

## **College Connection Individualized Registration Program (CCIR)**

### **High School Information Sheet & Checklist**

#### **What is College Connections Individual Registration (CCIR) Program?**

- In 2016, the state of Iowa made changes to the Senior Year Plus program that eliminated the P.S.E.O. as an option for high schools that have concurrent enrollment contracts with their local community college.
- College Connection Individual Registration (CCIR) is the enrollment option that will continue to provide high school students opportunities to register for specific courses that are not provided via other contractual options.

#### **Who can enroll in College Connection Individual Registration (CCIR)?**

- Each high school should establish procedures for determining student eligibility for CCIR. Students must meet requirements of the high school to be provided access to CCIR. This includes high school juniors, seniors, and students who are part of the gifted and talented program within the high school.
- In addition, students must meet placement and any pre-requisite requirements of the requested course per the college catalog. Students should register as soon as approved to secure course availability.

#### **What is the cost to students for CCIR courses?**

- The high school district pays for the CCIR course tuition. Some high schools may charge the student for unsatisfactory progress in a CCIR course. Please check with your particular high school district policy for details.

#### **Does the EICC provide transportation?**

- No. Depending on the EICC course location, transportation may or may not be a necessary option. Please determine the specific transportation policies within your district.

#### **How do students acquire textbooks?**

- EICC does not pay for books in the CCIR Program
- Please discuss the best option for obtainment of books and materials for students enrolled in the CCIR program.
- Textbooks can be purchased by the high school or student via the college bookstore in person or online. Textbooks may be purchased from other vendors, please ensure the correct edition is purchased.

It is the policy of Eastern Iowa Community Colleges not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.) Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with the policy, please contact Debora J. Sullivan, Equity Coordinator, 306 W. River Drive, Davenport, Iowa 52801, 563/336-3487, [djsullivan@eicc.edu](mailto:djsullivan@eicc.edu) or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 West Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

## Steps for High Schools to Enroll in College Connections Individual Registration (CCIR):

- College Connections Individual Registration Form is available at [www.eicc.edu/ccir](http://www.eicc.edu/ccir)
- Counselor meets with student to determine eligibility.
  - High School requirements for enrollment in CCIR are reviewed and student eligibility discussed and determined.
  - Course placement may include ACT, ALEKS, or high school GPA requirements.
  - Course pre-requisites and scores are evaluated and discussed.
- High School Staff and the student complete the CCIR form.
- High School staff submit student's high school transcript and ACT or ALEKS scores as appropriate to the college.
- Student is provided information on completing college registration process. (See Student Checklist)
  - Student must complete an EICC Application for Admissions at [www.eicc.edu/apply](http://www.eicc.edu/apply)
  - Information on course placement can be found at [www.eicc.edu/placement](http://www.eicc.edu/placement)
- Student discusses CCIR enrollment with the parent / guardian and acquires parent signature. (if the student is under 18)
- Student returns completed CCIR sheet to appropriate High School Office.
- High School submits form to EICC Campus Contact.
- EICC processes student's admissions and registration for the approved courses.
- Student is notified about CCIR Orientation Dates.
  - Student Signs up & attends the "Bridge" orientation.
- EICC returns processed form to High School Contact.
- High School provides completed form to student.
  - High school discusses books, materials, and possible transportation services.
  - High schools may receive textbooks from EICC [www.eicc.edu/bookstore](http://www.eicc.edu/bookstore)
  - High schools may rent/acquire textbook from 3<sup>rd</sup> party vendors

### **Eastern Iowa Community College Academic Advisors**

EICC Academic Advisors are available to support you. The advisors are available to assist you during frequent visits to your high school; by appointment, and via e-mail. The advisors can assist you in course selection, academic and career planning, transfer information, and degree planning.

*Clinton Concurrent Advisor:*

**Joe Shovlain-** (563) 244-7014 [jshovlain@eicc.edu](mailto:jshovlain@eicc.edu)

*Muscatine Concurrent Advisor:*

**Anabelia Calderon-Flores-** (563) 228-6035 [acalderon-flores@eicc.edu](mailto:acalderon-flores@eicc.edu)

**Theresa Putnam Genz -**(563) 288-6047 [tputnamgenz@eicc.edu](mailto:tputnamgenz@eicc.edu)

*Scott Concurrent Advisors:*

**Molly Gleason-** (563) 336-5241 [mmgleason@eicc.edu](mailto:mmgleason@eicc.edu)

**Janice Brattvet-** (563)441-4057 [jabrattvet@eicc.edu](mailto:jabrattvet@eicc.edu)

### **Eastern Iowa Community College Admission Representatives**

EICC Admission representatives are also available to assist you. They are available during frequent visits to your high school, by appointment, and via e-mail. The admission representatives can assist you in scholarship information, visits opportunities, tours, financial aid, and admission requirements and college presentations.

*Clinton Community College Admissions Representative:* **Heather Evans-** (563) 244-7007 [hlevans@eicc.edu](mailto:hlevans@eicc.edu)

*Muscatine Community College Admissions Representative:* **Andrew Snyder-** (563) 288-6007 [asnyder@eicc.edu](mailto:asnyder@eicc.edu)

*Scott Community College Admissions representative:* **Kelsey King-** (563) 441-4007 [kking@eicc.edu](mailto:kking@eicc.edu)