

# Welcome to EICC's Concurrent Enrollment Program

Eastern Iowa Community Colleges (Clinton, Scott, and Muscatine) have partnered with area high schools to offer high school students opportunities to earn college credit while still in high school. This program is called **College Connections**. We are excited for students to take advantage of this wonderful opportunity.

First, we want to congratulate you for joining a growing nationwide movement designed to meet the aspirations and expectations of students, parents, businesses, and educators across the country. Choosing to take concurrent classes is an exciting step towards future plans in higher education. **College Connections** has the potential to help students gain college experiences, excel in career and college readiness, access scholarship opportunities, become competitive in future program selection, and save college costs while attending high school.

EICC's **College Connections** program enables students to be enrolled in college and their high school simultaneously. We provide opportunities to earn college credit through various methods. Students can earn credit in their regular high school classroom setting; they can attend classes on local EICC college campuses, or they can take advantage of EICC's online platforms. EICC has college academic advisors assigned to each of our high schools, and EICC staff collaborates regularly with the high school counselors, teachers, and administrators to provide concurrent services to our students.

Iowa community colleges continue to lead the nation in offering tremendous concurrent opportunities to high school students across the state. **College Connections** programming is authorized by Iowa Code 282.26, and 261E.1: Senior Year Plus (SYP). The Iowa Department of Education enacted SYP to provide Iowa high school students increased access to college credit, advanced placement (AP) coursework, e-Learning opportunities, and career academies for college credit. **College Connections** courses implemented at the high schools are the same courses taught at our EICC campuses, and students are official EICC college students. The instruction is consistent and rigorous to satisfy quality standards, accreditation, and EICC's learning outcomes. **College Connections** participants must meet all requirements outlined in SYP legislation. Additional information about SYP can be found on The Iowa Department of Education website at: [www.educateiowa.gov](http://www.educateiowa.gov)

Our **College Connections** program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP accreditation ensures that college courses taught by high school teachers are as rigorous as the corresponding courses offered on college campuses. NACEP helps our programs adhere to the highest standards so that students experience a seamless transition to college, and **College Connections** (concurrent) instructors benefit from meaningful professional development through interactions with their campus counterparts. If you would like additional information regarding NACEP accreditation guidelines, program standards, or any additional information, please visit their website at: [www.nacep.org](http://www.nacep.org)

This handbook was designed to provide students and parents accurate and relevant information to assist with EICC's **College Connections** program and to familiarize readers with the policies and procedures of EICC. Please share this information, and reference the following materiel to help make the transition into college a positive and enjoyable experience. We also encourage everyone to visit our website at [www.eicc.edu](http://www.eicc.edu), and if there are any additional questions, we can be contacted via phone, email, or social media.

Thank you for your time. We are so glad you are joining us!

Sincerely,

Dr. Daniel Marvin, Dean of Concurrent Enrollment [dcmarvin@eicc.edu](mailto:dcmarvin@eicc.edu) 563-441-4183

Anthony Bielski, Concurrent Enrollment Project Manager: [abielski@eicc.edu](mailto:abielski@eicc.edu) 563-441-4386

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## Equal Educational Opportunities:

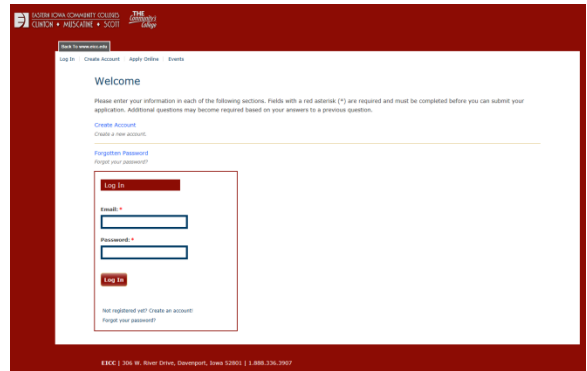
It is the policy of Eastern Iowa Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status, 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 this policy, please contact Debora J. Sullivan, Equal Employment Opportunity Officer/Equity Coordinator, Eastern Iowa Community College District, 101 West Third Street, 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 Street, Suite 1475, Chicago, Illinois 60661-7204, phone number 312-730-1560, fax 312-730-1576, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

# Admission and Registration Processes

## ❑ Complete an Application for Admission at [www.eicc.edu/apply](http://www.eicc.edu/apply)

- ◆ Students: If you plan on earning college credit in high school, you must complete an application for admission to EICC. It is never too early to start the process, and there are no commitments once you fill out an application.
- ◆ EICC does not have an application fee, and we encourage students to complete the application with a parent (or guardian) to begin the post-high school conversations.
  - Create an account by following the screen directions. **Please use your Personal e-mail (not high school email).**
  - Complete an EICC application by clicking, “Complete the undergraduate application.”
  - Once an application is submitted, you will receive a confirmation e-mail within 24 hours.
  - An application completion does not guarantee enrollment into any course.

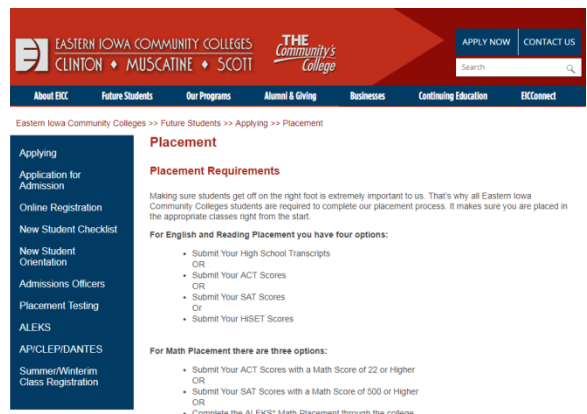


## ❑ Counselors, Advisors, and Parent Discussions

- ◆ Discuss with your high school counselor your interest in earning college credit, and they will determine your eligibility according to your high school’s concurrent eligibility criterion. You will want to discuss which concurrent offerings and opportunities are appropriate for you.
- ◆ Make an appointment with the EICC academic advisor assigned to your high school to ensure you meet the criteria needed for the suitable **College Connections** course placement. College courses may require a pre-requisite course, an entering assessment (EX: ACT, ALEKS), or certain G.P.A. depending on the requirements consistent with EICC’s current catalog.
- ◆ Talk with your parents about the **College Connections** course opportunities you have at your high school. Discuss with your family the support you will need to successfully complete college credit while in high school.

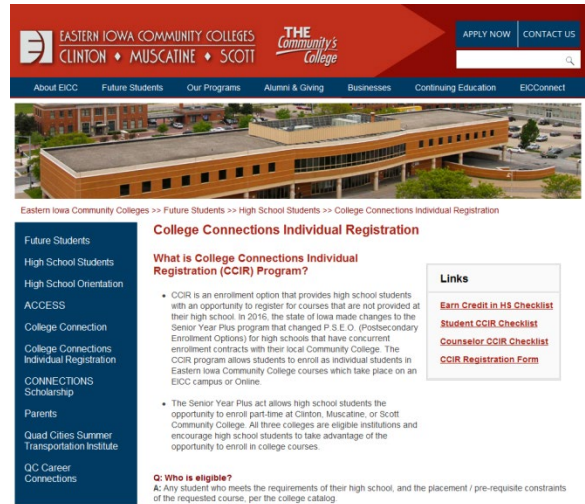
## ❑ Placement Assessments:

- ◆ **College Connections** assessment policies, procedures, and entering readiness processes are consistent with EICC’s practice for on-campus coursework.
- ◆ Valid student and faculty assessment measures are used to assure academic course rigor for which college credit will be awarded.
- ◆ In order to sign up for most courses, EICC requires specific assessment documentation (ALEKS, ACT, SAT, High School GPA, etc.), or placement materiel.
- ◆ There may be other requirements needed in order to enroll in specific courses (such as prerequisite courses). Your EICC academic advisor and high school counselor will help you determine the appropriate placement.



## ❑ Registration Steps

- ◆ If you are attending a **College Connections** (also known as a concurrent) course at your high school
  - EICC personnel will work with your high school staff to finalize registration.
  - You will receive the confirmation form during the first days of your class. You will need to sign the form and return it to EICC staff.
- ◆ If you are attending a course that meets on an EICC campus
  - Please complete the *College Connections Individualized Registration (CCIR)* form with your high school contact to finalize registration.
  - **CCIR** forms are available at:  
[www.eicc.edu/CCIR](http://www.eicc.edu/CCIR).
- ◆ If you plan on participating in an e-Learning (online) course
  - Please complete the *College Connections Individualized Registration (CCIR)* form with your high school staff to finalize registration.
  - **CCIR** forms are available at:  
[www.eicc.edu/CCIR](http://www.eicc.edu/CCIR).
- ◆ If you are interested in the “self-pay” option or **Career Academy** opportunities
  - Please meet with the EICC Academic Advisor assigned to your high school to receive the most accurate information regarding your options.



## ❑ Orientation

- ◆ If you are attending a **College Connections** course at your high school
  - An orientation will be conducted during the first days of your **College Connections** course.
  - Orientations are designed to explain all the necessary resources and information needed to help students be successful and informed.
- ◆ If you are attending a course or an academy on an EICC campus
  - You need to sign up for an Orientation before the semester begins.
  - Meet with your college advisor assigned to your high school to discuss academic plans, placement scores, and appropriate paperwork to complete an orientation.
    - For additional contact information and phone numbers to sign-up for an orientation, please visit: [www.eicc.edu/orientation](http://www.eicc.edu/orientation)
- ◆ If you are taking an online (e-Learning) course
  - You will need to complete an orientation. Your EICC academic advisor and high school counselor will help you determine the appropriate format, location, and delivery method of your orientation.

## ❑ Textbooks

- ◆ If you are attending a **College Connections** course at your high school
  - The textbooks will be provided by your high school consistent with your specific high school's textbook policy.
- ◆ If you are attending a course on an EICC campus, or choosing an online (e-Learning) course
  - Obtaining the textbook and lab material may be your responsibility. Check with your EICC academic advisor and high school contact to discuss your options.

# Student Support Services

## ❑ Advisor(s) at your High School

- ◆ EICC has assigned EICC academic advisors for each high school offering **College Connections** courses.
- ◆ We encourage students to meet with them early and often to build a strong relationship.

## ❑ Academic Plans

- ◆ Your **College Connections** academic advisor will help you create an academic plan for your college coursework according to your future goals and interests.
- ◆ Select **College Connections** courses that apply to your academic plan:
  - Each high school offers courses that meet general education requirements for your planned program of study.
  - If you plan to complete an Associate Degree, it will take at least 62 credit hours to graduate, 44 of which are called general education requirements. The remaining hours may be selected from any arts and sciences courses that are numbered 100 or higher, with a maximum of 16 credits of electives in the career and technical education courses. You may choose electives according to your needs, interests, and the requirements of the transfer institution you plan to attend to complete your bachelor's degree.

## ❑ Library and Electronic Resources

- ◆ Information about electronic resources and the EICC libraries can be found at [www.eicc.edu/library](http://www.eicc.edu/library)

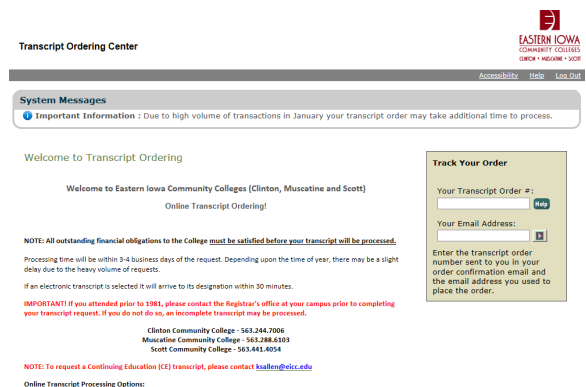


## ❑ Extracurricular Activities

- ◆ As a **College Connections** student, you are eligible to participate in the many student activities at the college. These activities include:
  - Clubs & Organizations
  - Intramural and Intercollegiate Athletics
  - Transfer Fairs
  - Go to [www.eicc.edu/studentlife](http://www.eicc.edu/studentlife) for more information.

## ❑ Transcripts

- ◆ All **College Connections** courses are recorded on an official EICC transcript.
- ◆ These college credits may be used towards completion of a degree, certificate, or program at EICC. These credits will additionally transfer to most public and private colleges, institutions, or universities across the country.
- ◆ Students may request an official transcript at: [www.eicc.edu/transcriptrequest](http://www.eicc.edu/transcriptrequest).
- ◆ Every college, institution, or university has its own policies governing the intake of credit. To ensure the maximum number of credits transfer successfully, contact the receiving college's registrar's office for accurate transfer information and criteria.



## Online Access to College Resources

### ☐ Log into EICConnect

- ◆ EICConnect is your online student portal. ***It is extremely important that students use this instrument.*** The portal allows access to: your courses, ALEKS, student planning module, college email account, midterm and final grades, unofficial transcripts, transfer material, campus activities, and other vital information. See your college advisor if you have questions regarding EICConnect.

## Additional Enrollment Information

### ☐ Course Additions and Drops

- ◆ Students need to make a request to their high school counselor to be officially added or dropped from a **College Connections** course.
  - There are specific timelines associated with each particular high school.
    - **You have the first 7 days of the course to change, withdraw, or be deleted from your concurrent course without penalty or any grade on your transcript.**
    - **You have up until the last two weeks of a course to withdraw (drop) and receive a “W” on your transcript.**
- ◆ **College Connections** students are concurrently earning credit to fulfill EICC degree requirements **AND** high school graduation requirements. **It is very important that you work with your counselor and advisor prior to dropping a course.** If you drop a concurrent course, you will be removed from the class at your high school. That may impact your eligibility to graduate from high school on time.
- ◆ Withdrawing or failing a **College Connections** course can also negatively affect your financial aid status when you become a student at any college or university. **It is very important that you discuss all of your options with your academic advisor and your high school counselor. They can provide you with the information, resources, and strategies, to successfully navigate your options.**

### ☐ Evaluation and Assessment

- ◆ End of Course Evaluations
  - Every **College Connections** instructor will ask you to fill out an end-of-course evaluation. We use this information to identify topics and areas where we can strengthen our delivery and coursework.
- ◆ Learning Assessments
  - In addition to traditional classroom assessments such as grades, you may be asked to participate in program assessments. Faculty utilize classroom assessments to determine an individual student’s progress in a course. EICC uses assessments to measure the effectiveness of its programs. In each case, you will receive your academic testing results.
  - You may also be surveyed regarding your satisfaction level with college programs and services. These assessments help EICC target areas to improve student services, and they also ensure that we are in compliance with the Iowa Department of Education and the accreditation requirements of the Higher Learning Commission.
- ◆ SPOTS
  - About half-way through each course you will be asked to fill out a survey called the Student Perceptions of Teaching Survey (SPOTS). This survey helps your instructor and the college know what you think about the course’s delivery, and what changes should be made if necessary, to meet student needs. The surveys remain anonymous.

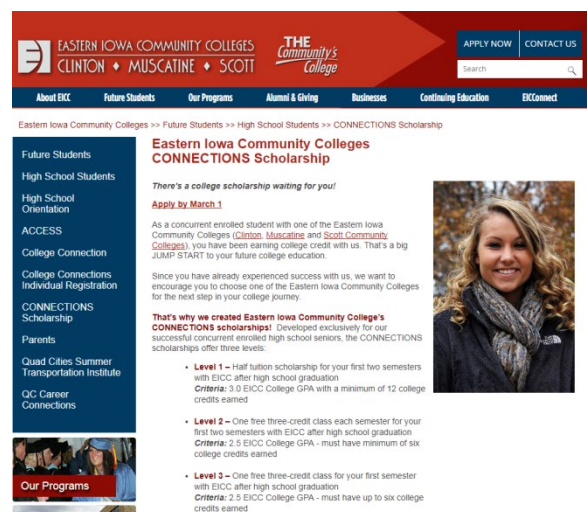
## ❑ Confidentiality of Student Records

- ◆ Student records are regarded as confidential. Students are responsible for making decisions and signing documentation to release protected information. Students must sign a “release of information” for parents to speak directly with college personnel or access students’ records.
- ◆ EICC will not provide names and addresses to outside agencies for commercial use or any information about academic records without the student’s written consent, or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA) of 1974.
- ◆ The College may release the following types of information to the public as the College sees fit, keeping in mind the privacy of the student and the totality of the surrounding circumstances: name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honor rolls, degrees and awards received, full-time/part-time status, most recent previous school or institution attended by the student, and photograph and likeness, artwork, or writing.
- ◆ Students objecting to the public release of such information must file a written objection with the Registrar’s Office within 30 calendar days of the beginning of the term in which they first enroll during that year. It is necessary for students to renew their objection at the beginning of each school year.
- ◆ Students wishing to review the entire EICC policy on student rights may request the EICC policy from a Dean of Student Development at one of the EICC colleges: Clinton, Muscatine or Scott Community Colleges. Please consult your current online Student Handbook at [www.eicc.edu/handbook](http://www.eicc.edu/handbook) for more detailed information about confidentiality of student records.

## College Connections Scholarship

### ❑ College Connections Scholarship

- ◆ If you earn college credit with EICC, we want to encourage you to choose one of our Eastern Iowa Community Colleges for the next step in your journey.
- ◆ EICC has established three scholarship levels for College Connections students that you could automatically qualify for:
  - **Level 1** – Half tuition scholarship for your first year with EICC after high school graduation  
Criteria: 3.0 EICC College GPA with a minimum of 12 college credits earned
  - **Level 2** – One free three-credit class each semester for your first two semesters with EICC after high school graduation  
Criteria: 2.5 EICC College GPA - must have minimum of six college credits earned
  - **Level 3** – One free three-credit class for your first semester with EICC after high school graduation  
Criteria: 2.5 EICC College GPA - must have up to six college credits earned
- ◆ More information about these opportunities can be found at [www.eicc.edu/connections](http://www.eicc.edu/connections)



The screenshot shows the website for Eastern Iowa Community Colleges (Clinton, Muscatine, and Scott). The page is titled "Eastern Iowa Community Colleges CONNECTIONS Scholarship". It features a navigation menu with options like "About EICC", "Future Students", "Our Programs", "Alumni & Giving", "Businesses", "Continuing Education", and "EICCConnect". The main content area includes a "Future Students" sidebar with links for "High School Students", "ACCESS", "College Connection", "College Connections Individual Registration", "CONNECTIONS Scholarship", "Parents", "Quad Cities Summer Transportation Institute", and "QC Career Connections". The main text area contains the following information:

**Eastern Iowa Community Colleges CONNECTIONS Scholarship**

There's a college scholarship waiting for you!  
**Apply by March 1**

As a concurrent enrolled student with one of the Eastern Iowa Community Colleges (Clinton, Muscatine, and Scott Community Colleges), you have been earning college credit with us. That's a big JUMP START to your future college education.

Since you have already experienced success with us, we want to encourage you to choose one of the Eastern Iowa Community Colleges for the next step in your college journey.

**That's why we created Eastern Iowa Community College's CONNECTIONS scholarships!** Developed exclusively for our successful concurrent enrolled high school seniors, the CONNECTIONS scholarships offer three levels:

- **Level 1** – Half tuition scholarship for your first two semesters with EICC after high school graduation  
Criteria: 3.0 EICC College GPA with a minimum of 12 college credits earned
- **Level 2** – One free three-credit class each semester for your first two semesters with EICC after high school graduation  
Criteria: 2.5 EICC College GPA - must have minimum of six college credits earned
- **Level 3** – One free three-credit class for your first semester with EICC after high school graduation  
Criteria: 2.5 EICC College GPA - must have up to six college credits earned

The page also features a photo of a young woman with blonde hair wearing a scarf, and a small "Our Programs" thumbnail at the bottom left.

# Accommodations for Students with Disabilities

## ❑ Differences between high school and college

- ◆ Delivery of accommodation services for high school students enrolled in **College Connections** are provided in accordance with the same policies and procedures provided for all Eastern Iowa Community College students.
- ◆ There are some differences in disability laws that students need to be aware of when taking classes either at their high school, a community college, or a university.

Differences in Disability Law between High Schools (**Secondary**) and Colleges (**Postsecondary**) Education

HIGH SCHOOL	COLLEGE
<ul style="list-style-type: none"> <li>◆ IDEA – Individuals with Disabilities Education Act</li> <li>◆ Section 504, Rehabilitation Act of 1973</li> <li>◆ The school district is responsible for identifying the student’s disability</li> <li>◆ Students have Individual Education Plans (IEP’s) to define educational goals and allow assignments to be modified to the student’s abilities</li> <li>◆ Parents are actively involved in their student’s educational planning; they can discuss their progress with teachers and counselors; and they can sign documents on behalf of their student</li> <li>◆ Schools have a system set up for providing transportation to and from high school</li> </ul>	<ul style="list-style-type: none"> <li>◆ ADA – Americans with Disabilities Act</li> <li>◆ Section 504, Rehabilitation Act of 1973</li> <li>◆ Students must self-identify by requesting accommodations and providing documentation</li> <li>◆ Students do not have IEPs, but instead receive accommodations to ensure equal access to educational opportunities</li> <li>◆ Students are responsible for making decisions and signing documentation themselves. Students must sign a “release of information” for parents to speak with college personnel</li> <li>◆ Students are responsible for finding their own transportation to and from campus for classes</li> </ul>
HIGH SCHOOL	COLLEGE
<b>Modification</b> Examples Based on IEPs <b>(NOT allowed in college)</b>	<b>Accommodation</b> Examples based on ADA <b>(Allowed in College)</b>
Completing only 50% of questions on a test Having only choices A and B on a multiple choice test Unlimited time on exam Writing a 5-page paper instead of a 10-page paper Being allowed to turn in assignments late or take tests multiple times to improve grade Study guides or notecards for tests	Extended test time Testing in a reduced distraction area Use of text-to-speech software, such as Read & Write, To have test read aloud Accessible textbooks Copies of lecture notes from student or instructor (not to be used on tests)

## ❑ Setting up accommodations for concurrent students

- ◆ **For high school students attending classes on an EICC college campus**
  - Meet with EICC Disability Resources to draft a letter of accommodation using information from IEP or 504 plan.
- ◆ **For high school students attending classes at their high school**



- Work with your high school IEP Team to set up accommodations according to college disability laws. There is no need for the students to meet with EICC Disability Resources.

## Additional Facts about EICC's College Connections Program

- ◆ Through the **College Connections** program, students earn college credit and college experience while in high school with little or no cost to the student.
- ◆ The **College Connections** experience gives students the opportunity to explore career options before leaving high school and without investing money in post-secondary programming they may not decide to pursue. They can also enter the workforce with marketable skills.
- ◆ **College Connections** courses are official EICC college credit courses. This credit may be used towards completion of a degree, certificate or program at EICC, or can it be transferred to most public and many private colleges, institutions, or universities across the country.
- ◆ The **College Connections** credits can be applied to Clinton, Scott, and Muscatine arts and science transfer programs, or they can be applied to EICC career and technical education programs to earn AAS degrees, diplomas, or certificates in one of over 50 career and technical education programs.
- ◆ Students can also transfer their credits to other community colleges, four-year colleges, or universities to get a start on their four-year degree attainment, which saves students money and time, as they pursue their degree.
- ◆ Each **College Connections** instructor is required to meet the same requirements as a full-time instructor at an EICC college.
- ◆ All **College Connections** instructors must use the same EICC Course Development Model (CDM) for curriculum development, methods of assessment, and instructional approaches as the on-campus instructor will use.
- ◆ All **College Connections** instructors use the same grading standards as a campus-based class.
- ◆ The textbooks and the academic rigor of these courses are at college level.
- ◆ These courses create an official EICC transcript.
- ◆ Students who fail a concurrent course may be required by their high school to pay for the course.
- ◆ Students may be required to pay for attempting a course for the second time. The policies vary by high school regarding the procedure for repeating a course.
- ◆ High school students in the **College Connections** program must take fewer than 12 credits per semester during their concurrent enrollment. Courses taken through the "self-pay" option do not count toward this limit.
- ◆ **College Connections** students receive access to all EICC student support services including the following: tutoring, advising, computer labs, library services, fairs, and student activities and events.
- ◆ **College Connections** students will receive midterm and final course grades. Only final grades will be recorded on the student's official transcript.
- ◆ An EICC username and unique student identifier will be assigned to each concurrent student.
- ◆ All **College Connections** students must follow the *EICC Student Handbook's* expectations for student conduct. That means following all policies and procedures, including due processes and disciplinary actions articulated in the Handbook. The Handbook can be found at <https://www.eicc.edu/handbook>
- ◆ For further information and material regarding the **College Connections** program, please visit our website: [www.Eicc.edu/hsconnections](http://www.Eicc.edu/hsconnections)
- ◆ Additional information regarding anything EICC, and our programs, can be found at: [www.eicc.edu](http://www.eicc.edu)