JEFFERSON EDGE

STUDENT GUIDE

NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS
NACEP

WELCOME TO JEFFERSON COMMUNITY COLLEGE!

We congratulate you on accepting the challenge of taking a JCC course while still in high school. The Jefferson EDGE program, a concurrent enrollment partnership between JCC and your school, will provide the opportunity to better prepare yourself for college by allowing you to experience the role of a college student now. The most important part of this role is your willingness to accept the increased personal responsibility that comes with being a college student. This includes meeting the high academic standards of your courses and navigating the College policies and procedures.

This guide is designed to help you gain a clear understanding of those responsibilities. As an EDGE student, you will be an officially registered non-matriculated JCC student and you should become familiar with this important information. A comprehensive listing of the rights, privileges, and responsibilities of Jefferson students, and the policies and procedures surrounding them, can be accessed electronically through the online version of the Jefferson Community College Catalog at www.sunyjefferson.edu/collegecatalog.

Your teacher, school counselor, and the EDGE staff are also available to you as resources. We are all here to support you as you begin your postsecondary education with the Jefferson EDGE program. We at Jefferson Community College wish you the best in your academic endeavors!

JEFFERSON EDGE

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"I WAS ABLE TO EASE INTO COLLEGE BECAUSE I ALREADY KNEW WHAT TO EXPECT AND WHAT WAS EXPECTED OF ME."

– Serena Loconte

- Bio-chemistry major, pre-med minor at Nazareth College
- 38 EDGE credit hours earned
- 2.5 semesters completed
- "Ton" of general education courses covered
- Started as sophomore
- Approximately $40,000 saved
- Personally preferred EDGE courses to AP courses

JEFFERSON EDGE OVERVIEW

Jefferson EDGE is a concurrent enrollment program that allows qualified high school students an opportunity to earn college credit, during the normal school day, by taking EDGE courses.

An EDGE course is a Jefferson Community College course taught in the high school classroom. A student takes an EDGE course concurrently with a high school course. **EDGE students can earn college and high school credit at the same time**. EDGE courses are taught by high school teachers who meet the same requirements, and undergo the same application and approval process, as adjunct instructors who teach on campus.

EDGE courses are college, not "college-level," courses. EDGE students are college students; the textbooks, rigor of assignments, and grading policies are the same as those used on campus for the identical course. The only difference between an EDGE course and the same course on campus is that EDGE students pay a greatly reduced rate of tuition for their courses.

AS AN EDGE CONCURRENT ENROLLMENT STUDENT YOU ARE:

- Officially enrolling at Jefferson Community College
- Becoming a non-matriculated (not in a degree program) college student
- Challenging yourself academically
- Earning college credit

BENEFITS OF EDGE AND CONCURRENT ENROLLMENT:

- Earning college credit at a reduced cost while in high school
- Learning about college expectations while improving college admissions prospects
- Students with a concurrent enrollment experience are more likely to:

  - Consider college beyond high school
  - Start college sooner after high school graduation
  - Earn a higher G.P.A. and stay in college during their first year
  - Persist in their second year of college
  - Earn a degree sooner
  - Complete both undergraduate and graduate degrees

STUDENT ELIGIBILITY AND SPECIFIC COURSE PREREQUISITES

STUDENT ELIGIBILITY

To be eligible to participate in an EDGE class at a high school, a student must be a junior or senior in high school and be recommended by the course instructor and the school counselor.

COURSE PREREQUISITES

Prerequisite information for all courses can be found in the College Catalog. An electronic version of the catalog is available online at www.sunyjefferson.edu/collegecatalog. The following courses have the indicated EDGE, PREP, and/or College prerequisites:

- ENG 099 (Basic Composition): This PREP course requires placement by Accuplacer placement testing. Only students who place into the course are eligible to register for it.
- ENG 100 (College Composition): Placement by Accuplacer placement testing with a scaled score of 80 or higher or successful completion of PREP ENG 099.
- ENG 101 (Research and Composition): Successful completion of ENG 100 or the English Regents Exam with a score of 90 or higher*.

- ENG 102 (Literature and Composition): Successful completion of ENG 101.
- HIS 150 / HIS 151 (American History): Placement by Accuplacer placement testing with a scaled score of 80 or higher (placement into ENG 100).
- MTH 098 (Fundamentals of Mathematical Literacy): This PREP course requires placement by Accuplacer placement testing. Only students who place into the course are eligible to register for it.
- MTH 144 (Elementary Statistics): Three years of high school mathematics including algebra, geometry, and trigonometry with a course grade of at least 70 in the third year, or successful completion of MTH 098, or placement by Accuplacer, AND successful completion of, or concurrent enrollment in, ENG 100, or a score of 90 or higher on the NYS English Regents, or by placement through Accuplacer.
- MTH 185 (Pre-Calculus): NYS Third Year Mathematics Regents examination score of 85 or higher OR a Level 3 placement based on current Mathematics Placement Guidelines OR placement by Accuplacer.
- MTH 221 (Calculus 1): Level 4 placement based on current Mathematics Placement Guidelines OR completion of MTH 185 with a grade of C or higher OR placement by Accuplacer.
- MTH 222 (Calculus 2): Successful completion of MTH 221 with a grade of C or higher.

High schools may also develop their own prerequisites, as long as they do not contradict EDGE or College policy as communicated in this document or the College Catalog.

**Students not qualifying through the NYS English Regents score may become eligible for EDGE English courses through Jefferson's Accuplacer placement test. This placement test may include the submission of a writing sample. Please contact the EDGE office for more information.*

ACADEMIC HONESTY STATEMENT AND POLICY

Academic honesty on the part of all students at Jefferson Community College is essential to individual growth and development. Upon registration in the EDGE program, each student is obligated to uphold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to the College and is therefore unacceptable.

The following is a list of unacceptable types of behavior in relation to academic honesty. No listing can define all possible types of academic dishonesty; thus, the following should be viewed as examples of infractions rather than an all-inclusive list.

PLAGIARISM

- Plagiarism is the misrepresentation of any part of another's work as one's own. While it is expected that a student who is engaged in writing will utilize information from sources other than personal experience, acknowledgement of such sources is necessary.
- Examples of plagiarism include using a direct quotation without citing the source, paraphrasing the ideas or expressions of another without giving credit, and representing the thoughts of others as one's own by failing to acknowledge or document sources. Additionally, plagiarism includes the submission as one's own work, any work which has been borrowed, stolen, or purchased from someone else.

CHEATING

- Cheating implies conducting matters fraudulently so as to profit oneself. Some examples of cheating include the copying of an examination, assignment or other work to be evaluated; unauthorized collaboration on work to be evaluated; "cribbing" and submitting work for which previous credit has already been received in another course without the express consent of the instructor.

THEFT

- Theft includes the stealing of another's work or work materials such as laboratory endeavors, computer programs, class projects and library materials.

For more information regarding academic honesty policies, please see: www.sunyjefferson.edu/academichonesty.

Disciplinary action against those who have violated the College's Academic Honesty Policy may include:

- Grade reduction on the assignment in question
- A failing grade in the course
- Suspension or dismissal from the EDGE Program and College

Any act of academic dishonesty will be documented by the instructor and a report will be filed in the office of the V.P. for Academic Affairs. A student who believes that the penalty assigned by the instructor is inappropriate or unfair may appeal the penalty by following the steps for protection against improper academic evaluation as outlined in the Statement of the Rights, Freedoms, and Responsibilities of Jefferson Community College Students, Article II, Section B, Protection Against Improper Academic Evaluation. For more information, please see: www.sunyjefferson.edu/studentrights.

GETTING INTO AN EDGE COURSE

PRE-REGISTRATION

Eligible students are encouraged to take advantage of each semester's pre-registration period. The school counselor or EDGE class instructor will announce pre-registration at the right time for your school. In general, this will occur in the spring for the following fall semester's courses, and in the fall for the following spring semester. The pre-registration period allows students an opportunity to complete all necessary forms at the school and have full access to online College resources sooner.

REGISTRATION

The regular registration period begins when the pre-registration period ends. Registrations during this period must be accompanied by payment. An eligible student may register for an EDGE course any time before the end of the first week of class. Student registrations cannot be accepted after the end of the first week of class meetings.

It is the student's responsibility to ensure he or she is properly registered. Students can verify their registration by accessing JCC student systems.

ACCESSING JCC STUDENT SYSTEMS

Accessing JCC student systems will help you ensure that you are properly registered for the correct course, that you can submit your tuition payment, and that you understand how to access your grades and transcript at the end of the course. Once registered, students may access all of these applications through the **MyJCC** single login function.

MY JCC

MyJCC is the College's single login portal offering access to **SOAR** (Secure Access to Online Records), **Blackboard**, the virtual classroom, all library databases, and **CannonMail**, the student email system. Students will have access to **MyJCC** shortly after completing their pre-registration forms.

“IT (JCC EDGE COURSES) GAVE ME AN EDGE OVER OTHER STUDENTS ONCE I ARRIVED AT COLLEGE. I CANNOT EXPRESS HOW HAPPY I WAS WITH THE EDGE COURSES.”

- Patrick Farley

- Business Administration and Financial Analysis major at University of Albany
- 24 EDGE credit hours completed
- All credit transferred
- Taking fewer courses per semester
- Five of ten general education requirements completed
- Member of Honors College (Nicer housing options due to credits transferred)
- Approximately $20,000 in tuition saved

The **MyJCC** portal link is located in a red box at the top of the JCC homepage at www.sunyjefferson.edu. EDGE students should attempt to log into **MyJCC** as soon as they can after completing pre-registration.

TO ACCESS THE MYJCC STUDENT PORTAL:

1. Login to JCC's student portal by clicking **MyJCC** on the top of our homepage: **www.sunyjefferson.edu**
2. Returning students use the login screen. New students use 'First Time Users.'
3. For information and instructions regarding access to **MyJCC**: http://www.sunyjefferson.edu/about-jcc/college-directory/college-departments/it/myjcc

For additional information regarding using **MyJCC** for the first time and how to change your password: www.sunyjefferson.edu/firsttimeuser.

SOAR (SECURE ONLINE ACCESS TO RECORDS)

SOAR allows you to complete several administrative functions, including viewing your schedule, viewing your tuition balance, and submitting your tuition payment. To learn more about **SOAR**, please see: www.sunyjefferson.edu/soar.

TO LEARN YOUR JCC STUDENT NUMBER, VIEW YOUR SCHEDULE FOR THE SEMESTER AND VERIFY THAT YOU ARE PROPERLY REGISTERED THROUGH SOAR:

1. Log into **MyJCC** and click on the **SOAR** icon near the top left of the page
2. Once **SOAR** opens, click on the *Student* tab at the top of the page
3. Click on the *Registration* link in the middle of the page
4. Click on *Student Detail Schedule*
5. *Select the semester*, click *Submit*, and your class schedule will appear
6. Your name and JCC student number will appear near the top right of the page

TO SEE YOUR TUITION BALANCE AND SUBMIT PAYMENT ONLINE:

1. Click on the *Student tab* in **SOAR**
2. Click on the *Student Account* link
3. Click on the *Pay My Bill* link and a separate secure payment page will load
4. Click on *View Accounts* to get your balance
5. You can submit payment by clicking the *Make a Payment* link and completing the process

“RIGHT NOW I AM A SEMESTER AHEAD OF WHERE I WOULD BE IF I DIDN’T TRANSFER MY JCC CREDITS. IT FELT GOOD HAVING SOME COURSES COMPLETED TOWARDS MY COLLEGE DEGREE BEFORE I EVEN GOT ON CAMPUS.”

CANNONMAIL (JCC STUDENT EMAIL)

1. JCC uses a paperless process of electronic billing. Your tuition bill will be sent to you at your JCC student email account, known as **CannonMail**. You can access your **CannonMail** account via the MyJCC Launchpad.

To learn more about **CannonMail**, please see: www.sunyjefferson.edu/cannonmail.

GETTING OUT OF AN EDGE COURSE

Once registered, a student remains registered until formally dropping or withdrawing. **If a student stops attending, but never files the required drop or withdrawal form, the student will receive a grade of “Y” for the course.** This will be treated as a “F” on the student’s permanent transcript.

It is important to note that a change in a student’s high school schedule does not automatically communicate the drop to JCC. The student must inform JCC of his or her decision to drop a course within the required time period.

DURING THE FIRST THREE WEEKS OF CLASS: DROPPING

Students can drop a course anytime during the first three weeks. To do so, the student must fill out a Drop/Add form. This form does not go into effect until it is filed with the Enrollment Services on campus. The dropped course will not be listed on the student’s transcript and there will be no negative impact on the student’s cumulative average.

AFTER THE FIRST THREE WEEKS OF CLASS: WITHDRAWING

Students wishing to withdraw from a course should secure the necessary withdrawal form from the EDGE coordinator and have the form signed by the school counselor. The completed form must then be returned to the EDGE coordinator. A grade of “W” is guaranteed when the withdrawal form is filed with the Enrollment Services prior to the completion of 75% of the scheduled number of days in the session. A “W” grade does not count against the student’s cumulative average, but will appear on the permanent transcript.

EARNING COLLEGE CREDIT WITH AN EDGE COURSE

GRADES

EDGE classes are college courses and should not be confused with “college level” high school classes, like those offering credit through a single, comprehensive exam. As such, EDGE students earn credit through multiple assessments conducted throughout the entire course.

GRADING SYSTEM

Jefferson reports grades using letters, without + or - indications. For example, the letter grade "A" is awarded for the numerical equivalent of 90-100. For a complete explanation of grading policies, please see: www.sunyjefferson.edu/gradingsystem.

TRANSCRIPTS

Final grades become part of the student's permanent post-secondary academic history. This history is recorded officially on the student's transcript. Students may view their unofficial transcript online through **SOAR**. Once logged in, students can review their grade record and request official copies of their transcript under the **Student Records** link on the Student tab.

TO VIEW UNOFFICIAL TRANSCRIPT

- Log into **SOAR** (either through **MyJCC** or directly with your "J" number and pin)
- Click the *Student* tab at the top of the page
- Click on the *Student Records* link
- Click on the *Academic Transcripts (Unofficial)* link
- Verify the *Transcript Level* shows *All Levels* and click *Submit*
- View your *unofficial transcript*

TRANSFER CREDIT

EDGE classes bear the same quantity and quality of college credit hours as their counterpart sections on campus. EDGE courses may be accepted in transfer by other colleges on a course by course basis in a major or minor, as elective credit, or as prerequisites for higher level courses. However, it is at the discretion of the receiving institution to determine how they will accept and apply transfer credit. **It is the student's responsibility to research and understand the credit transfer policies of the institution he or she wishes to attend.**

TO ORDER OFFICIAL TRANSCRIPTS

- Log into **SOAR** (either through **MyJCC** or directly with your "J" number and pin)
- Click the *Student* tab at the top of the page
- Click on the *Student Records* link
- Click on the *Order Official Transcript* link
- Once the *Transcript Ordering Overview* page loads, click on the *Start My Order* button near the top right of the page
- Proceed through the transcript ordering process by clicking the *Next* button after completing each page

“BY THE TIME I ARRIVED AT COLLEGE I WAS FAMILIAR AND CONFIDENT WITH THE LEVEL OF THE MATERIAL AND COULD FOCUS ON ADJUSTING TO LIFE ON CAMPUS.”

- Andrew Gaebel

- Clarkson University-Civil Engineering
- 26 EDGE credit hours
- Started as sophomore
- Will save approximately $60,000 in tuition

Status of the transcript request may be checked at Credentials Inc. on the Transcript Order Follow-Up screen: https://www.credentials-inc.com/cgi-bin/rechkcgi.pgm?TPORDER002870

* No transcript will be released if you have any outstanding financial obligations to the College or if any restrictive holds have been placed on your student records.

STANDARD FEES AND DELIVERY CHOICES

Please note: Jefferson Community College no longer sends transcripts via fax.

- Official Transcripts: $8.00 each for regular First Class mail, electronic transmission (PDF), or for pick up.
- Domestic Federal Express to main 48 states: $22.00 per recipient
- Domestic Federal Express to Alaska or Hawaii: $25.00 per recipient
- International Federal Express: $45.00 per recipient

ELECTRONIC TRANSCRIPT CERTIFICATE OF AUTHENTICITY

Jefferson Community College has appointed Credentials Inc. as the designated agent for processing and sending official electronic transcripts on behalf of Jefferson Community College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of Jefferson Community College and respond to any inquiries regarding the transactions.

NOTIFICATION OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. When a student, regardless of age, begins attending a postsecondary institution, FERPA rights transfer to the student.

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to their educational records.

THE RIGHTS AS DEFINED BY FERPA ARE AS FOLLOWS:

1. The student has a right to inspect and review his/her educational records within 45 days of the day Jefferson Community College receives a request for access.

   The student should submit to the Student Records Office a written request that identifies the record(s) he/she wishes to inspect. The Student Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the student requests copies of the materials during inspection, the College will provide the copies for a fee.

   Original documents submitted in support of an application for admission or for transfer will not be returned to the student, nor will they be sent elsewhere, even at the student's request. For example, a transcript from another college or high school will not be sent to the student or to a third institution.

2. The student has a right to request the amendment of his/her educational records that the student believes are inaccurate or misleading.

   The student may ask the College to amend a record he/she believes is inaccurate or misleading. The student should submit a letter to the Student Records Office that clearly identifies the part of the record he/she wants changed. The letter must specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Details of the appeals process will be provided to the student at that time.

3. Disclosure of personally identifiable information contained in the student's educational records is not permitted without written authorization of the student except to the extent that FERPA authorizes disclosure without consent.

   FERPA laws enable Jefferson Community College to disclose student educational records to school officials with legitimate educational interests without student consent.

   A school official is defined as a person employed by the College; a person with whom or a company with which the College has contracted (such as, but not limited to, educational institutions, attorneys, auditors, or other educational institutions); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee).

“I AM SO THANKFUL FOR THE JEFFERSON EDGE COURSE THAT I WAS ABLE TO TAKE. OFTEN MY CLASSMATES IN COLLEGE COMPLAIN ABOUT SOME OF THE GENERAL EDUCATION CLASSES THAT THEY HAVE TO TAKE AND I'M HAPPY TO "GET AHEAD" BECAUSE I DON'T THINK I WOULD HAVE BEEN HAPPY WITH THE "NORMAL" COLLEGE WORKLOAD.”

A school official has a legitimate educational interest if the official needs to review the educational record in order to fulfill his or her professional responsibilities.

Student educational records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by Jefferson Community College. Excluded from student educational records are personal records kept by a staff member if they are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Additionally, records created and maintained by the Security Office, application records of students not admitted to Jefferson, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized professionals are not educational records. Furthermore, records relating to an individual who is employed by the College are not educational records except employment records relating to Jefferson students who are employed as a result of their status as students.

Other conditions under which prior consent is not required to disclose information include the following:

a. To a court to comply with a judicial order or a lawfully issued subpoena;
b. To appropriate parties in a health or safety emergency;
c. To officials of another school in which a student seeks or intends to enroll or the school(s) which a student has an academic record;
d. To accrediting organizations to carry out their functions;
e. To organizations conducting certain studies on behalf of the College;
f. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
g. To officials that process financial aid in connection with a student's request for, or receipt of financial aid as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms or conditions of the aid;
h. To the alleged victim of a crime, the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime of violence with respect to that crime.

4. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Jefferson Community College may disclose Directory Information without a student's prior written consent. The College designates the following as Directory Information:

a. student's name
b. parents' names
c. addresses
d. date and place of birth
e. telephone number
f. dates of enrollment
g. enrollment status
h. degree(s) and honors earned
i. major field(s) of study
j. previous educational agency or institution attended
k. participation in officially recognized activities and sports
l. weight and height of athletic team members
m. election district

Jefferson Community College students may restrict the release of Directory Information, except to school officials with legitimate educational interests and others as described in exceptions to rule #3 above. To do so, a student must make the request in writing. Privacy Request Forms are available on the College website or in the Student Records Office. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed.

Jefferson Community College reserves the right to withhold grade reports, transcripts, certifications, or other information about a student for reasons such as, but not limited to, disciplinary actions or unpaid financial obligations.

Note: Directory Information is information that Jefferson Community College may disclose, but it is not required to do so.

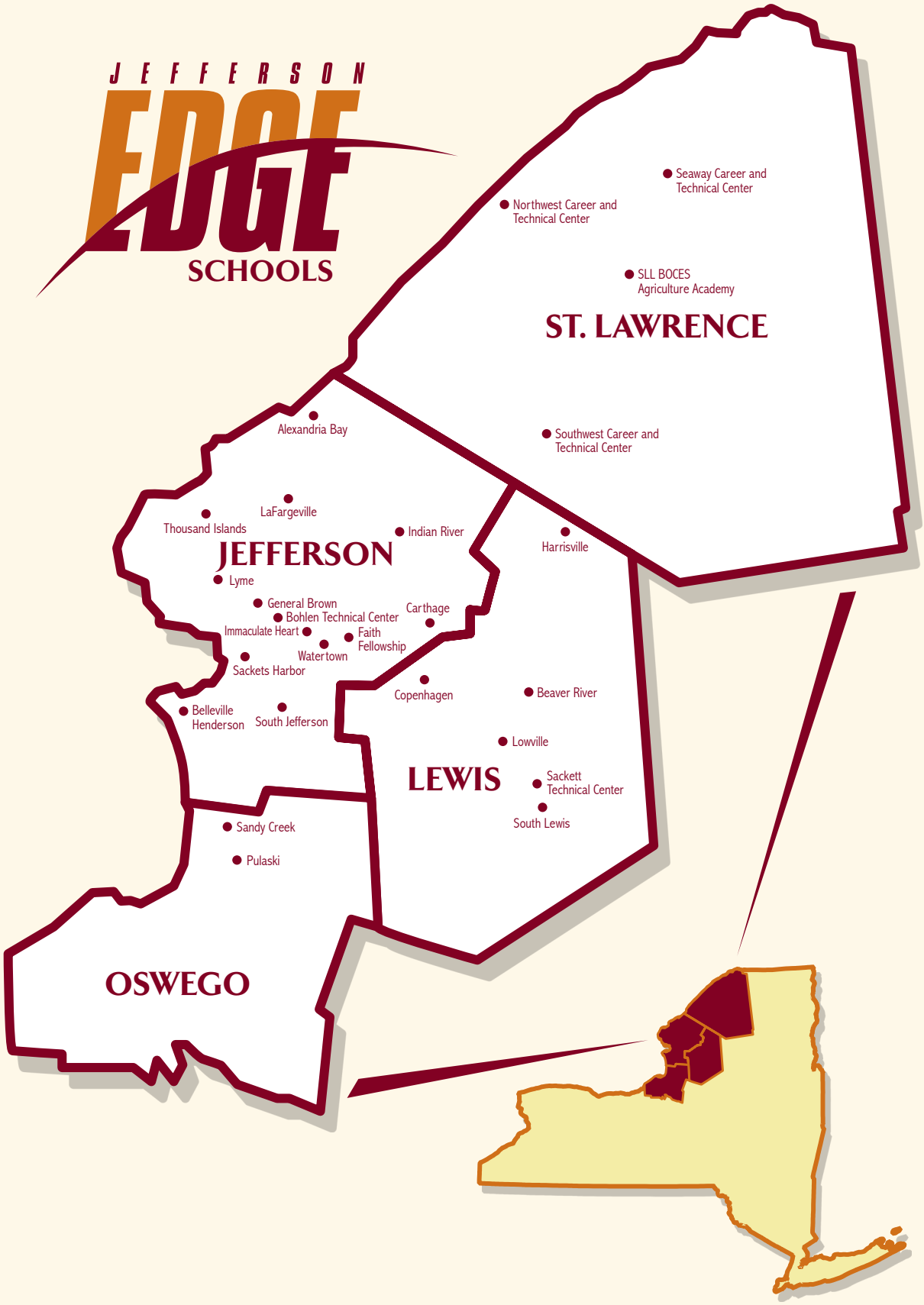
Parents and guardians will only have access to Non-Directory Information with the student's written permission. Forms for authorization to release information are available in the Student Records office, or on the SUNY Jefferson website under Student Authorization to Release Information.

NACEP NATIONAL ACCREDITATION

The Jefferson EDGE program is nationally accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). For more information about NACEP, including standards, news, and research and policy, please visit nacep.org.

NOTES:

JEFFERSON EDGE SCHOOLS



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