



Congratulations on your decision to accept the challenge and joy of taking a College Jumpstart course.

St. Norbert College (SNC) provides several options for high school students to experience, and earn credit for, college courses prior to high school graduation. For each of these options, students are considered to be in a “non-degree seeking” status.

- An Early College Credit Program student is a student who is enrolled in high school and is also enrolled in SNC courses—on SNC’s campus. Tuition is paid by the district at a rate determined by Wisconsin’s Department of Public Instruction.
- A College Jumpstart student is a student who is enrolled in high school and is also enrolled in SNC courses—held at the high school (high school teachers deliver the course on behalf of SNC). Tuition is paid by the student at a reduced rate of \$200 per four credit course. Some districts pay this fee for the students. Regardless of who is paying, students who qualify for the federal free lunch program have no fee.
- A special student is a student who is enrolled in SNC courses but has not become a full time student at SNC. A high school student may enroll in courses this way. The tuition is the regular tuition.

This handbook is specifically for College Jumpstart students.

A student’s acceptance into College Jumpstart means that he or she is an exemplary student with great potential for achievement. More will be expected from students when compared to a typical high school course. Students will experience the pace, rigor and demands of a college-level course. After completing College Jumpstart courses, students will be better prepared for full-time college study than their fellow students who did not participate in a dual credit course.

This handbook outlines policies and procedures of a St. Norbert College Jumpstart course. Contact us for more information.

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College Jumpstart Mission Statement

- To expose academically qualified high school students to the challenges of college course work, expectations and standards.
- To provide students a first step toward the wonderful transition to the collegiate experience by introducing them to the Mission and educational values of St. Norbert College's liberal arts tradition and offering rigorous college-level work while remaining in the high school setting.

What is College Jumpstart (CJ)?

St. Norbert's College Jumpstart started in 1963. It is a concurrent or dual enrollment partnership with fifteen participating high schools. Each course covers the same content, has the same expectations and awards the same credit as courses taught on the St. Norbert College campus. High school faculty, who meet HLC requirements and have been approved by the corresponding college disciplines, teach the classes.

College Jumpstart dual credit courses are taught on the high school campus during high school hours. A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit at the same time. By participating in College Jumpstart, you can make substantial progress toward your college degree before finishing high school.

Benefits of College Jumpstart Courses for students

- Students take a college level course gaining college level skills and knowledge while still in high school.
- Students gain a competitive edge over other college applicants,
- Students save on tuition and room and board: College Jumpstart students pay less than 5 percent of the standard cost of a 4-credit course. Students who transfer in credits can reduce the number of semesters spent in college OR can take more electives in college if they stay the full four years.

The Instructors

High school faculty who teach College Jumpstart courses are evaluated, selected and supported by St. Norbert College academic disciplines and faculty liaisons.

The faculty have a Masters degree that includes at least 18 graduate credits in the discipline that is being taught.

The Courses

The course work in each subject follows the syllabus designed for the college students taking the course at St. Norbert College. The content, assignments, projects and assessments for courses are held to the same standards as those taught on the St. Norbert College campus. As a College Jumpstart student, you will work toward the same outcomes as on-campus students. Students who successfully complete courses offered through College Jumpstart earn St. Norbert College credit, verified by an official transcript.

Policies:

TWO MOST IMPORTANT THINGS TO REMEMBER:

1. A COLLEGE JUMPSTART STUDENT IS A ST NORBERT COLLEGE STUDENT

*You are a Green Knight with all the privileges and responsibilities that entails.

2. KEEP YOUR ACCEPTANCE LETTER, STUDENT ID NUMBER, THIS HANDBOOK, AND YOUR SYLLABUS

*Print these and put them in a safe place. This will help you gain transfer credit if you choose to go to another College later.

Student CJS Application Process

Students should apply for College Jumpstart courses through their high school in the semester before they plan to take the course. The teacher or guidance counselor will use a CJS spreadsheet (sent by the director) to forward the names of the students who have applied. The spread sheet includes each student's email, GPA, the teacher recommendation, placement test scores (if applicable), and previous grades in the discipline (if applicable). The discipline liaison will approve or deny students. The director of the College Jumpstart program will send a letter of acceptance or denial to the student and cc the instructor and guidance counselor.

Student CJS Registration Process

Once a student is accepted in a College Jumpstart course, they should sign up at their high school for the course. During the first week of class they will use the link provided to the instructor to register for the course. This process is free. Once they have registered, the instructor will get a list of the students registered for the course. The instructor should immediately let the registrar at SNC know if there are any missing students on the list. Once the class list is confirmed by the instructor, SNC will create a student record and assign an SNC identification number for each student and send a bill for the tuition to the high school.

Withdrawal Policy:

After the drop deadline date each semester, a drop may be available for good cause but without tuition refund, except in unusual circumstances. Students must talk with the College Jumpstart Director and supply a documented reason or reasons for the request. Reasons for approving a late drop may include: medical emergency, family emergency, mental health emergency or problem, or other situations that cause significant disruption to a student's semester.

Grading System & Grading Policies

Final grades for dual credit courses will be reflected on both the student's high school transcript and on the college's permanent record. Because dual credit coursework becomes a permanent part of the student's college transcript, it is important for students to fully apply themselves in

these courses; the grades earned under dual credit are permanent and cannot be removed for a student's academic record.

Grading System

The St. Norbert College grading system is as follows. This may be different than the high school grading system. In this case a student may have a different grade on the high school transcript than the St. Norbert College transcript.

Grade	Quality Definition	Points
A	Excellent performance	4.0
AB		3.5
B	Good performance, high pass	3.0
BC		2.5
C	Satisfactory performance, pass	2.0
CD		1.5
D	Marginal performance, pass	1.0
F	Fail	0.00
W	Withdrew	
I	Incomplete	
IP	In progress	

Learning Accommodations:

In keeping with the St. Norbert College mission which calls us to help students develop their full potential, and in compliance with the Americans with Disabilities Act, the college provides reasonable modifications and necessary accommodations to students with disabilities. Thus, the school and the College will ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. **Dual credit students with documented disabilities which require accommodations in their high school will be given the same accommodations in the College course.** Students and instructors with questions and concerns should be directed to <https://www.snc.edu/academicsupport/accommodation/>

Title IX:

The High School will ensure compliance with Title IX. St. Norbert College is committed to supporting a learning and working environment that protects the sacred dignity of the human person and fosters the mutual respect necessary for communio to flourish. We believe in a zero tolerance policy for sexual misconduct. Dual credit students and instructors can learn more about SNC policies in accordance with Title IX and submit reports here. <https://www.snc.edu/titleix/>

Academic Honor Policy

All College Jumpstart students are required to read and sign a pledge upholding the SNC College Jumpstart Honor Policy. Please collect these pledge cards and keep them throughout the course in case a plagiarism situation arises.

Academic dishonesty is defined as the submission for academic credit of any work using unauthorized or unacknowledged resources, or the fabrication of any information that might affect the credit one receives. Examples of academic dishonesty include, but are not limited to:

1. Cheating on an examination, including using cheat sheets or other unauthorized materials, or copying from peers.
2. Collaborating with others on work to be presented, contrary to the stated policy of the course.
3. Plagiarizing, including the submission of another's ideas or papers Submission of another's computer-related assignment as one's own.
4. Stealing examination or course materials or knowingly using such stolen materials. (This includes stealing library or other College resources.)
5. Obtaining prior information about a test from someone who has previously taken the test.
6. Falsifying records, laboratory reports, or other data.
7. Submitting work previously submitted in another course, unless specifically authorized by the faculty member of the current course.
8. Submitting work that has been composed by Artificial Intelligence unless this is cited and specifically authorized by the faculty member.
9. Knowingly and intentionally assisting another student in any of the above,
10. including assisting any arrangement whereby work is submitted or performed by a person or artificial intelligence other than the student who is getting credit.

FIRST VIOLATION

Student receives a zero for the assignment compromised, and a reduction by a full grade for final grade.

SECOND VIOLATION

Student will be dismissed from College Jumpstart.

FERPA Policy

Contrary to popular belief, FERPA, or the Family Educational Rights and Privacy Act, **does** apply to College Jumpstart students. This means that the College may not share grade or performance information with parents. However, the high school instructor may do so.

The U.S. Department of Education defines FERPA below:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 **or attends a school beyond the high school level**. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Resources for CJ students

Full Time College Admission

SNC Campus visits, applications and College admission decisions are handled through the SNC Admission Office. While acknowledging a student's accomplishments, being a College Jumpstart student does not automatically mean that you will be admitted to St. Norbert College as a regular student. However, we hope all students in College Jumpstart will apply to be full time students at SNC when they graduate high school. Students are urged to arrange a campus visit if they would like to learn more about the admission process. They can contact the Office of Admission at 920-403-3005 or 800-236-4878 or visit their website at www.snc.edu/admission.

Mulva Library Access

SNC College Jumpstart students enjoy full library privileges. Mulva Library can be accessed remotely (at your school or home) or on campus. You can access databases and many full-text articles from academic journals. You may use these resources for any of your courses, not just your College Jumpstart courses, as long as you are enrolled as a College Jumpstart instructor.

A login ID and password for your school will be given to you each semester. This is what you will need to access the proxy server for the library resources from off-campus. Feel free to give this information to all of your College Jumpstart students. Multiple students can use this at the same time. Keep in mind, this is for off-campus use only. Each time you are in the Mulva library, you will need to ask the reference librarian for a special guest login which will only be good for that one visit.

To access the library proxy server from off campus:

- First, go to <http://www.snc.edu/library/searchfind/>
- You will see a link to databases. Click on that. A list of databases will pop up. Click on the database you would like to use.
- A screen will pop up and ask you for your login.
- Then it will ask you for your password.
- This should get you into the system and allow you to access any database available through the library website.

The Mulva Library opened its doors to the St. Norbert Community in July 2009. It is a state-of-the-art facility and is the center of student academic life on the St. Norbert College

campus. The library has study space for students, including group study rooms, a quiet study and reflection area, a practice presentation room, a cafe and study area which, during the academic year, is open 24/5. The library building is wireless. Laptops and netbooks are available for checkout. Macs and PCs are available for use throughout the building, some with dual monitors.

The library houses more than 244,000 volumes, including books, journals and other serials, microforms, DVDs, videocassettes, LPs, CDs, maps and charts. Approximately 3,500 volumes are added to the collection each year. Library materials may be checked out by students with the exception of journals, microfilm and reference books.

The library catalog is a fully integrated automated online catalog providing descriptive information and status of materials available at the Mulva Library, Career Services and Faculty Development. The catalog is available on the campus network and can be searched worldwide via the Internet. Included in the catalog are links to hundreds of databases and thousands of e-books (netLibrary). The library website is www.snc.edu/library. The library also maintains a curriculum collection of K-12 textbooks, other curriculum materials and a collection of children's and young adult literature for use by Education majors. The newspaper collection includes local and state titles as well as several national newspapers of college catalog 2014-2016 307 COLLEGE SERVICES record and major international newspapers. A collection of the latest bestsellers are also available for checkout.

The archives of St. Norbert College are located in the library in order to provide the college community, alumni, students and friends of the College with accurate and easily-accessible materials about the College. The library provides access to a vast amount of periodical literature in all available media and formats. In addition to the journal subscriptions held locally, the library subscribes to a number of electronic databases. Full text access is available to approximately 126,000 journal titles.

In an age of global networking, St. Norbert College Library participates in several interlibrary loan agreements, if the library does not own material needed for student research, the Interlibrary Loan department (ILL) will locate and borrow the item from another library in the United States. For this purpose, the library maintains memberships in Northeast Wisconsin Intertype Libraries (NEWIL), the Wisconsin Library Services (WiLS) and the Online Computer Library Center (OCLC). All facilitate the exchange of materials between libraries — locally, regionally, statewide and nationally. Most transactions are executed electronically and response time is quick. Students should allow two weeks from the time the request is submitted for delivery of material. ILL makes available to students literally millions of books and journal articles owned by the consortia members. Library users may set up an ILLiad account for interlibrary loan service. Desktop delivery for articles is often available.

College Credit and Transfer Information:

For students who attend St. Norbert College:

College Jumpstart courses are part of a student's SNC transcript and the grade will be part of the student's official GPA. Because dual credit coursework becomes a permanent part of the student's college transcript, it is important for students to fully apply themselves in these courses; the grades earned under dual credit are permanent and cannot be removed for a student's academic record.

For students who do not attend St. Norbert College:

Most students receive college credit upon successful completion of the class with a grade of C or above. To assist in this process, students should keep a hard copy of their syllabus and their transcript. In addition, students may request a letter from the Director sent specifically to the college they are attending to advocate for the credits.

Student ID number

A student ID number is a very important number to keep safe. The student will receive that number they register and pay for the course. It is a 10-digit number and is needed to identify the student at St. Norbert College. They will need that number whenever contacting anyone at SNC or when ordering transcripts.

Obtaining an Official Transcript

Courses students take through College Jumpstart will appear on a St. Norbert College transcript. This is the official record of enrollment at the College and is maintained by the Office of the Registrar. A student must request an official transcript from St. Norbert College to be sent to the university or college they are attending (unless they are coming to SNC, then no transcript is needed) in order to transfer their credits. They should contact the university they are attending to find whether the transcript can be sent hard copy or electronic. The fee for each transcript is \$12.

St. Norbert College transcripts are ordered online through the National Student Clearinghouse. A link to this request form can be found at www.snc.edu/registrar. On the left hand side of that page, click on "Transcript Requests". Very important! When filling out the request form, students need to remember to mark the box "hold for grades". This will ensure that only complete transcripts will be sent to their institution, saving them both time and money.