



# Student Handbook

2018-2019

# Welcome to Penn College NOW!

Congratulations on your decision to take Penn College NOW dual enrollment coursework! The information below is intended to provide you with some general information about Penn College NOW and its policies and procedures.

Penn College NOW allows students to earn Penn College credits while in high school. **Penn College NOW courses are actual Penn College courses**, taught at your high school or CTC by your high school or CTC teachers. Most importantly, **Penn College NOW courses are offered at no tuition cost to students and their families**. Sometimes students do need to pay for books or materials, but this is still far less cost than tuition.

Students who successfully complete Penn College NOW courses **earn Pennsylvania College of Technology credits** and can enter Penn College (or possibly other institutions) with college credits already on their college transcripts. At Penn College, students only pay for the number of credits they take; that means that every Penn College NOW credit earned in high school is like a \$558 scholarship to Penn College, and that adds up. Earning 3 credits in a Penn College NOW class saves you over \$1,600 in tuition at Penn College!

## **Penn College NOW courses benefit you by:**

- **Saving you money!** The more Penn College NOW courses you take (*at no tuition cost to you*), the less money you spend once it's time to earn a degree after high school.
- **Saving you time!** You'll spend less time earning a degree at Penn College if you have already taken some of the coursework through Penn College NOW.
- **Pushing you to excel in challenging courses in a variety of areas.** You can take and succeed at college coursework in your high school/ctc environment, where you're comfortable and supported.
- **Connecting you to "the college experience."** Through Penn College NOW, you'll have chances to visit our campus, see our facilities, and meet our college faculty.
- **Building confidence in your abilities, no matter your strengths.** No matter what you plan to do after graduation, if you have already shown success in college courses, you will be more competitive in both the job market and the college admissions process. Success in challenging coursework builds confidence as well as skills!
- **Increasing your odds of success in college.** No matter what type of degree or which major you pursue, if you have already been successful in college courses and are familiar with a college campus before entering college as a freshman, you are more likely to stay in college once you enroll after graduation, and you're ultimately more likely to complete your chosen degree.

## Eligibility for Penn College NOW

In order to be eligible for Penn College NOW courses, students **must** attend one of our partner high schools or career and technology centers (see complete list of partners at <https://k12.pct.edu/PCNOW>), **and** must:

- Be a student in grades 11 or 12
  - Students in 10th grade may take only the following courses, provided they meet all other requirements:

ACR111: Introduction to Refrigeration	HTH100: Introduction to Health Careers
BCT103: Construction Hand and Power Tools	MGT105: Introduction to Business
CHM100: Fundamentals of Chemistry	PPT115: The Plastics Industry
CSC124: Information, Technology, and Society	WEL114: Shielded Metal Arc I
EET124: Engineering, Technology, and Society	WEL116: Shielded Metal Arc II
- Sign up for Penn College NOW courses during his/her school's/CTC's scheduling process
  - For a complete listing of Penn College NOW courses for the current school year, please visit <https://www.pct.edu/pcnow>
- Complete the (free) Penn College NOW application through his/her high school or CTC
- Take the required placement test(s) and pass with the required score
  - **All** Penn College NOW students must pass a reading test with a score (reading level) of 10.7
  - **Some** Penn College NOW courses *also* require that students pass a math and/or English test
  - **Please see our website at <https://www.pct.edu/k12/pcnow/student-resources> for free placement test preparation materials!**

**Please note** that your high school or CTC may have additional eligibility requirements for participation in Penn College NOW. Check with your school/CTC to find out!

## With Penn College NOW, you are a Penn College student!

As a student taking Penn College NOW courses, you have met the same application and testing requirements as a Penn College student here on campus. You're taking college coursework for college credit. You're given a Penn College student identification number, system username, and system password.

### **You *are* a Penn College student.**

And as a Penn College student, there are some things you need to know.

- **Penn College NOW courses are actual Pennsylvania College of Technology courses** that are being offered to high school students. What you get at your high school/CTC in a Penn College NOW course is what an on-campus student at Penn College receives as well.
- **The final exam for your Penn College NOW course(s) is the same final used at Penn College for that course.** A Penn College professor (not your high school/CTC teacher) will grade your final exam. Many times, your other exams and projects will be the same, as well.
  - Because your secondary teacher can add things like homework and participation to your high school/CTC grade on your report card (which are not usually included in a Penn College course grade), **your school/CTC grade may be different than your Penn College NOW final course grade** (which can only be made up of exams, projects, etc. that are listed on the PCT course syllabus).
  - This means you'll get **two grades for every Penn College NOW course**: the grade for your high school/CTC course that goes on your report card, and the Penn College NOW grade (using only items from the Penn College syllabus for that course), which is reported on your Penn College transcript.
  - Your Penn College NOW course credits will appear on your Penn College transcript. **Every Penn College NOW course counts toward at least one Penn College degree.** Should you choose not to attend Penn College after graduation, you can contact your intended college/university to check on transferring your Penn College credits.
- **An "F" or a "W" in a Penn College NOW course is an "F"/"W" on an official college transcript!** Fs and Ws can affect your GPA and your ability to get financial aid once you enroll in college after high school.
- **Your attendance is extremely important.** Being present and prepared in your classroom will increase your chance for success in every course, but this is especially true when it comes to Penn College NOW coursework. Be aware that **excessive absences** may result in your removal from the program with a final grade of "W" or "F."

## PENN COLLEGE NOW SCHOLARSHIPS

- Penn College NOW students who plan to attend Penn College after graduation are eligible for Penn College NOW scholarships in the amounts of **\$1,000** (10 available) and **\$4,000** (at least 4 available).
  - Successful applicants must meet the following minimum qualifications:
    - Completion of at least one Penn College NOW course (regardless of credit value) with a minimum GPA of 3.0 in the course(s)
    - Enrollment in Penn College as a full-time freshman student, for the fall semester after high school graduation
    - As an enrolled student at Penn College, maintain a 2.5 (minimum) cumulative GPA
    - *PLEASE NOTE:*
      - *The selection committee reads, evaluates, and gives weight to the completion of the essay within the scholarship application.*
      - *The selection committee considers the Estimated Family Contribution (EFC) for each applicant.*
- Penn College NOW is proud to partner with the First Community Foundation Partnership of PA to offer an additional scholarship in the amount of **\$3,000**, sponsored by the Ben Franklin Trust Fund.
  - Successful applicants must meet the following minimum qualifications:
    - Currently enrolled (as a high school student) in a career and technical education program located in Bradford, Clinton, Lycoming, Potter, Sullivan, or Tioga counties
    - Possess a high school cumulative GPA of a “B” or higher
    - Submit the essay within the Penn College scholarship application (*essay is required for consideration*)
    - Enrollment in Penn College as a full-time student
      - Preference given to students enrolled in certificate or associate’s degree programs
      - This scholarship can be renewed yearly and is open to both freshmen and upperclassmen
      - Renewal contingent upon a cumulative GPA of 2.80 as a Penn College student
- Students must complete the **Penn College Scholarship Application** in order to be considered for a scholarship (<https://www.pct.edu/admissions/financial-aid/scholarships>).

## TECHNICAL SUPPORT

- If you need assistance to retrieve your Penn College NOW username and password, please call (570) 322 – 7154, Monday – Friday, 8:00 a.m. – 4:30 p.m. (office closes at 1:00 p.m. during summer hours).

## ACCEPTABLE USE OF TECHNOLOGY

- **You will receive a Penn College ID number and password for use of our Student Information System (SIS) and online resources.** With that access comes responsibility to use those resources properly and for their intended purpose. The Pennsylvania College of Technology Acceptable Use Policy states, in part, that students may not:
  - Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or e-mail account, database, or any other College IT resource.
  - Use any College IT resource for commercial, political, or illegal purposes; personal financial gain; or harassment of any kind.
  - Display obscene, lewd, or otherwise offensive images or text.
  - Gain access by using another person’s name, password, access codes, or personal identification.
  - Attempt (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes
  - **PLEASE NOTE:** Students who participate in these behaviors will be **terminated from the Penn College NOW program**, effective immediately, and may be subject to grades of “F” or “W” (withdrawal) on their Pennsylvania College of Technology transcripts.
  - To view the full Information Technology Acceptable Use Policy, visit <https://www.pct.edu/campuslife/studentpolicy/acceptableUse.htm>

## ACADEMIC DISHONESTY

- **Pennsylvania College of Technology takes academic dishonesty very seriously.** See below for an explanation of some key terms, according to Penn College policy.
  - **Academic Dishonesty:** deceptive behavior or actions with regard to data, records, submitted works, exams, or other materials related to participation in a course or other academic exercise; these actions include, but are not limited to, cheating, plagiarism, multiple submissions, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty by others, unfair advantage, violation of known safety requirements and ethical misconduct.
  - **Cheating:** using or attempting to use unauthorized assistance (e.g., asking someone for an answer during a test, copying answers from another student's test, etc.), using unauthorized study aids during an exam (e.g., "cheat sheets" or books/notes), or submitting the work of another as one's own.
  - **Plagiarism:** using the idea, data, or language of another without specific or proper acknowledgment.
  - **Multiple submission:** submitting (or attempting to submit), without prior permission of the current faculty member, any work previously submitted to fulfill another academic requirement (e.g., paper or project submitted for another course).
  - Upon admission to Penn College, students make the unqualified commitment to responsible, ethical academic conduct. Academic dishonesty, as defined above, is contrary to the mission of the College and to the best interest of its members. Therefore, **students are expected to represent themselves, their work, and the work of others with honesty and integrity.**
  - Charges of academic dishonesty will be taken seriously. **Students found guilty of academic dishonesty will be subject to action and penalties as the circumstances justify, including suspension or expulsion from the College.**

**PLEASE NOTE:** Students who participate in these behaviors will be **terminated from the Penn College NOW program**, effective immediately, and may be subject to grades of "F" or "W" (withdrawal) on their Pennsylvania College of Technology transcripts.

## WITHDRAWAL FROM PENN COLLEGE NOW

It is always in your best interest to commit your time and effort to your coursework so that you get the best result. If you must drop a Penn College NOW course, however, here's what you need to know:

- **An “F” or a “W” in a Penn College NOW course is an “F”/”W” on an official college transcript!** Fs and Ws can affect your GPA and your ability to get financial aid once you enroll in college after high school.
- **If you want to withdraw from a Penn College NOW course, there are deadlines to remember.** Students can withdraw from a course before a certain point in the semester without academic penalty. After that point, there is no dropping allowed, and the grade earned is the grade on the student’s official transcript.

DEADLINES	Year Long	Fall Only	Spring Only
<b>Drop without a W</b>	November 9, 2018	October 12, 2018	March 8, 2019
<b>Drop with a W</b>	March 29, 2019	November 30, 2018	May 3, 2019
<b>No dropping allowed</b>	After March 29, 2019	After November 30, 2018	After May 3, 2019

- **Drop without a W:** A student may drop a class without a "W" grade. The course will not be recorded on the transcript.
- **Drop with a W:** A student may drop a class with a "W" grade. The “W” will be recorded on the transcript.
- **No Dropping Allowed:** Students may no longer drop or withdraw, the final course grade will be recorded on the transcript.
- There are times when student behavior warrants immediate termination from the Penn College NOW program, and **Pennsylvania College of Technology reserves the right to remove students from the program in the following situations:**
  - Excessive absences, even due to medically excused issues
  - Failure to demonstrate safe practices
  - Academic dishonesty
  - Improper use of Penn College technology and/or other resources
  - Disciplinary issues and/or other improper student conduct

- **If you move away from your district/CTC while taking a Penn College NOW class, you will be withdrawn from the course without penalty.**
  - It will not appear on your official Penn College transcript.
  - Signatures from the high school teacher and Point of Contact are required to drop the course and verify your change in location.

## **ACCESSING YOUR PENN COLLEGE NOW GRADES**

- Go to the Student Information System (<http://www.pct.edu/sis/>) and log in.
  - If you have misplaced your user name and/or password, please call the Student Help Desk at **570-322-7154** (Monday – Friday, 8:00 a.m. – 4:30 p.m.; office closes at 1:00 p.m. on Friday during summer hours) for assistance.
  - On the left side of the page, click on **Academic Information**, and then **View Grades**.
  - Choose the appropriate semester and submit.

## **ACCESSING YOUR PENNSYLVANIA COLLEGE OF TECHNOLOGY TRANSCRIPT**

- Go to the Student Information System (<http://www.pct.edu/sis/>) and log in.
  - If you have misplaced your user name and/or password, please call the Student Help Desk at **570-322-7154** (Monday – Friday, 8:00 a.m. – 4:30 p.m.) for assistance.
- On the left hand side of the page, click on **Academic Information**, and then **Request Transcripts**.
- Fill out all information and submit.

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**Please note:**

- All transcript requests must come from you, the student. For your protection, we will not release transcripts to parents or third parties without your permission, except in the case of subpoena or law enforcement directive.
- Telephone requests are not accepted.
- All grade holds must be cleared from your record before transcripts will be released.

The Pennsylvania College of Technology has appointed Credentials Solutions LLC as the designated agent for processing and sending official transcripts. If you are uncomfortable placing an order over the internet, you can call Credentials Solutions LLC at 847-716-3005 to place your transcript order. Please be advised that there is an additional operator surcharge for placing orders over the phone.

**For Additional Information:** If you have additional questions that are not answered in this Student Handbook, please speak directly with your Penn College NOW teacher or your school counselor.