

## Northwestern Lehigh School District

### ADMINISTRATIVE PROCEDURE HANDBOOK

SECTION: A-STUDENT

PAGE: C2-C3

DATE: 5/95, 9/98, Rev. 2000, Rev. 5/08, 4/2015

### TITLE: OFF-CAMPUS COLLEGE PROGRAM PLAN (Revised)

#### Description of Program

Northwestern Lehigh High School has developed a cooperative agreement with local post-secondary institutions to provide high school students an opportunity to pursue course work at the college level while enrolled in high school. This opportunity may be approved through the initiative of student application and acceptance to the respective institutions and will be the financial responsibility of the student for all related costs. The aim of this program is to provide **highly motivated, academically capable students** the opportunity to accelerate their studies.

#### Admission

To access this opportunity, the students must complete the following process:

1. Confirm that he or she has obtained an academic cumulative grade point average necessary to gain admission to a specific college or university.
2. File application to the college or university and receive final acknowledgement of acceptance. Take appropriate placement testing as required by specific institution.
3. Review necessary courses needed for graduation with NWL guidance counselor to determine availability of time.
4. Register for desired classes and receive confirmation of time schedule. One (1) high school course enrollment will be waived for each one (1) college course enrollment (minimum 3 credit course). **A college course may not overlap two (2) high school periods.**
5. **Complete the attached College Information Contract.**
6. Scholars' Program Option (tuition-free selective program)
  - a. Apply through NWL Guidance Office, meeting all appropriate deadlines.
  - b. Be selected by the college or university offering the program.
  - c. Follow requirements of the individual college/university for application, scheduling, and grading
  - d. Be informed of and follow all other policies relevant to the regular college program process discussed in this hand-out.

#### College Class Scheduling

It is understood that each student must complete all graduation requirements in order to qualify for a high school diploma. Each student must seek the assistance of his or her respective guidance counselor in order to facilitate scheduling matters. Each student must communicate frequently and thoroughly to the guidance counselor to insure smooth program coordination. This may need to occur during August to arrange for fall courses.

#### Tuition Payment/Transportation Costs

Tuition costs for college study are the responsibility of the student and/or his or her parents. All students taking courses at Lehigh Carbon Community College prior to high school graduation will be responsible for the non-sponsored full-tuition rate per credit with courses commencing effective July 1, 2000.

**Note:** College courses often begin before the NWL start date. Transportation **MUST** be provided by the parent or student.

**Credit Transfer:** Students are highly recommended to access [www.pacollegegetransfer.com](http://www.pacollegegetransfer.com) to ensure you can take your credits with you to another destination.

#### Graduation Requirements

Curriculum requirement: Each student is required to complete all Chapter V Standards (53) and related coursework as defined in the program of studies booklet in order to qualify for a high school diploma. Standards that are imbedded in the parallel Northwestern Lehigh course must be successfully demonstrated through the student's college course or through departmental assessment.

### **Academic Records**

1. College Transcripts: If taking course(s) for Northwestern Lehigh High School credit, an official college transcript **MUST** be sent to the guidance office **IMMEDIATELY** upon completion of the course. It is the responsibility of the student to see that the high school guidance office receives this official grade report.
2. All college courses will be listed as “college course” credit value and grade(s) will appear on the student’s high school transcript.
3. PLEASE NOTE:  
College course credits and grades are not calculated into a student’s GPA/class rank. Academic ranking will be achieved only through the coursework completed at Northwestern Lehigh High School or other eligible transferring high schools.

### **Withdrawal from College Coursework**

Any withdrawal from a college course **MUST** be accomplished through consultation and approval by the designated guidance counselor and principal. Withdrawal from any college course will be recognized on the Northwestern Lehigh student transcript as a withdrawal grade and should be given careful consideration.

### **Athletic/Activity Eligibility**

A student may participate in high school sponsored athletic programs and extracurricular activities.

### **Designated Responsibilities**

The following individuals are responsible for designated segments of college program participation:

1. STUDENT:
  - a. Becomes familiar with this information packet.
  - b. Meets or exceeds academic eligibility requirements.
  - c. Confers with designated guidance counselor.
  - d. Files appropriate application form and materials to the college or university.
  - e. Registers for intended course/courses and acquires official schedule.
  - f. Completes **College Information Contract** to receive permission from a guidance counselor for college course attendance and provides a signature from the College representative as proof of registration.
  - g. Provides for transportation to and from college.
  - h. Provides for college costs.
  - i. Secures signatures from any and all affected teachers/departments to insure that all materials are covered and completed in an approved timeframe.
  - j. Is responsible for completion of all work for overlap courses at the high school and keeps appropriate teachers informed about unusual circumstances.
2. PARENT(S)/GUARDIAN:
  - a. Becomes familiar with this information packet.
  - b. Solicits information for improved understanding of program options.
  - c. Provides for parental authorization for student participation.
  - d. Provides for college tuition, books, and supply costs.
  - e. Provides for student’s transportation to and from college.
  - f. Understanding that the failure of a college course may result in the student NOT meeting graduation requirements for Northwestern Lehigh high School.
3. SCHOOL:
  - a. Provides for this program in a manner that complies with the State’s standards disclosed in this packet.
4. GUIDANCE COUNSELOR:
  - a. Provides for academic counseling services including college program participation.
  - b. Provides necessary information to students seeking this program option.
  - c. Facilitates Northwestern Lehigh contract for college option.
  - d. Makes schedule changes appropriate to attending the college course.
  - e. Provides for record maintenance of completed academic work.
  - f. Assists in the scheduling of students within the realm of options available.
5. PRINCIPAL:
  - a. Reviews and approves request for participation with local colleges and universities.

### **Appendices:**

1. College Information Contract

# NORTHWESTERN LEHIGH SCHOOL DISTRICT

## OFF-CAMPUS COLLEGE PROGRAM CONTRACT

**Directions:** Please read the Off-Campus College Program Plan carefully before completing this form. Please complete the steps below.

**College Contracts are due to the Counseling Office before the start of the fall/spring semester**

**Important Points:** College courses not taught by NWLHS faculty will not be included in GPA or class rank calculations. Students must register for classes that are three credits and run for 15 weeks. Registration for dual enrollment courses must be completed before the start of both the college and NWLHS' semester for the dual enrollment course to be taken in place of a regularly scheduled high school course.

1. Apply to LCCC online at [lccc.edu](http://lccc.edu) (\*first-time students only)
  - a. Click on "Apply Now"
  - b. Click on "New User Sign Up"
  - c. Create and confirm an account for the application portal using your personal email address (your school email can block incoming messages)
  - d. Once in the application portal, click on "Start A New Application"
  - e. Under "You are applying as," select "4 -Dual Enrollment High School Students"
  - f. Under "Which program are you applying for?" select "Dual Enrollment"
  - g. For "Term," select the semester when you want to take a class
  - h. Fill out the application completely and then submit
  - i. You will receive the acceptance email within 1-2 business days. The email includes your L#, my LCCC (student portal) username, temporary my LCCC password and LCCC student email address. Save this email! \*If you do not receive this message within 1-2 business days, contact [dualenrollment@lccc.edu](mailto:dualenrollment@lccc.edu)
2. Click below to fill out and submit the online DE course registration form
  - a. Click here: [Search for courses](#) – you will need to know the CRN #, Subject, Course #, & Section to enter it on the online registration form below
  - b. Fill out and submit the [Online registration form](#) (you will be prompted to sign in to your LCCC account)
  - c. Once you submit the online registration form, you will get a PDF of your registration form
3. Email the PDF to your School Counselor
  - a. A – Gi – Mrs. Zimmerman, [zimmermann@nwlehighsd.org](mailto:zimmermann@nwlehighsd.org)
  - b. Gj – Pe – Mr. Combs, [combsd@nwlehighsd.org](mailto:combsd@nwlehighsd.org)
  - c. Pf – Z – Mrs. Gross, [grosse@nwlehighsd.org](mailto:grosse@nwlehighsd.org)
4. Complete the NWLHS Off-Campus College Program Contract:
  - a. Which NWL course(s) should be deleted from your schedule? Please list:  
\_\_\_\_\_
  - b. What time & days does your course run? Or circle online.
    - i. Time: \_\_\_\_\_ Days: \_\_\_\_\_ Online \_\_\_\_\_
  - c. If the course you selected to take is an online course, will you be remaining at NWL in the Library for the course?  
Please Indicate: YES or NO

**\*\*\*If you select NO, you must also complete the Academic Release form (available in your parents/guardians portal) to be permitted to sign out during the time allotted for your college course(s).**

d. Obtain signatures:

Student name \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Please return the completed forms to the High School Counseling Office. College Contracts are due to the Counseling Office before the start of the Fall/Spring semester.