

ALL cohort meetings will be held at the NC RESA ESC building, unless otherwise noted.

It is the responsibility of ECNC students to adjust their schedules to attend the cohort sessions. Students who continually miss seminar for unexcused reasons will be placed on Early College probation (See Page 9).

Communication Policy

Communication is crucial to success in the ECNC program. Students are expected to check their MCC email for important information several times a week. Email is a primary way ECNC staff will communicate with students. A benefit of the program is mentor support. Students are highly encouraged to seek mentor support through email, in person or by phone.

Dropping/Changing/Failing Classes

Once students are scheduled for classes, permission must be granted by the mentee prior to schedule changes. Classes can be dropped in the first week of the semester without financial repercussions. After the first week of classes, students must have Mentor and MCC counselor permission to drop. If a student insists on dropping a class after that window, the student and/or high school will be responsible for the cost.

Counseling and Advising Center

The counselors at MCC are available by appointment to meet with students regarding class selection, potential majors and transferring to four year schools. Counseling appointments are arranged through the ECNC staff or by the student contacting the Counseling Center. Students are required to meet with an MCC counselor each semester to schedule classes. A counselor advising sheet is required for registration.

MCC Muskegon Campus Supports

Tutoring Center-2nd Floor next to Collegiate Hall

Peer Tutoring - If assistance is needed in a specific course, students may apply to the Tutoring Center, located in Room 204 at the Muskegon campus. Student tutors recommended by instructors, are available to any student on campus. The number of hours per week of free tutoring availability varies with the number of credits being taken.

Walk-in Tutoring - Walk-in tutoring is a set schedule of times when a tutor will be available to assist with problems without an appointment.

Supplemental Instruction (SI) - Supplemental Instruction is a small group academic assistance program which has shown an increase in student performance. It is offered only in specific introductory classes. Check with your counselor, the tutoring center or Cheryl Flannery for more information.

Referral Tutoring – If peer tutoring is not appropriate or available, any student, parent or concerned adult may contact the College Tutoring Center to request help in finding a tutor. The Tutoring Center does not pay for such tutoring, however. Those who prefer referral tutoring must pay the tutor themselves after each session, unless other arrangements are made.

Online Tutoring – Online tutoring is available to all students. Students can receive one-on-one help directly from a tutor in any subject. In addition, students may post questions on the Online Tutoring Shell to be answered within 24 hours by a qualified tutor. Please call 231-777-0393 for access to the Online Tutoring Shell.

MCC Tutoring Center Website – www.muskegoncc.edu/tutoring

Office of Information Technology

MCC students should call the Student Technology Helpdesk at (866) 718-5170 for all technology-related issues. The technicians at the Student Helpdesk are specially trained to work with students' technology needs and are available anytime.

College Success Center

The College Success Center (CSC) was established to help students realize their full educational potential at MCC. It includes three labs which offer credit courses in writing, math, and reading/study skills. The CSC works closely with the Testing Center.

CSC courses are taught either in a classroom setting or on a one-to-one basis; in the latter, assignments are designed to meet the academic needs of the individual. CSC courses range from basic skills to more sophisticated college-level activities such as skim reading or the writing of research papers.

For one-on-one courses, weekly scheduled conferences with instructors and paraprofessionals provide constant monitoring of skill development, and assignments are adjusted accordingly.

The CSC is open at least 60 hours a week so that students may use it during their free time.

NC RESA Campus Supports – resources are offered on a limited basis:

- **College advising**
- **Tutoring**
- **Computer/internet access**

Family Educational Rights and Privacy Act (FERPA)

Early College Newaygo County will follow all of the appropriate FERPA laws as they pertain to student privacy.

Student Privacy – FERPA

Students wishing to authorize release of their record will need to fill out the Authorization to Release Information Form. If a student wishes to revoke a previous authorization, he/she should complete a FERPA Retraction Form. Students wishing to withhold directory information will need to complete the Non-Disclosure Form. Once completed, students may fax or mail form to:

MUSKEGON COMMUNITY COLLEGE - REGISTRAR'S OFFICE
221 S QUARTERLINE RD
MUSKEGON MI 49442
FAX: (231) 777-0209
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Academic Services and Registrar a written request that identifies the record(s) he/she wishes to inspect. The college will make

arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask to amend a record that they believe is inaccurate or misleading, and should submit to the Dean of Academic Services and Registrar in written request, clearly identify the part of the record(s) they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Muskegon Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Early College Probation Criteria

Early College Newaygo County is a privilege and certain criteria must be met by each ECNC student to remain in the program.

When a student fails to meet this set criterion, he/she will be placed on Early College probation for the remainder of their current semester and the entire following semester. (*Fall and Winter Semesters only*)

To be placed on Early College probation, a student has not met at least one of the following, but not all, inclusive standards:

- Student has not met the Ready to Succeed standard based on the SAT or college readiness assessment test (76 in Reading)
- Student has failed to communicate with their mentor as required
- Student has failed to attend cohort meetings
- Student's overall MCC GPA is below 2.0
- Other as deemed by the ECNC staff, based on the Early College Handbook

To have the probation removed, the student must follow and meet the criteria listed below:

- Retake the SAT or college readiness assessment test to meet the standard of Ready to Succeed. Students can retake the college readiness assessment test two times. After two times, EC students will need MCC counselor permission or the student can take the proper refresher/support reading class and receive a "C" or better to meet Ready to Succeed.
- Meet with their mentor on a weekly basis to establish progress while at MCC for one full semester. A mutual meeting time will be set. Students may be required to attend 6 sessions at either the Tutoring or Writing Center.
- Earn an overall GPA of 2.0 or greater by the following semester

If after the probationary period is over, and the student still has failed to meet the requirements set forth by Early College of Newaygo County and Muskegon Community College, that student will be exited from the program and return full time to their high school.

**Early College Newaygo County
Student Agreement**

I have read and understand the Early College Newaygo County Handbook and guidelines.

I will follow the rules and guidelines set by my high school, Early College Newaygo County and Muskegon Community College.

If I violate any of the guidelines/rules, I understand that I may be dismissed from the program.

Early College Student: _____

Parent/Guardian: _____

Date: _____