

AllPrep Early College

Student Handbook 2009-10



*“The secret of getting ahead is getting started”
-Mark Twain*

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I. PROGRAM INFORMATION

Overview

The AllPrep Early College is a high school diploma program. All students enrolled in the school are earning dual credit from a community college that applies to the completion of the high school diploma.

AllPrep Early College pays for \$900 towards college tuition and fees each term. *Students may choose to take more credits, however, anything over \$900 is your (or your family's) responsibility.*

Students have a \$500 stipend for textbooks for the entire academic year. We encourage you to purchase used textbooks if possible and/or sell textbooks back to the book store to maximize the stipend.

Credit Load

You must register for a **minimum** of 6 college credits **every term**. At least one of your classes must be a core class that counts towards your high school diploma.

Please see section V for a detailed explanation of our credit conversion policies.

II. DIPLOMA REQUIREMENTS

Language Arts	4.0 credits
Math (Algebra I or higher)	3.0 credits
Science (at least 2 lab sciences)	3.0 credits
Social Studies*	3.0 credits
World History	1.0
U.S. History	1.0
Government	0.5
Economics/Political Issues	0.5
Physical Education	1.0 credits
Health	1.0 credits
Career & Technical Education/World Lang/ Arts	3.0 credits
<i>Actions Changing Tomorrow (ACT)</i>	<i>1.0 credits</i>
<i>Senior Capstone</i>	<i>1.0 credits</i>
Electives	<u>4.0 credits</u>
	24.0 credits

*Breakdown of social studies credits is no longer required by the State of Oregon, but recommended.

Career-Related Learning Credits:

Actions Changing Tomorrow (ACT)

The ACT course promotes service-learning as a valued component of a student's educational process. ACT creates a deeper academic understanding by connecting civics, career, and life skills lessons with service to the community. The primary philosophy of ACT is that all students should be empowered and given a voice in addressing and solving real community problems.

This course encompasses an online curriculum component as well as a 40-hour service component done in cooperation with a non-profit organization. ACT is typically completed the year before a student graduates from the program.

Senior Capstone Project

Senior Capstone is an opportunity for students to explore their area of career interest through a hands-on experience. Graduating seniors will complete either an internship, an entrepreneurial experience, or a research-based project over the course of the students' final year in the program. The goal is to help students learn the skills necessary to be successful in their next steps towards their future career.

III. STUDENT EXPECTATIONS

Things to do EACH TERM

- **Attend advising session for the next term**
- **Email your counselor your schedule after registering**
- **Send updated schedules when classes are added/dropped**
- **Email your counselor a copy of your final grades within one week of the term ending**

End of the school year—get an official transcript from the community college and send it to us

Advising

Your counselor is a resource for you. Advising is an opportunity for you to explore career options and create goals.

Why is Advising Important?

- Reviewing and updating educational plan and goals
- Tracking progress towards graduation
- Approving course selection prior to registration

You are required to attend an advising session with you counselor EVERY TERM prior to registration.

If you are unable to attend during the designated times, you MUST make alternative arrangements with your counselor.

Class Schedule

Registering for Classes

After meeting with your early college counselor, you will have been approved to register for specific classes for the following term. No changes can be made to the plan created during the advising session without counselor approval.

Dropping Classes

You **MUST** have counselor approval in order to drop any classes. If you drop any classes without approval you will be put on **Academic Probation**. Please refer to section VII - Student Support for more information about this.

Sending Grades/Transcripts

How to send over email:

1. Sign into your student account
2. Find your schedule or unofficial transcript
3. Highlight and copy your schedule or transcript
4. Paste this information directly into an email

Communication

To ensure your success in our program, it is vital that you maintain communication with your counselor. Your counselor is available to support you and to be a resource for concerns, questions, problem-solving and any other issues that may arise. Additionally, we are an advocate for you at the college and we can provide guidance in navigating the college since you are responsible for your education.

IV. ROLES AND RESPONSIBILITIES

Student Roles & Responsibilities

- Follow ALL guidelines under “Student Expectations” found in this handbook
- Follow the guidelines of your community college
- Contact your professors before issues arise
- Communicate, communicate, communicate (with your counselor, professors, etc.)

Privacy laws require that you (as the student) communicate with the college. Your parents/guardians are not able to do this for you.

Family Roles & Responsibilities

- Support your student
- Ask your student questions about the progress he or she is making or how classes are going
- If you need information or have concerns, contact your student’s counselor

Privacy laws require that your student communicate with the community college. You, as parents/guardians are not able to do this for your student.

Counselor Roles & Responsibilities

- Track progress towards graduation
- Help develop and monitor educational plan
- Approve course selection each term
- Provide academic, career and personal/social support to student and families
- Act as a resource for student and families
- Communicate important information and dates
- Troubleshoot and problem-solve issues with the community college
- Assist with transition to post-early college plans (university, career-technical, military, etc.)

Administrator Roles & Responsibilities

- Organize and arrange state testing facilities, dates and times
- Track student completion of state tests
- Enforce student academic probation and attend/run relevant student support meetings
- Answer questions regarding school policy, rules and regulations

V. UNDERSTANDING COLLEGE CREDITS

As you take college classes, you will be earning credit towards both your high school diploma and towards a degree or certificate at the college as well.

The credit conversion rate from college credits to high school credits is as follows:

Above 100 level college courses -

3-6 credit class = one high school credit

For any class, the maximum amount you can earn is one high school credit.

Below 100 level college courses -

Math classes: 3+ college credits = 1 high school credit

Other classes: Ratio is 3 college credits = 0.5 high school credits.

Your counselor will help you understand which college classes will satisfy the subject area requirements for high school

Credit amounts exceeding the requirement in any subject area will rollover to the elective requirements for the high school diploma.

VI. SUCCESS IN COLLEGE

1. Connect with your counselor frequently before and after registration. Register early and remember to have a backup plan for courses that become unavailable.
2. When planning your class schedule allow sufficient preparation and study time for courses you might find demanding.
3. Begin the transfer process early. Connect with the four-year college of your choice to indicate your interest in their programs and to share information concerning your degree program.
4. Attend every class. If you must miss a class, get in touch with your instructors as soon as possible and get a copy of notes from a classmate.
5. Get to know your professors and your classmates.
6. Become familiar with the campus. Find out where different offices are located and who can help.
7. Follow your professors' syllabi and directions for classes and assignments.
8. Come to class prepared by reading assigned materials prior to class discussions. Avoid falling behind in your class work. Meet with your professor if you have difficulty with class work. Know that faculty and staff want to see you succeed.
9. Do library research early, so that you have time to sort through what you find.
10. Submit assignments on time. It counts towards your grade!
11. If you don't understand or are confused about something, ask questions. Remember, THERE ARE NO DUMB QUESTIONS.
12. Manage your time wisely. Allow two study hours for every hour in class. It is possible to work, study, and have fun if you organize your time.
13. Find a "study buddy" and/or form study groups for each class.
14. Prepare for exams at least one week in advance.
15. If you have to be absent on the day of a test, communicate with your professor as soon as you can.
16. Get involved in campus activities.
17. Read the Bulletin Boards, Campus Calendars, Student Newspaper, etc.

18. Access campus services (Writing Center, Tutoring Services, Multicultural Student Support Services, & Student Support Services Program, etc).
19. Get your family, friends or significant other involved in supporting your educational goals.
20. Take responsibility for yourself. Don't depend on mom, dad, siblings, or a significant other.
21. Remember to stay positive and seek every possible assistance.
22. Have confidence and believe in yourself.
23. Plan your dream and make it happen.
24. REMEMBER! EDUCATION NEVER ENDS.

Adapted from SUNY Rockland's Multicultural Student Support Services Center

VII. STUDENT SUPPORT

Student Support Plan

Academic probation will consist of a personal plan created by the counselor, student, parent/guardian and administrator. Any student on academic probation may be required to take a reduced number of credits. Additionally, they will be required to increase communication via email and telephone and to submit progress reports regularly.

Academic Probation will be triggered by the following reasons:

- Not sending your counselor your grades for the previous term by the start of the following term
- Not adhering to the plan set at advising (example: changing a science class to take PE)
- Failing any course or receiving a NC or NG (for not attending) at the community college
- Dropping a class after the term has started without counselor approval
- Not sending your official transcript at the end of the year

Process

1. Email notification of academic probation to the administrator, student and parent
2. Student contacts counselor to discuss reason for academic probation
3. Counselor arranges meeting with administrator, student and family to develop a student support plan.
4. Review student support plan at the end of the term to determine if a student needs to continue on the plan for another term.

VIII. COLLEGE ESSENTIALS

Every college student will need to become familiar with their campus in order to get the tools needed for success. Before the term starts, check out the college's website and go to the campus to make sure you are ready for your first day.

Parking/Transportation

- Have a plan for how you will get to campus (i.e. Bus, Car, Walking)
- Some campuses will allow students to get a free or reduced-price bus pass. You may need a student ID for this.
- If driving, find out if you need a parking pass in order to park on campus. Parking can be tight on some campuses. Remember to go early to campus to leave yourself enough time to park and make it to class on time!

Student ID

- Find out how to get a student ID on your campus. It can be useful to have one and some campuses require it.

IX. TEXTBOOK INFORMATION

All students will be able to use their \$500 stipend through purchasing directly from the bookstore on campus and/or purchasing from an online retailer or off-campus store.

Purchasing Directly from Campus Bookstore

Each campus has a different process for purchasing textbooks at the campus bookstore with your stipend. Depending on which campus you attend, you may be able to buy books directly through the campus bookstore without paying out of pocket first. You will receive more specific information about that separately. Otherwise, we use a reimbursement process, which is described below.

Purchasing From Other Sources

If you choose to buy books through an online retailer or off-campus store, you will need to purchase the books up front and then submit receipts for reimbursement. Please see the guidelines below for this option.

Book Receipt Collection Process

The accounting and bookkeeping departments at AllPrep Academies require a 3 week receipt collection period that starts on the first day of the term. After that period, a 4 week processing period is needed before reimbursements will be mailed out. Please note that even if you mail in receipts during the first week, your reimbursements will still be released at the end of our processing period. All receipts will be processed in order of receiving.

Acceptable receipts

Book Store: Borders, Barnes and Noble, etc.

Original receipts from store that includes only text books for Early College Program; please make all other purchases separately.

Website purchases: Amazon.com, half.com, other online retailers

Invoice, packing slip within the box that explains the purchase – book titles, prices, date of purchase, and vendor information. You may also print out the purchase confirmation from an email or from the vendor; if it has the purchase information then that would be acceptable.

Exclusions:

We cannot accept Ebay and all other private party online auction sites, no purchases from Craigslist, or Campus Book store exchange programs unless accompanied by a campus book store receipt

For questions regarding book reimbursements, please contact:

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AllPrep and Early College Academies

K-12. Learning. Growing. Together.

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