

Early College Program Handbook
2025 – 2026 School Year

Contact Info

Photos

Link to Early College websites for you/your partner school(s)

WELCOME LETTER

SHARED CALENDAR (including key dates from both sides of the partnership)

CONTACTS

HOW EARLY COLLEGE STUDENTS AND FAMILIES STAY INFORMED

- Newsletter Sign Up
- Website
- Facebook page/Social media

GENERAL EARLY COLLEGE PROGRAM INFO

- **Early College Course Names, Descriptions and Numbers**
 - Include sample schedules or scope/sequence
- **How to request a college transcript**
- **Glossary of College Terms**
 - Here or at the end
- **Academic Expectations**
- **Technology Use Policy**
- **Early College Leadership Opportunities**
 - Include any leadership opportunities you have for Early College students here and how to apply (eg: tutors, ambassadors)

STUDENT SUPPORTS

Where students turn for support (academic/non-academic)

- Include a list of resources available to students at the high school, on the college campus and virtually.
 - Include advisors/counselors' contact information
- Resources should include how to access them or have a clickable link or QR code if there is a place to sign up.
- If at all possible, include a contact at the high school or college that students can email if they have questions or need support.

ON-CAMPUS LOGISTICS AND INFORMATION

- **Getting to campus** (Transportation and Parking)
- **On-Campus Contacts**
- **On-Campus Experience**
 - Student engagement expectations
 - Classroom etiquette
 - Academic Integrity (copies plagiarism/honor code statement from college handbook)
 - Campus map
- **Attendance**
- **Add/Drop**
 - This section should include the process for add/drop or withdrawal.
 - It should also explain what Add/Drop is.
 - It should include who to connect with (if required/applicable) before students withdraw themselves.
- **Office Hours**
- **Supports for students on campus**
 - List of supports with contact info/physical locations/links to the websites
 - Individual contacts for these supports
 - Disability Services/Accessibility Services and Accommodations
- **Food On Campus**
- **Inclement Weather Policy**
 - How do students and families learn of closure or delay.
 - If applicable, which policy do they follow if the college is making one decision and the high school is making another.

FINANCIAL AID OPPORTUNITIES

FAQ (for both students and parents)

- These will be specific to your partnership, but it is helpful to ask alums or current students to weigh in on what they wish they knew when they started or were navigating the program.