

High School Dual Enrollment Program



PennState
York

Handbook for High School Students

2016-17 ACADEMIC YEAR

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Student Checklist

Getting Started

Academic Calendar: york.psu.edu/academics/calendars.htm

The day before classes begin, students should their Student Schedule in LionPATH to confirm room location of course(s). It is the student's responsibility to contact the course instructor, if unable to attend a class session for any reason during the semester (students should consult the course syllabus for attendance policy and instructor's contact information).

Fall 2016

Classes Begin	Monday, August 22
Labor Day Holiday – No classes	Monday, September 5
Regular Drop Deadline:	Saturday, August 27
Late Drop Period:	August 28 – November 11
Thanksgiving Holiday – No classes	November 20 – November 26
Penn State Day Fall Open House	Saturday, October 15
Classes End	Friday, December 9
Withdrawal Deadline	Friday, December 9
Final Exams	Monday, December 12- Thursday, December 15

Spring 2017

Classes Begin:	Monday, January 9
No Classes – Martin Luther King Day:	Monday, January 16
Regular Drop Deadline:	Saturday, January 14
Late Drop Period:	Sunday, January 15 – Friday, April 7
No Classes – Spring Break	Sunday, March 5 – Saturday, March 11
Withdrawal Deadline:	Friday, April 28
Classes End:	Friday, April 28
Final Exams:	Monday, May 1 – Thursday, May 4

Campus Closures Due to Inclement Weather:

Students are encouraged to sign up for **PSUAlert** and **check the Penn State York website (york.psu.edu) for campus closures, or delayed opening information.** **Penn State York does not follow local high schools' closing/delayed opening schedules.** It is the responsibility of the student to check for class cancellations, delayed openings, or campus closures prior to arriving on campus to attend a class.

Administrative Offices: Contact Information and Location:

- Academic Affairs: 717-771-4051
Located in the John J. Romano Administration Building (Romano)
- Admissions: 717-771-4040
Located in the Main Classroom Building (Main)
- Advising and Career Development: 717-771-4053
Located in the Main Classroom Building (Main)
- Business and Security: 717-771-4100/4103
Located in the lower level of the John J. Romano Administration Building (Romano)
- Nittany Success Center: 717-771-4026
Located in the John J. Romano Administration Building (Romano)
- Office of the Bursar: 717-771-4122
Located in the Main Classroom Building (Main)
- Student Affairs: 717-771-4045
Located in the Joe and Rosie Ruhl Student Community Center (Ruhl)

Course Registration

Prior to scheduling classes for a semester, students must meet with their high school guidance counselor to make appropriate dual enrollment course selections from a Penn State York approved course list (Fact Sheet). After meeting with the student, the high school guidance office must send official documentation (including transcript, standardized test scores and a letter of recommendation) to the Penn State York office of admissions. Eligible students will be notified by Penn State of their approval to participate in dual enrollment classes and instructed to set up their access account online prior to scheduling an appointment to meet with an admissions counselor to select their classes. Students will receive a confirmation of registration through the Registrar's office to ensure that the student receives the dual enrollment course discount.

Annually, more than 600 high school students schedule college courses from a multitude of disciplines at Penn State campuses. Per recent changes to the Pennsylvania Child Protective Services Law (PACPSL), Penn State York will continue to provide courses for qualified dual enrolled students, fully compliant with the required background checking requirements listed below:

Faculty who teach classes in which dual enrolled students under the age of 18 are registered, as well as staff who provide professional or support services, such as advising, counseling, or tutoring and students who serve in peer roles such as advising, mentoring, or tutoring to these students, are required by State law to have the following three clearances: Pennsylvania State Police Criminal Background Check (SP4-164), Pennsylvania Child Abuse History Clearance Form (CY-113) and Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report). Effective January 1, 2016, all individuals (current employees and new hires) interacting with dual enrolled students under the age of 18 are required to have valid clearances in place.

In order to ensure compliance in all future semesters, Penn State York will identify sections of courses that typically enroll the most high school students and can confirm that faculty teaching these courses has completed the required background checks. This course list will be shared with current and future dual enrolled students through their guidance counselors and academic advisers and through print and web information.

In addition, staff and students who provide services such as academic advising, tutoring and mentoring will be required to complete the three required background checks. Questions regarding Penn State York compliance with PACPSL can be directed to Ryan Service, director of enrollment services, 717-771-4040 or rservice@admissions.psu.edu.

Disabilities Services

Penn State encourages persons with disabilities to participate in its programs and activities. Students, who anticipate a need for any type of accommodation, or who have questions about the physical access provided, should contact **Dr. Cora Dzubak**, Penn State York's director of the Nittany Success Center, and instructor in counseling at 717-717-4013, in advance of class participation or campus visit. **Students must notify Dr. Dzubak of any accommodations that they currently receive at their high school.** Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.

Penn State Access Account

Students will need to activate their Penn State Access account in order to access multiple Penn State services, including webmail (PSU email), ANGEL/Canvas and LionPATH. Once the account is activated, students will use their user id and password to access all student databases and to log in to computers on campus. For questions about activating the Penn State access account, students should contact the Penn State York Help Desk at 717-771-4080.

Penn State LionPATH:

This is a portal that full-time Penn State students use regularly to schedule classes, get adviser information, print their degree audit, pay their tuition bill, access their semester grades, and more. To access LionPATH, students can go to lionpath.psu.edu.

Penn State ANGEL/Canvas:

Instructors will use one of these two course management systems to communicate with students in their classes. Through these online systems, students can keep track of their assignments, check class notes posted by faculty members, and review other important class materials.

Penn State id+ Card

This is the official University identification card, and will be used for many things at Penn State, such as photo identification, library services, fitness facilities, admittance to University events, etc. Students are required to carry their Penn State id+ Card, while on campus. Penn State id+ Cards can be obtained at the Help Desk, Room 106, M. S. Grumbacher Information Sciences and Technology Center (Grumbacher) after students have activated their Access Account, and prior to the first day of classes. **Students must bring a driver's license, passport, or other form of photo identification to the office to obtain a Penn State id+Card.**

Penn State Email

A student's user id is used for email account access (userid@psu.edu). To access webmail (PSU email), students can go to **webmail.psu.edu**, and enter their user id and password. It is important for students to check their webmail regularly, as they will receive important information regarding classwork and class cancellations through this email account.

- **Students should always use their Penn State email account when corresponding with any faculty or staff on campus, and should check their email regularly!**
- Students can change their Penn State email password by going to work.psu.edu.

PSUAlert: Emergency and Campus Closure Notification System

PSUAlert is an emergency notification service for Penn State students, faculty, and staff, that allows the University to send alerts by text message, voice message, and email in the event of an emergency, and when events affect a campus's ability to operate normally (during inclement weather, for example).

- After students have registered for their Penn State access account and webmail, they can add a cell phone number and other emergency contact information to PSUAlert by visiting psualert.psu.edu/.
- All students, faculty and staff automatically will receive PSUAlert messages at their Penn State email address.
- Students may also **check the Penn State York website (york.psu.edu) for campus closures, or delayed opening information. Penn State York does not follow local high schools' closing/delayed opening schedules.** It is the responsibility of the student to check for class cancellations, delayed openings, or campus closures prior to arriving on campus to attend a class.

Next Steps

Costs

- High school students enrolled in the dual enrollment program at Penn State York will receive a **50 percent discount for no more than two classes per semester (8 credit maximum), over the course of their four semesters of eligibility.** For current tuition rates and fees, go to york.psu.edu/tuition.
- **Students taking more than 8 credits per semester must pay full tuition for the additional class(es),**
- Additional costs include books and fees.
- Financial aid is not available for dual enrollment classes.

Billing and Tuition

Once students have selected their classes through the admissions office, activated their Access account and completed their LionPATH Pre-Registration Activity Guide, a tuition bill will be generated. Payment must be made by the indicated bill due date in order to avoid late fees. Questions regarding tuition bills should be directed to the Bursar's office at 717-771-4122.

Book Purchases 717-771-4110 or 717-771-8418

Books can be purchased at the Penn State York Bookstore during regular business hours Monday through Thursday, 8:00 a.m.–4:00 p.m. and Friday, 8:00 a.m.–2:00 p.m. or at <http://psuyork.bncollege.com>. Students must know course and section numbers which can be found on their schedule.

Information Technology Services 717-771-8040

- **Student Help Desk:** 717-771-8040; Room 106, Grumbacher
- ITS for Students: <http://its.psu.edu/>
- Wireless at Penn State – VPN Client
- <http://www.work.psu.edu/access/vpn>

Safety and Security 717-771-8444 (Office); 717-771-8444 (Immediate assistance)

The Safety and Security Department employs its own staff of officers. A Penn State York security officer is on duty any time the campus is open. These officers do not wear traditional "security uniforms," but instead are dressed in subdued clothing. Officers wear clothing with the "Penn State York Safety and Security" logo on it.

- **Security Escorts:** Campus security officers will provide personal escort services to any member of the campus community, between on-campus parking areas and buildings. If students are in need of an escort while on campus, they should contact the security department by dialing extension 8444 from any campus phone (not pay phones) or 771-8444 from any other phone. Students should wait for the officer to answer, explain the situation and where they are located. A campus extension phone is located in the lobby of each building, except the Lee R. Glatfelter Library. If students have an emergency and contact police, fire, or EMS, they can dial 911 from any of these phones.
- **Telephone-Radio Interface:** Penn State York has made it easier to contact a security officer, by integrating the campus telephone system with the two-way radio network. Students can contact security by dialing extension 8444 from any campus extension (not pay phones) or 771-8444 from any other phone. Campus phones are located in the lobby of each building (except the Lee R. Glatfelter Library). If there is an emergency and police, fire, or EMS services are needed, students can dial 911 from any of these phones.

Student Privileges:

Dual enrollment students have many of the same privileges as students who are enrolled full-time at Penn State York. Some of these privileges include use of our library system and computer labs, as well as free tutoring through the Nittany Success Center. In addition, students may deposit cash on their Penn State id+ Card to be used to purchase refreshments on campus as well as at various eating and dining facilities in the York area.

Vehicle Registration/Parking: 717-771-4103

All students having vehicles on campus are required to register their vehicle online each year at parking.york.psu.edu.

- Students must have their Penn State ID number, user id, and license plate number in order to complete online vehicle registration. Once the online form has been completed, students should print a copy of the form, and bring it and the vehicle registration card to

the business and security office, located in the lower level of the John J. Romano Administration Building, where they will be issued a free parking pass.

- Parking passes are to be displayed on the vehicle at all times while on campus. Students are to park in designated student parking areas only.

Classes Begin

How is college different than high school?

- **Attendance may not be monitored, but it is vital to academic success.** Some faculty members will keep track of attendance while others will not. For those faculty members that do take attendance, however, class attendance is often factored significantly into a student's grade. Unexcused absences can cause a potential drop in a class semester grade. Students must ATTEND class to be successful!
- **There will be an increase in faculty expectations and independent work.** Faculty members will provide students with a syllabus detailing the scope of work that is expected for class completion and the date for when each assignment is due, so that students may plan their time accordingly.
- **Exams may cover material not covered or reviewed in class.** There may not be review periods or handouts prior to exams. Tests will cover lectures and readings or other independent assignments, **NOT** covered in class.
- **Students should expect an increase in study time outside of class.**
 - Study two hours per credit
 - 3-credit course = allow six study hours per week for each course
- **Students are responsible for your own success.** It is the student's responsibility to seek assistance and tutoring as needed.

What if students are having difficulties in a class?

If a student is struggling in any class, they should not be afraid to ask for help! Penn State York wants our students to be successful, and we encourage students take advantage of the many helpful resources that available on campus:

- **Students can contact their instructor directly by** visiting during office hours (posted on course syllabus) or scheduling an appointment to meet at an alternative time.
- **Students can ask questions** before, during, or after class.
- **Students can contact the Nittany Success Center.** The Nittany Success Center offers **free tutoring** for the majority of classes that are offered at Penn State York, and provides study skill sessions to help improve note-taking ability, study habits, and time management skills.
- **Early Progress Report (EPR):** between the fourth week and the seventh week of classes, students will receive an **Early Progress Report (EPR), if they have received lower than a C in any course.** Students will be contacted via their Penn State webmail when this report becomes available, directing them to LionPATH to access the report and details concerning possible courses of action to improve the grade. The student's high school guidance office will be contacted, as well, if an EPR is generated. Students should check LionPATH often in order to review academic progress throughout the semester.

What are the Penn State Principles?

The Penn State Principles include four key statements:

- **I will respect the dignity of all individuals within the Penn State community.**
- **I will practice academic integrity.**
- **I will demonstrate social and personal responsibility.**
- **I will be responsible for my own academic progress and agree to comply with all University policies.**

What is academic integrity?

Academic integrity refers to behavior in an academic setting that ensures that work done is one's own and that the work of others is properly recognized.

- **Examples of violations of academic integrity?**
 - allowing another person to look at or copy an exam, quiz, or assignment
 - submitting a lab report, project paper, or paper with the name of a person that did not work on the report or paper
 - passing answers via notes, electronic devices, or other methods
 - discussing the answers to an exam or assignment prior to completing the exam or assignment
 - submitting a lab report, project report, or paper without proper citation
- **Consequences of violating the University's academic integrity policy?**

The academic sanctions range from repeating the assignment to dismissal from the academic program. Disciplinary sanctions, while less common, are possible for more severe cases. The academic sanction is to be appropriate to the violation and is chosen by the instructor.

End of the Semester

How can students access their grades?

Faculty members report grades to the Registrar's office at the conclusion of each semester. As grades are recorded, they become available on LionPATH. **Penn State does not automatically mail final grades; however, the office of admissions will send a grade report to your high school guidance department at the end of each semester.**

How can students get a copy of their official transcript?

Official transcripts will be requested as part of the application for admission to colleges and universities other than Penn State. Transcripts can be requested online at registrar.psu.edu, via a transcript request form, or by contacting the Penn State York Registrar's office at 717-771-4050.

Confidentiality of Student Information/FERPA

FERPA is the Family Educational Rights and Privacy Act and is a federal law that was enacted in 1974. **FERPA protects the privacy of student education records.** All educational institutions that receive federal funding must comply with FERPA.

- **Student rights under FERPA:** according to the law, a person becomes a student for purposes of FERPA when they are "in attendance" at an institution. This includes attendance in person or remotely by videoconference, satellite, Internet, or other electronic and telecommunications technologies. At Penn State, **a student is defined as someone currently or previously enrolled in any academic offering of the University.** According to Penn State policy, FERPA becomes effective on the first day of classes for those newly admitted students who have scheduled at least one course.
- **Do parents have any rights under FERPA?**
In primary and secondary educational institutions (i.e. K-12), all FERPA rights belong to the parent. However, when the student reaches the age of 18 or begins to attend a post-secondary institution **regardless of age**, all FERPA rights transfer to the student. For Penn State students, the FERPA rights belong to the students, not the parents.

APPENDIX A

Penn State York Dual Enrollment Program Student Checklist

- Make an appointment to schedule courses through the Penn State York Office of Admissions, Main Classroom Building. **Bring a signed copy of the dual enrollment contract, a high school transcript, and SAT scores (if available) to the appointment.**
- Activate your Access Account online (you will be prompted by email).
- Complete your Pre-Registration Activity Guide via LionPATH (lionpath.psu.edu) and **email your admissions counselor to verify completion.**
- Pay your tuition and fees through the Bursar's office.
- Register your vehicle online (if applicable), and obtain your free parking pass at the business and security office, lower level, Main Classroom Building.
- Obtain a Penn State id+ Card.
- Sign up for PSUAlert online so that you are notified of any campus closures.
- **Things to Remember**
 - Attend every class.
 - Consult your academic calendar for breaks and holiday closings.
 - Contact your course instructor if you will be absent (consult the course syllabus for attendance policy and instructor's contact information).
 - Check your Penn State webmail **OFTEN**.
 - Contact the Nittany Success Center if you are having difficulty in your classes.
 - You can request an official transcript online at registrar.psu.edu.