

2017-2018 *Student and Parent Dual Credit Guidebook*



Admissions and Outreach

Hopkins Student Services Center

(660) 530-5833

admissions@sfccmo.edu

State Fair
Community College

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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 2017

- April 3** Fall enrollment opens (dual credit and SFCC students)
- June 26** Priority deadline for online dual credit courses*
- Aug. 21** 16-week and first 8-week courses begin (online and SFCC campus)
- Aug. 25** Last day to drop 16-week and first 8-week online and SFCC campus courses with 100% refund**
- Aug. 31** Dual credit enrollment deadline
- Sept. 5** 12-week courses begin (online and SFCC campus)
- Sept. 11** Last day to drop 12-week online, SFCC campus and high school on-ground courses with 100% refund**
- Oct. 27** Fall tuition and fees due

Spring 2018

- Oct. 25** Spring enrollment opens (dual credit and SFCC students)
- Dec. 20** Priority deadline for online dual credit courses*
- Jan. 8** High school dual credit courses begin
- Jan. 12** Last day to drop on-ground high school dual credit courses with 100% refund**
- Jan. 12** Dual credit enrollment deadline
- Jan. 16** 16 week and first 8-week courses begin (online and SFCC campus)
- Jan. 22** Last day to drop 16-week and first 8-week online and SFCC campus courses with 100% refund**
- Jan. 30** 12 week courses begin (online and SFCC campus)
- Feb. 5** Last day to drop 12-week online, SFCC campus and high school on-ground courses with 100% refund**
- March 16** 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 course(s) as long as the class 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
- › Recommended by 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)

2017-2018 TUITION

- › \$76 per credit hour
- › \$91 per credit hour for online classes
- › Applicable lab and/or textbook fees apply depending on the course taken

Note: 2017-2018 tuition is subject to change, not to exceed \$79 for on-ground and \$94 for online course.

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.
2. Students must fill out and submit the required course registration form. 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 recommending the student.
4. The signature page and course registration form 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 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

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 who wish to rent textbooks must do so themselves - parents, family members or friends may not rent textbooks on their behalf. SFCC BLUECARD is required for all purchases and rentals.

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 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.

The screenshot shows the mySTAR website interface. At the top, there is a navigation bar with links for "Events", "Directions", and "Phone Directory". The main content area is divided into several sections:

- Secure Access Login:** A form for logging in with fields for "Employee/Student ID:" and "Password:". There are "Login" and "Cancel" buttons, and a link for "Change / Forgot Password?". Below the form, it says "Having problems logging in? Click here." and "Alternative Login for Screen Readers".
- Welcome to mySTAR (IV):** A section with three sub-sections:
 - 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.
- What's Inside?** A section with three sub-sections:
 - 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 homepages for clubs, affiliations and interests.
- News & Events:** View targeted messages, news and events, campus announcements... and much more...
- Need help?:** A section with several links:
 - How to get my username?
 - What is my password?
 - HughesNet users with timeout/expired session
 - For students:**
 - How to find my e-mail address?
 - How to see my paystub?
 - 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-6:30am. Expect periodic outages during this time.

At the bottom of the page, there is a footer with the State Fair Community College logo and a report problem link: "Report problems by calling extension 7711 (on campus) or 866-295-3070 (off campus)."

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

- › Go to 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 SCHEDULE OF COURSES

- › Click on the Student tab in mySTAR.
- › Click on Registration Status (first link in the Registration Tools channel)
- › Select a term.
- › Click on Student Schedule.
- › 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 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 on 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 office 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 (Regulation 2111)

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 treating/diagnosing professional(s) to prepare the information needed to evaluate the student's request(s).

1. Current functional impact of the condition(s): The current relevant functional impacts on physical (mobility, cognitive (attention, distractibility, communication, etc.), and behavioral abilities should be described as a clinical narrative and/or through the provision of specific results from the diagnostic procedures and assessments;
2. Treatments, medications, accommodations/auxiliary aids, services currently prescribed or in use: Provide a description of treatments, medications, accommodations/auxiliary aids and/or services currently in use and the estimated effectiveness in minimizing the impact of the condition(s). Include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance. If any additional accommodations or auxiliary aids are warranted, please list them along with a clear rationale and related functional limitations. Any accommodations or auxiliary aids will be taken into consideration but not automatically implemented;
3. The expected progression or stability of disability over time: If possible, 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, indicate when the last full evaluation was conducted; and
5. Diagnostic reports must include the names, titles and contact information of the diagnostician, the test utilized in the diagnosing and the date(s) of the testing. Reports must be typed and otherwise legible.

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.

To request accommodations for a dual credit course or for questions, contact SFCC's Access office.



Important Phone Numbers

Generally, 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 (Dual Credit)	(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 and Career Center	(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) 596-7221
 Fax (660) 596-7473

Placement Scores

Taking either the ACT or ACCUPLACER test determines your placement scores. Many SFCC dual credit courses require that certain scores be attained before a student is eligible to enroll.

Course	ACT Score	COMPASS Score	ACCUPLACER Score
CAAP 125 Microcomputer Applications EASC 116 Environmental Science ENGL 101 English Comp I HIST 101 US History before 1877 LIT 107 American Literature POLS 101 American/National Government PSY 101 General Psychology SOC 100 General Sociology SPAN 101 Elementary Spanish I	18+ English and 18+ Reading	70+ Writing and 81+ Reading	92+ Sentence Skills and 85+ Reading Comprehension
BADM 101 Intro to Business	15+ English and 14+ Reading	42+ Writing and 62+ Reading	50+ Sentence Skills and 50+ Reading Comprehension
BADM 107 Personal Finance	18+ English and 18+ Reading and 17+ Math	70+ Writing and 81+ Reading and 49+ Pre-Algebra or 30+ Algebra	92+ Sentence Skills and 85+ Reading Comprehension and 57+ Arithmetic or 57+ Elementary Algebra
CHEM 123 General Chemistry I w/Lab	18+ English and 18+ Reading and 29+ Math	70+ Writing and 81+ Reading and 80+ College Algebra or 1+ Trig	92+ Sentence Skills and 85+ Reading Comprehension and 63+ College-level Math
ART 101 Art Appreciation ENGL 106 Creative Writing SPTH 101 Public Speaking SS 104 College Skills	No score required	No score required	No score required
MATH 112 Intermediate Algebra	20-21 Math	88-99 Pre-Algebra or 43-65 Algebra	110+ Arithmetic or 76+ Elementary Algebra
MATH 114 College Algebra	22-28 Math	66-99 Algebra or 50-79 College Algebra	114+ Arithmetic or 116+ Elementary Algebra
BIO 112 Intro to Biology w/Lab	Must have competed ENGL 101 AND MATH 112 with grades of C or higher		

* Students who do not meet the minimum test scores but have a 3.5 unweighted, cumulative GPA may be eligible to enroll. Please check with Admissions and Outreach (Dual Credit).

**Please note that dual credit students are not limited to the courses listed above. For a complete list of courses offered, visit www.sfccmo.edu/academics-programs/search-for-classes.