

Student and Parent Dual Credit Guidebook 2018-2019



Admissions and Outreach

Hopkins Student Services Center

(660) 530-5833

dualcredit@sfccmo.edu

State Fair
Community College

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SFCC is accredited by the Higher Learning Commission.
Go to hlcommission.org to view status.

We're smoke-free.

State Fair Community College limits smoking and the use of tobacco products to personal vehicles parked or driven on designated college parking areas and roads.

Nondiscrimination and Accommodations Notice

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Academic and Student Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCityed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Student Services Office, Hopkins Student Services Center, Room 751, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

Important Dates

Fall 2018

April 4	Fall enrollment opens (dual credit and SFCC students)
June 25	Priority deadline for 12-week online dual credit courses
Aug. 20	16-week and first 8-week courses begin (online and SFCC campus)
Aug. 24	Last day to drop 16-week and first 8-week online and SFCC campus courses with 100% refund
Aug. 29	Dual credit enrollment deadline
Sept. 4	12-week courses begin (online and SFCC campus)
Sept. 6	Last day to drop on-ground high school dual credit courses with 100% refund
Sept. 10	Last day to drop 12-week online and SFCC campus courses with 100% refund
Oct. 26	Fall tuition and fees due

Spring 2019

Oct. 30	Spring enrollment opens (dual credit and SFCC students)
Dec.19	Priority deadline for 12-week online dual credit courses
Jan. 14	16-week and first 8-week courses begin (online and SFCC campus)
Jan. 18	Dual credit enrollment deadline
Jan. 18	Last day to drop 16-week and first 8-week online and SFCC campus courses with 100% refund
Jan. 28	Last day to drop on-ground high school dual credit courses with 100% refund
Jan. 29	12-week courses begin (online and SFCC campus)
Feb. 4	Last day to drop 12-week online and SFCC campus courses with 100% refund
March 29	Spring tuition and fees due

*Students whose forms are received by the priority deadline and meet all eligibility requirements will be guaranteed a seat in their online 12-week course as long as the course is offered.

**Students who drop a course for any reason after the drop deadlines will still be responsible for the full cost of the course(s) in which they were enrolled. After the drop deadline, students will also receive a grade of "W" for the course.

Academic calendar dates may be subject to change. Visit www.sfccmo.edu for the full calendar.

Introduction

State Fair Community College's dual credit opportunities allow eligible high school students to simultaneously earn high school and college credit by taking classes at their high school and online. It is possible for students who earn college credits as a high school student to also graduate with the Missouri general education transfer core and/or a two-year Associate of Arts degree from State Fair Community College at the same time!

ELIGIBILITY

- › Junior or senior level student with a 2.5 GPA or higher
- › Sophomore level student with a 3.0 GPA or higher
- › Permission of a school official
- › Appropriate placement scores for math, reading and writing, such as ACT or ACCUPLACER.
- › Permission of a parent or guardian (if under 18 years of age)

2018-2019 TUITION

- › \$79 per credit hour
- › \$94 per credit hour for online classes
- › Applicable lab and/or textbook fees apply depending on the course taken

Note: Some of our courses have moved to Direct Access in which flat course fees will be assigned, replacing textbook purchasing. Locate the complete list of course fees at www.sfccmo.edu/dual-credit (select "For Students").

Registration

A student desiring to enroll in dual credit courses through State Fair Community College who meets the eligibility requirements will be admitted as a nondegree seeking student. The following procedure must be followed to enroll in SFCC courses.

1. Students must fill out the online dual credit program application (first time dual credit students only) at www.sfccmo.edu/dual-credit (select "For Students").
2. Students must fill out and submit the required course enrollment form at the beginning of each semester. SFCC strongly encourages all students to fill out and submit a Family Educational Rights and Privacy Act (FERPA) release form that grants parents or guardians access to pertinent student information such as grades, billing, tax forms, etc. Both of these forms may be printed from www.sfccmo.edu/dual-credit or hard copies may be obtained in the counselor's office.
3. School officials will verify the GPA and placement scores before submitting the enrollment form for students.
4. The enrollment form, with required signatures, must be submitted by school officials by the deadline in order to be considered.

Paying for Classes

Once students have been enrolled into the selected courses, they will receive a bill at the address provided on the online application. By enrolling in classes, students accept responsibility for payment of all tuition and fees due to the college. If students change their minds about a course after the drop deadline has passed, they are still responsible for 100% of the tuition and fees due to the college.

Failure to pay a tuition balance by the due date will create an account hold and students will be unable to make schedule changes, enroll in subsequent classes or receive a transcript until payment is complete.

PAYMENT OPTIONS

In person at the cashier window at Sedalia, Boonville, Clinton, or Lake of the Ozarks locations

Online in mySTAR (please note you will need to disable all pop-up blockers to enter the Payment Center)

- › Click on the Student tab
- › Click on the Payment Center Link in the Registration Tools channel
- › To pay by credit/debit card or electronic check, choose the Make a Payment link in the My Account section

Over the phone using your credit/debit card by calling the Business office at (660) 530-5826

By mailing payments to the SFCC Business office at 3201 W. 16th St., Sedalia, MO 65301

SCHOLARSHIPS

High schools that have participated in dual credit courses through State Fair Community College the year prior may have the opportunity to receive a number of credit hours in the form of dual credit scholarships. Scholarships are granted to students who have financial need and would otherwise not be eligible to participate in a dual credit program. For more information about dual credit scholarship opportunities at your high school, please speak with your counselor.

Ordering Books and Course Materials

- › Dual credit students may purchase textbooks and course materials from the Campus Store on the Sedalia campus (cash, check, debit, or credit card).
- › Students may also purchase textbooks online (debit or credit card only). Follow these steps when ordering online:
 - › Visit **www.sfccbooks.com**
 - › Select Textbooks
 - › Select the appropriate course term, department and course section
 - › Select Add Selection
 - › Verify the listed courses and select Get Course Materials
 - › You will be redirected to the order page

Note: Students must purchase required course materials.

All textbooks and course materials are listed by course number so it's important to have a copy of your schedule or accurate course information prior to purchasing books. Dual credit students under the age of 18 cannot legally rent textbooks. In addition, parents, family members or friends may not rent textbooks on their behalf. SFCC BLUECARD is required for all purchases in the Campus Store.

Some courses may not require you to purchase a textbook; you will instead be charged an additional course fee, which includes an electronic textbook.

mySTAR

mySTAR is SFCC's informational portal and the place where you can pay your bill and check grades, access student email, SFCC Online, library databases, and view campus news and events. It is extremely important

mySTAR
Online services and news for SFCC students, faculty and staff

Events • Discussion • Phone Directory

SFCC Home Page

Secure Access Login

Employee/Student ID:

Password:

[Change / Forgot Password?](#)

[Having problems logging in? Click here.](#)

[Alternative Login for Screen Readers](#)

Welcome to mySTAR (IV)

For students: Register, make payments, and check grades; access e-mail, calendar, SFCC Online, library databases, and campus news and events.

For faculty: Grade online, get rosters and send class e-mail; access Web mail, SFCC Online, library databases and campus news and events.

For staff: View announcements and create and approve requisitions; access Web mail and campus news and events.

Need help?

[How to get my username?](#)
[What is my password?](#)
[HighestNet Users with timeout/expired session](#)

For students
[How to find my e-mail address?](#)
[How to see my payroll?](#)
[How to register for classes?](#)

For faculty and staff
[How to see my class list?](#)
[How to e-mail advisors?](#)
[Grade Entry](#)
[How to fix my Faculty Dashboard](#)

System Status:
Available 24/7. Maintenance window is Friday morning 2:30am-9:30am. Expect periodic outages during this time.

What's Inside?

E-mail: Send and receive e-mail, and create your own personal address book.

Calendar: Access and manage your personal, course and school calendars.

Groups: Create, manage and join group hompages for clubs, affiliations and interests.

News & Events: View targeted messages, news and events, campus announcements...
and much more...

When using the mySTAR portal and other campus technologies, the user agrees to abide by the SFCC Appropriate Use Regulation (AUR).

Students, faculty and staff should also be aware of our Electronic Communications Regulation (ECR), as SFCC will use e-mail and mySTAR as an official means of communication.

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Report problems by calling extension 2711 (on campus) or 866-295-3070 (off campus).

that students check mySTAR and student email several times a week to read announcements and check messages. mySTAR announcements and student emails are the college's official way of contacting you.

TO LOG IN TO mySTAR FOR THE FIRST TIME, FOLLOW THESE STEPS:

- Go to www.sfccmo.edu; click Quick Links icon; click mySTAR.
- In Secure Access Login box, click Change/Forgot Password? to enter mySTAR Password Center. This step is to create or change passwords or to unlock accounts.
- Enter nine-digit student ID number for User Name.
- For Password enter birthdate (MMDDYY) followed by a hyphen and first and last initials in caps (example: 010892-RR)
- Answer the security challenge questions and/or enter optional mobile phone or alternate email address to receive password reset information.
- For assistance, call the toll free 24/7 Help Desk at (866) 295-3070.
- Do not share your User Name or Password with anyone!

EMAIL

- Click the email icon in the upper right corner of mySTAR to access student email.

TO VIEW TUITION AND FEE CHARGES

- › Click on the Financial Aid tab in mySTAR.
- › Locate the My Statement channel and click on Statement and Payment History.
- › Use the links at the bottom of the page for more information.
- › Use the Back to Financial Aid tab at the top left corner of the screen to return to mySTAR.

TO VIEW STUDENT SCHEDULE OF COURSES

- › Click on the Student tab in mySTAR.
- › In the Registration Tools channel, click on Student Schedule.
- › Select a term.
- › Check to make sure all classes are correct.

Blackboard

Blackboard is SFCC's online learning management system that allows instructors to teach online courses and enhance on-ground classes. Through Blackboard, students can locate their course syllabus and instructor contact information, submit assignments, quizzes and tests, participate in discussion board posts, and check grades. It is extremely important that students stay up to date with their required coursework through Blackboard.

TO LOG IN TO BLACKBOARD, FOLLOW THESE STEPS



- › Log in to mySTAR and go to Student tab
- › Select the Blackboard icon
- › Log in using the same login credentials as your mySTAR account

COURSE CONTENT

- › All registered online courses should be listed on the Blackboard home page. Click on the courses to locate all course content, such as syllabus, instructor contact information, weekly assignments, etc.
- › Submission of assignments, quizzes, and tests as well as participation in discussion boards are done in Blackboard.

Dropping Classes

To drop a class, students must submit a written request to Admissions and Outreach that includes their name, the appropriate title of the course and the date the request is made.

Before dropping one or more classes, there are several important factors that students should consider:

- › Be aware of refund dates. The 100% refund date is five days after the start of the class.
- › If a course is dropped after the 100% refund date, the student is still responsible for 100% of tuition and fees.
- › Students should consult with their instructor before dropping any course.
- › Every school district has different policies in place in regard to dual credit. Students should consult with their counselor or principal before dropping any SFCC course to ensure that they will still be on track to graduate.

Responsibility lies with the student to initiate the drop/withdrawal from any college credit course. Communicating a desire to drop a class to an instructor or counselor does not automatically mean the student is dropped. Communication must be received by Admissions and Outreach at SFCC before the 100% refund deadline to be eligible for a refund.

Educational Records

FERPA

In accordance with the Family Educational Rights and Privacy Act (FERPA), State Fair Community College is legally prohibited from releasing information contained in a student's educational files to anyone except the student. In order for other individuals to have access to a student's educational files, financial aid information or student accounts, the student must complete and return a Student Consent to Release Educational Records form to Academic Records and Registrar, State Fair Community College, 3201 West 16th Street, Sedalia MO 65301, or fax to (660) 596-7472. The SFCC Dual Credit office cannot communicate with parents or guardians concerning their child's educational records (even if the student is under 18 years of age) if a release form is not on file. The form is available in the counselor's office or at www.sfccmo.edu/offices-services/academic-records-registrar/ferpa.

Transferring Credit

After high school graduation, if students enroll at an institution other than SFCC, they will need to transfer their credits. The responsibility lies with students to verify and ensure that credits attained through SFCC are accepted at the institution to which they are transferring. The institution the student chooses to attend always determines the transferability of credits.

An academic record (transcript) is permanently maintained for each student who takes classes at State Fair Community College.

INSTRUCTIONS FOR REQUESTING A TRANSCRIPT ONLINE

SFCC no longer accepts transcript requests in person, by mail, telephone, email, fax or in writing. SFCC now uses the **National Student Clearinghouse** as our online transcript services provider.

- › Log in to mySTAR using your student ID and password
- › Go to the Student tab
- › Go to "I need to..."
- › Select Request Office Transcript or Check Status
- › Access the National Student Clearinghouse website

If a problem occurs while submitting the request, call Academic Records and Registrar at (660) 530-5829. Please do not submit the request again until notified the problem has been solved.

All requests are processed in the order received. Transcripts cost **\$10** per copy plus a processing fee. Payment can be made with a credit or debit card.

TRANSCRIPT DELIVERY OPTIONS

- › Mail
- › Hold for pickup
- › Electronic PDF direct to recipient

SFCC does not offer same-day, fax or rush options. It is important to check with the recipient to determine which delivery methods are acceptable. A transcript is not considered official if the seal is broken.

Academic Honesty Policy

SFCC values the academic integrity of its curriculum and the commitment of its faculty and students to uphold the integrity in all teaching and learning processes. For this reason, the following acts of academic dishonesty will not be tolerated:

- › Plagiarizing any information,
- › Cheating in any form, or
- › Falsifying any information provided to the college.

Penalties range from failing assignments to expulsion from the course or the college.

Accommodations Documentation Requirements

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the Access office must have recent documentation (within three years) of the student's disability. The documentation should include an evaluation by an appropriate medical or psychological professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested.

The general guidelines below are to assist the student in working with the student's treating/diagnosing professional(s) to prepare the information needed to evaluate the student's request(s).

1. Current functional impact of the condition(s). Please consider the following: mobility, dexterity, endurance, perceptual issues, cognitive (attention, distractibility, communication, etc.), and behavior abilities. Please describe relevant issues as a clinical narrative and/or through the provision of specific results from the diagnostic procedures and assessments.
2. Treatments, medication, accommodations/auxiliary aids, services currently prescribed or in use. Please describe treatment, medication accommodations/auxiliary aids and/or services currently in use and your opinion of their effectiveness in minimizing the impact of the condition(s). If you feel that any additional accommodation/auxiliary aids are warranted, please list them along with a clear rationale and related functional limitations. Any accommodation or auxiliary aids will be taken into consideration, but will not automatically be implemented.
3. The expected progression or stability of the disability. If possible, please provide a description of the expected change in the functional impact of the condition(s) over time. If the condition is variable, describe the known triggers that may exacerbate the condition.
4. A diagnostic statement identifying the disability. When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation, or the dates of evaluations performed by referring professionals. If the most recent evaluation was not a full evaluation, please indicate when the last full evaluation was conducted.

Accommodations students receive for dual credit class(es) may be different from high school because the course(s) will need to reflect college-level work required of all students. For details, visit www.sfccmo.edu/offices-services/disability-services.

To request accommodations for a dual credit course or for questions, contact SFCC's Access office at (660) 530-5832.

Testing Services

Many SFCC dual credit courses require that certain scores be attained before a student is eligible to enroll.

The ACT or ACCUPLACER placement test scores are used to place a student in classes that are right for his or her skill level.

Once scores have been determined, view the placement test chart at www.sfccmo.edu/dual-credit (select "For Students") to see what courses a student can be placed into.

The ACCUPLACER is offered at approved high schools and at these SFCC campus locations: Boonville, Clinton, Lake of the Ozarks, Sedalia, Warsaw, Whiteman Air Force Base, and Saline County Career Center.

Check with your school counselor to see if you can take the ACCUPLACER at your high school.

Visit www.sfccmo.edu/testing for ACCUPLACER test resources and how to make an appointment to take the test at one of SFCC's campuses.

Multiple Measures-

- › If a student does not meet a course prerequisite after testing, the student may qualify for a multiple measure if he or she has a 3.5 unweighted, cumulative GPA.
- › Students may take WritePlacer after completing the ACCUPLACER for multiple measures into English courses.
- › Multiple Measures only applies to English 101, MATH 112, MATH 114, and MATH 108
- › Check with the Dual Credit office or your high school counselor to determine if you qualify for a multiple measure.

Note: A high school transcript or an official WritePlacer score must be on file at SFCC for multiple measure advancement.

*During summer 2018, SFCC will be switching to Next Generation ACCUPLACER.



Important Phone Numbers

Office hours are 8 a.m. to 5 p.m. Monday through Friday

24/7 Help Desk	(866) 295-3070
A+ Program	(660) 530-5834
Academic Records and Registrar	(660) 530-5829
Admissions and Outreach	(660) 530-5833
Business Office	(660) 530-5826
Access Office	(660) 530-5832
Donald C. Proctor Library	(660) 530-5842
Safety and Security	(660) 596-7110
Student Services	(660) 530-5830
Testing Services	(660) 530-5818
Tutoring	(660) 596-7304

We are glad you are participating in the dual credit program at State Fair Community College. We applaud you for choosing to get a jump on your future! We strive to provide you the best educational experience at SFCC. Do not hesitate to reach out to our office for questions or concerns about your courses or college admissions. We are always here to serve our students! Learn more. Do more. Be a Roadrunner.

Admissions and Outreach
 State Fair Community College
dualcredit@sfccmo.edu
 Phone (660) 530-5833
 Fax (660) 596-7473