



Student Handbook

Concurrent Enrollment | 2022-2023 Academic Year

Kirkwood
COMMUNITY COLLEGE

www.kirkwood.edu/cchs

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Kirkwood’s College Credit in High School (CCHS) students have all the same rights and responsibilities as Kirkwood students. This handbook provides guidelines that high school students will use as a college-credit student at Kirkwood. This document is not a complete compilation of Kirkwood’s Academic and Student Policies. For a comprehensive compilation, please visit www.kirkwood.edu/studenthandbook.

Kirkwood Community College declares and affirms that it values and respects diversity and inclusion in all College-sponsored events, all employment practices, and all educational programs and activities. The College will not tolerate unlawful discrimination or harassment of persons on the basis of race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, age, religion, or disability.

Anyone who has questions or complaints should contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd., SW, Cedar Rapids, IA 52404, or by phone at 319-398-5572, or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison St., Suite 1475, Chicago, IL 60661-7204, Telephone: 312-730-1560, Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.

I. Eligibility, Admission and Enrollment Information

College Credit in High School (CCHS) — Concurrent Enrollment at Kirkwood Community College

Kirkwood partners with local high schools to offer concurrent enrollment course work that meets the needs of students looking to explore a specific career and technical program at Kirkwood, as well as transfer-level general education course work to enhance any major. Students enrolled in a concurrent enrollment course earn both high school and college credit for the course.

High school faculty who meet community college faculty credentials are recognized as adjunct faculty, and adhere to the approved Kirkwood syllabus.

As defined by the Iowa Department of Education, Senior Year Plus (SYP) is an important part of high school reform efforts in Iowa. Through these programs, high school students are provided rigorous opportunities for advanced learning.

To this end, Kirkwood partners with area school districts to prepare students to learn essential skills and earn college credit through a variety of concurrent enrollment options. Iowa law requires students, instructors, and institutions to meet certain criteria to be eligible to participate in SYP programming.

To participate, students must:

- Satisfy Kirkwood Community College prerequisites, which may include a satisfactory placement score or GPA for reading, writing, and math, indicated by the college’s recognized placement exams.
- Complete “College Credit in High School” application for admission at: www.kirkwood.edu/cchsapply
- Please note that restrictions on participation in Senior Year Plus opportunities cannot be placed by the district. Examples include:
 - Districts may not require to exhaust district curriculum prior to enrollment in SYP courses
 - Districts may not limit a student to one course per semester
 - Districts cannot limit the number of courses that a student can take in an academic year; however, Kirkwood does limit to 18 credit hours per semester – anything more requires dean approval.
 - Districts may not limit the format in which a class can be taken.

Types of Eligible Coursework:

Arts and Science Coursework

- To participate in liberal arts courses, students must demonstrate proficiency in each of the three academic areas – math, science, and reading, as indicated by Iowa Assessment Testing or an alternative measure of proficiency adopted by the school board. Alternative measures of proficiency may vary by school district. Students must also satisfy Kirkwood Community College prerequisites as needed.

Career Academy

- Participation in career and technical courses is not based on proficiency of Iowa Assessment Testing. Students will need to satisfy Kirkwood Community College’s prerequisites as needed.

Additional information on Senior Year Plus guidance can be found at:
www.educateiowa.gov/adult-career-and-community-college/senioryear-plus-syp

Concurrent Enrollment Format Definitions

1. Onsite: concurrent enrollment at the high school, most often taught by a high school paid instructor. Onsite sections are created and dedicated to high school students. In rare cases, courses are offered at a Kirkwood-provided location outside of the high school, but for enrollment and billing purposes are treated as onsite sections.
2. Alternative Concurrent Enrollment: high school students join an existing traditionally offered college class. In Alternative Concurrent Enrollment, concurrent enrollment students will be taking the course with a Kirkwood paid instructor. These courses are not dedicated to high school students, but are college courses high school students are eligible to join along with degree seeking students; many of these courses are offered online or at Kirkwood's Main Campus.
3. Regional Center Courses: shared career academy programming at a Kirkwood location. These are courses dedicated to high school students and occur at one of four regional centers: Jones County Regional Center in Monticello; Kirkwood Center at the University of Iowa in Coralville, Linn County Regional Center in Hiawatha, or Washington County Regional Center in Washington.

Enrollment and Registration Process for Concurrent Enrollment Students

- 1) Student expresses interest in enrolling in concurrent enrollment.
- 2) Student creates official Kirkwood record at www.kirkwood.edu/cchsapply. Students must create an account and then complete the entire application for submission.
- 3) Within two business days, the student will receive an email indicating that the application has been processed. The email will contain instructions on how the student can log back into their account and view their formal welcome letter. The letter will contain the student's unique identification number, also known as a **knumber**. This is the identifier to be used in place of the SSN, and it will not change.
- 4) Students will then need to set up their official Kirkwood account using their knumber and establishing a password (www.kirkwood.edu/setup). Please note that this is a different process than what establishing a profile for the application process (see more information below).
- 5) Student will need to complete any required placement exam, or submit necessary GPA if required for individual course prerequisites as identified by the course catalog.
- 6) After the subsequent steps have been completed, students can enroll in concurrent enrollment courses through Dual Enroll. Students will need their knumber and password to login to Kirkwood.dualenroll.com. After creating a basic profile, students can select the appropriate term to register for future classes. After student has selected and submitted their desired courses, the selections will go to the high school and Kirkwood for final approvals. If the registration is not processed or approved for any reason, the student should receive notification in their Kirkwood email. **NOTE: Students who do not register through Dual Enroll will be considered self-pay students and will be responsible for their own tuition. Students who register through Dual Enroll and have the approval of the school district will have their tuition costs covered by the school district.**
- 7) For any questions, county and regional centers are available to help students through the application and registration process at any time. Please see final page for contact information.

Using knumber and Password

You will use your knumber to login to email, Kirkwood computers, Talon, MyHub, Dual Enroll, etc. If you forget your knumber, you can get it two different ways:

- Go to www.kirkwood.edu/knumber, and select “Use this Form” near the bottom of the page.
- Alternatively, you can present a photo ID at any Kirkwood location.

Password: Once you have your knumber, you will need to establish a password.

- Go to www.kirkwood.edu/setup.
- Complete the information to set up your password, which will require various characters.
- Once you’ve set up your password, you can also use this website to change your password, or set-up your security question. Passwords will need changed every year.

Placement

If a student plans on taking a concurrent class that has a certain placement requirement, the student must fulfill that requirement.

- **English** – For courses such as Composition, Kirkwood required a specific placement score from ACT or SAT. In lieu of scores, Kirkwood will also accept a qualifying GPA score to meet the placement requirement. For concurrent enrollment students, that score GPA requirement is a 3.0 or higher.
- **Math** – For courses requiring placement, Kirkwood requires specific placement scores from ACT, SAT, or the ALEKS test administered at Kirkwood. The ALEKS test can be taken remotely by students by going through MyHub: www.kirkwood.edu/myhub

Kirkwood will also accept AP course equivalencies. Students must ensure appropriate placement scores and prerequisite information is on file at Kirkwood prior to enrollment in coursework.

Adds, Drops and Withdrawal of Registration

Concurrent enrollment students must abide by registration policies at both the high school district and Kirkwood Community College. Students should refer to the high school guidance office for assistance with enrollment management issues. All section adds, drops and withdrawals must be approved in writing by your highschool principal and/or counselor and as well as approved by Kirkwood.

MyHub

MyHub is Kirkwood’s student profile portal. In MyHub, students can find important information including class schedule, degree requirements, and much more. As noted, students should not register through MyHub for concurrent enrollment courses, but should go through Dual Enroll.

Kirkwood Email

As a concurrent student, you are considered a college student like all other enrolled students. As such, you will be expected to be responsible for checking and keeping up on your Kirkwood email. Information regarding your progress, communication from instructors, and other valuable messages will be sent to your Kirkwood email address and not your personal or high school email address. To set up your email at Kirkwood, simply go to: www.kirkwood.edu/email. There is a section that it is titled “First Time Users” that will help you set up your account. Remember to check your email daily.

Talon

Talon is an acronym for “Teaching and Learning Online”. Talon houses curriculum for online courses as well as for some regional center and onsite (at your high school) courses. You should be able to locate your syllabus for any course you are taking as concurrent enrollment within Talon. To access Talon, simply go to:

www.kirkwood.edu/talon.

Orientation

Like all college students, concurrent enrollment students will be expected to complete an orientation for their concurrent enrollment courses. Orientation is intended to help students further understand the expectations, benefits, and rigor of college classes. Students will receive more information on how to complete orientation upon registration of courses.

Orientation by Format

I. Regional Center Concurrent Enrollment

Students who commit to taking Concurrent Enrollment courses at the regional center will complete a required orientation online. Orientation will cover the following topics:

- Navigating Through Talon
- Student Policies and Expectations
- Resources and Student Support
- Plagiarism
- Academy specific information
- Forms and Authorizations

Students will work through these topics and be asked to complete quizzes, earning an 80% or better, in order to gain access to the Forms and Authorizations information. At that time, students will be able to complete the regional center specific authorization forms that require their signature as well as a parent’s or legal guardian’s signature.

II. Alternative Concurrent Enrollment

Students who commit to taking Alternative Concurrent Enrollment courses at the regional center will complete a required orientation online. This is a separate orientation from the Regional Center Concurrent Enrollment orientation. If a student participates in both types of concurrent enrollment they are required to complete both orientations. Students who do not complete Alternative Concurrent Enrollment orientation will not have access to their course in Talon and will eventually be administratively withdrawn from the course if they do not complete orientation.

III. Onsite Concurrent Enrollment

Orientation is not currently required for students only taking classes within the walls of the high school, or onsite coursework. The College Credit in High School team is developing an orientation that will eventually be required for any student taking any concurrent course and onsite courses will be a part of this orientation. In the meantime, Kirkwood representatives are happy to come in any time to talk to students about the expectations of taking college courses, including onsite courses.

II. Student Services

Advising

All Kirkwood Regional and County Centers have a Student and Academic Support Coordinator (SASC) who will help students with college and career planning, guidance, course selection advice, mentoring, and more. The Student and Academic Support Coordinators serve as academic advisors for the concurrent enrollment student population.

Working with an academic advisor is the key to making the most of your time as a Kirkwood student. An academic advisor plays a critical role in promoting students success and assisting students to reach their goals. Students should meet with an advisor to guide students on the best decisions based on goals, degree requirements and transferability.

Academic advisors can assist students in making these important decisions and work with students to set them up for their steps after Kirkwood, whether that's continuing their education at our main campus, transferring to a four-year school, or going into the workforce.

County	Student and Academic Support Coordinator	Contact Information
Benton/Iowa Counties	Mike Jacobsen	michael.jacobsen@kirkwood.edu
Cedar/Johnson Counties	Hailey Hebl	hailey.hebl@kirkwood.edu
Jones County	Craig Stadtmueller	craig.stadtmueller@kirkwood.edu
Linn County	Neal Davis	neal.davis@kirkwood.edu
Washington County	Ryan Ronan	ryan.ronan@kirkwood.edu

Library Resources for Students

<http://guices.kirkwood.edu/dl> and www.kirkwood.edu/library services

In addition to quality books, journals and DVDS to use in your research, we have many online databases of magazine, journal, news and reference articles that you can access from any campus computer or your own home computer. If you prefer working from a library table or relaxing in a stuffed chair as you write, you may check out a laptop for use within the library or bring your own laptop to any county/regional center location to connect with Kirkwood's wireless network. Wireless internet is accessible in main campus and off campus locations.

Tutoring Services

Self-Advocacy is an important aspect of the college experience. If a student needs extra help, they are encouraged to reach out for it. One such way can be done through tutoring. To learn more about tutoring, go to www.kirkwood.edu/tutoring.

Accommodation Services for Students with Disabilities

Provision of accommodation services to high school students enrolled in Kirkwood classes are provided in accordance with the same policies and procedures provided for all Kirkwood students. Procedures to receive accommodations for Kirkwood classes

- 1) Complete the “Request for Accommodations” form by going to www.kirkwood.edu/accommodations.
- 2) Scroll down the page and click on “new student”.
- 3) Then click on “application for accommodations” and complete the application. Make sure to click “submit.” The form is sent to the Learning Services department on main campus. Current documentation of a disability should ideally be submitted with the request form. The documentation should include the most recent IEP/504 plan or other documentation provided by a medical professional. Documentation can also be sent to the Learning Services department if not included in the initial request form: mailed to 2063 Cedar Hall, 6301 Kirkwood BLVC SW, Cedar Rapids, IA 52404, faxed to 319-3984933 or emailed to learningservices@kirkwood.edu.
- 4) An accommodation file will be created when the request form and documentation have been received in the Learning Services department.
- 5) Once the student is registered for classes, a case manager will be assigned. The student is sent a letter with the name and contact information of their case manager. It is the responsibility of the **student** to initiate a meeting with their case manager. Every effort will be made to assign a case manager at the Kirkwood location where the class is taken or within the county, the student resides to ensure accessibility for meetings. Meetings may also be conducted virtually.
- 6) The student and the case manager will work together to determine which accommodations are reasonable to be provided in their college class(es).
- 7) After the meeting, the case manager will submit the accommodation plan, and a letter with the information will be emailed to the student’s instructors.
- 8) Students will need complete an accommodation plan for each semester they are wanting to receive accommodations.

NOTE: A copy of the student’s accommodation plan can be provided to a parent/guardian upon request if a completed release of information is on file for the student.

Students, parents, and high school staff should be aware that modifications of curriculum or delivery of instructor provided at the high school may not be considered a reasonable accommodation in a college setting. More information can be found at: www.kirkwood.edu/learningservices and the following chart helps explain the fundamental differences between high school and college-level accommodation services.

Differences between High School and College Accommodations

HIGH SCHOOL	COLLEGE
IDENTIFICATION	
The school district is responsible for identifying the student's disability.	Students must self-identify by requesting accommodations and providing documentation of their disability.
SPECIAL EDUCATION SERVICES	
The Individual Education Program (IEP) team develops the IEP to define educational goals, supports and services that will be provided.	No IEP is written for college students. Special Education services are not provided in college.
ACCOMMODATIONS AND MODIFICATIONS	
<p>Accommodations or modifications to the curriculum are made to ensure completion of the general education requirements of the school district.</p> <p>Teachers provide reminders of homework due dates and when tests will be taken. Extended time for completion may be granted.</p>	<p>Accommodations are provided to ensure equal access to education. Reasonable accommodations based the student's documented disability are allowed. Modifications to the curriculum are not available at the college level.</p> <p>Students are expected to read the syllabus provided in each course and complete assignments independently and on time.</p>
BEHAVIOR SUPPORTS	
Educators are responsible to put supports in place for an inappropriate behavior that may be caused by a student's disability.	Students are responsible for their own behavior at all times and are held to the same standards of behavior as all college students.
PARENTAL INVOLVEMENT	
<p>Parents are actively involved in their student's educational planning and decisions.</p> <p>Parents can discuss their student's progress with teachers.</p> <p>Parents can sign documents for their student who is under the age of 18.</p>	<p>Students are responsible for making decisions related to their education and are expected to advocate for themselves.</p> <p>A student must sign a "release of information" waiver for parents to speak with college personnel regarding their college records.</p> <p>Students sign documents for themselves.</p>
OTHER DIFFERENCES	
<p>Schools have a system set up for providing transportation to and from school (e.g. buses).</p> <p>Daily attendance is monitored and recorded by the high school. High school staff can contact parents if the student is not in attendance.</p>	<p>Students are responsible for finding their own way to and from their college campus for classes.</p> <p>The college does not contact student or parent if a student misses class. Students should attend all college classes. Some instructors may take attendance; some may not.</p>

III. Academic and Enrollment Policies

Special Notice to Students

Each student is responsible for being familiar with the student and academic conduct policies at Kirkwood Community College. Please visit www.kirkwood.edu/studentbook for more information. Failure to read the regulations will not be considered an excuse for noncompliance. The college reserves the right to change policies or revise curricula as needed due to unanticipated circumstances. Rules and regulations have been adopted by the faculty and administration of the college. If a student finds that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the registrar, according to established policies.

In addition, the following academic and student conduct policies are highlighted for concurrent enrollment students:

A Productive Classroom Learning Environment

We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect.

In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.

Academic Integrity

Kirkwood students are responsible for authenticating all work in a course. This includes but is not limited to quizzes, exams, presentations, papers, journals, and projects. If asked, the student must be able to produce proof establishing that the work he or she submits is original and created by the student. For this reason, it is recommended that students engage in a verifiable working process on assignments and conduct themselves during class in a manner that does not lead to the suspicion of academic dishonesty. Academic dishonesty may include but is not limited to:

1. Plagiarism and Fabrication
2. Misrepresentation
3. Cheating and Facilitation
4. Impeding Fair and Equal Access to the Education and Research Process

Students are strongly encouraged to read the entire Academic Integrity policy here:

<https://www.kirkwood.edu/catalog/current/academic-integrity-policy.htm>

Additional Academic and Enrollment Policies can be found at:

<https://www.kirkwood.edu/catalog/current/academic-and-enrollment-policies.htm>

IV. Additional Information for Students

Student Conduct Policy

Students choosing to earn college credit while in high school must be in good standing at their respective high school in order to enroll in and attend Kirkwood Community College CCHS Programs.

Students enrolled to earn Kirkwood Community College credit must abide by the school handbook of the local school district, as well as the rules and policies spelled out in the Kirkwood Community College Student Handbook, found online at (www.kirkwood.edu/studentpolicies). Additional specific program requirements may also be outlined by the Kirkwood Academic Department.

Kirkwood Community College is committed to maintaining a safe environment for all students, faculty, staff and visitors. Student conduct that interferes or disrupts effective instruction or safe classroom operation will be addressed. Kirkwood staff can remove students from Kirkwood property or program for misconduct.

Process for Misconduct Violations:

Level 1: Incident Documentation

- a. Immediate response by the instructor to acknowledge and stop the misconduct with the student.
- b. Written documentation of the observable behavior is shared with high school and college personnel, including Kirkwood's Dean of Students within 24 hours of the incident.
- c. Instructor meeting with the student and a second party (staff member) to review with the student the violation of misconduct and the positive steps for moving forward. Acknowledgment that further violation will result in a meeting with all interested parties (student, instructor, district and Kirkwood staff, parents, etc.) for discussion. (If possible this meeting will occur prior to the next scheduled class meeting.)
- d. Student and instructor sign off on acknowledgment of the behavior issue and steps for improvement.

Level 2: Meeting with all interested parties

- a. Second violation of misconduct with a student results in a meeting scheduled by Kirkwood to review the action plan or decision to continue. Kirkwood staff will be present, as well as high school district staff. High School will inform and include parents at this level of the discussion if they choose.
- b. Depending on the violation, Kirkwood can remove the student from the class or program at this step. The goal is to clearly define expectations for moving forward. Students at Level 2 should note that future incidents will result in removal from the class or program.

Level 3: Removal from the CCHS program

If removal occurs within the parameters of the Kirkwood withdrawal date, it is the student's responsibility to work with high school personnel to withdraw; otherwise, removal may result in a failing grade on the student's Kirkwood Community College transcript.

FERPA – Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

- Kirkwood school officials may not disclose personally identifiable information about students nor permit inspection of their records without written consent, unless such action is covered by certain exceptions permitted by the law.
- Students may complete a Records Release form to give Kirkwood officials permission to communicate with parents about student information protected by FERPA.
- High school paid officials are able to communicate with parents or legal guardians without the written consent of the student.
- Students under the age of 18 taking college credit courses are still protected under FERPA law.
- More information on FERPA and the Records Release Form can be found on Kirkwood’s website, <https://www.kirkwood.edu/get-started/enrollment/ferpa>.

Transferring Kirkwood College Credit

Students can order a college credit transcript to be sent to another college by completing the Official Transcript Request form online at www.kirkwood.edu/transcript. Students can click the link to order their transcript through the National Student Clearinghouse. The details for ordering are as follows.

Before Ordering

1. Make sure your transcript shows the **grades** you expect it to. In MyHub, select "Grades" and look in the "Final Grade" column.
2. Kirkwood is not responsible for the cost of transcripts ordered too soon.

Ordering

Kirkwood does not take transcript orders by phone, email or fax. All transcript orders must be made using the link above or via MyHub. When placing the order, you will provide:

- personal and contact information
- your knumber or Social Security Number
- a major credit or debit card
- an email account
- your signed consent

Official Kirkwood transcripts processed are **\$7** per copy when delivered electronically. Other delivery methods can have additional charges.

More Transcript Information

For more information about your Kirkwood transcript, contact enrollment@kirkwood.edu

V. Additional Resources

Important Web Resources

General information for all Kirkwood College Students: www.kirkwood.edu/students

Kirkwood College Credit in High School: www.kirkwood.edu/cchs

Kirkwood Student Handbook: www.kirkwood.edu/studenthandbook

Kirkwood Academic Calendar: www.kirkwood.edu/calendars

Kirkwood Library Resources: www.kirkwood.edu/library

Kirkwood Learning Services: www.kirkwood.edu/learningservices

Kirkwood Center for Online Writing Support: www.kirkwood.edu/cow

Kirkwood Career Services: www.kirkwood.edu/careerservices

How to Connect with a Kirkwood Center for Concurrent Enrollment Support

Each Kirkwood Center works with and supports all high school students in their county that are interested in concurrent enrollment classes. For example, students from Clear Creek Amana would work with the Kirkwood Regional Center at the University of Iowa, which is the center serving Johnson County schools.

Benton County Center | 319-472-2318 | www.kirkwood.edu/bentoncounty | benton.county@kirkwood.edu

Cedar County Center | 563-886-2950 | www.kirkwood.edu/cedarcounty | cedar.county@kirkwood.edu

Iowa County Center | 319-668-2461 | www.kirkwood.edu/iowacounty | iowa.county@kirkwood.edu

Jones County Regional Center | 319-465-2302 | www.kirkwood.edu/jonesregional | jones.county@kirkwood.edu

Kirkwood Regional Center at the University of Iowa (Johnson County) | 319-358-3100 |
www.kirkwood.edu/kirkwoodui | johnson.regional@kirkwood.edu

Linn County Regional Center, 319-398-1052 | www.kirkwood.edu/linnregional | linn.regional@kirkwood.edu

Tippie-Mansfield Center, 319-444-2549 | www.kirkwood.edu/belleplaine | belle.plaine@kirkwood.edu

Washington County Regional Center, 319-653-4655 | www.kirkwood.edu/washingtonregional |
washingtoncounty@kirkwood.edu

Reminder: This handbook is not a comprehensive guide of all Kirkwood's academic and student policies. For the comprehensive handbook available to all college students, please visit: www.kirkwood.edu/studenthandbook