



CAPITAL REGION TECHNICAL EARLY COLLEGE

Student Handbook and Information Packet 2018-2019

SCHOOL INFORMATION

Career Preparation Center Mailing Address:

Eaton RESA
Lansing Community College
5708 Cornerstone Drive
Suite M104
Lansing, MI 48917

Career Preparation Center Office Location:

Lansing Community College West Campus
5708 Cornerstone Drive
Lansing, MI 48917

Attendance/Enrollment: (517) 483-9966 Fax: (517) 483-9967

Capital Region Technical Early College

Eaton RESA Early College Contact

Margo Hazelman, Early College Coordinator

mhazelman@eatonresa.org

517-483-9615

TABLE OF CONTENTS

Introduction	3
Goals of Capital Region Technical Early College	4
Student Expectations	5
Mentor Expectations	5
Coordinator Expectations	5
Family Expectations	6
Academic Calendar	6
College Calendar Conflicts	6
Transportation	6
Attendance	7
Attendance Policy for Clinton County Career Connections	7-9
Attendance Policy for Eaton RESA Career Preparation Center	9
Attendance Policy for Eaton RESA Classes at Davenport University	9
Attendance Policy for Wilson Talent Center (WTC)	10
Athletics/Activities	11
Communication	11
Online Classes	11
Discipline	12
Year Long Scheduling	12
Closing of School	12
Inability to Hold Classes/Cancelations – Baker College	12
Inability to Hold Classes/Cancelations – Davenport University	12
Inability to Hold Classes/Cancelations – Ferris State University	13
Inability to Hold Classes/Cancelations – Lansing Community College	13
Change of Personal Information	13
Mentor Check-in	13
Class Selection/Scheduling	13
Withdraw/Changing Classes	13
Failed Course and Retaking a Failed Course	14
Cohort Meetings	14
Career & College Readiness Class	14
Tuition and Fees	14
Textbooks and Materials	14
College Transcript/Grade Expectations	15
Counseling and Advising	15
Course Content	15
Graduation	15
Student College ID Card	16
Tutoring Information	16-18
Student Privacy-FERPA	19
Capital Region Technical Early College Discrimination Clauses	20-21
Capital Region Technical Early College Probation	22
Appendix A – Placement Requirements	23-24
Appendix B – Computer and Hardware Requirements	25-26
Appendix C – Davenport University Specific Information	27-28
Appendix D – Lansing Community College Campus Resources	29
Student Agreement Page	30

INTRODUCTION

Congratulations on being accepted into the Capital Region Technical Early College (CRTEC) program. It is an intensive 3 year high school program combining the best elements of the high school and early college experience. Beginning with Career and Technical Education (CTE) programming in 11th grade, students are then provided the opportunity to defer their high school diploma for one year to extend earning college credits. CRTEC provides a supportive and rigorous educational environment in partnership with Baker College, Davenport University, Ferris State University, and Lansing Community College. We are excited to provide our students an opportunity to earn their high school diploma while simultaneously earning college credits with the opportunity to complete a certificate or possibly an associate's degree.

The CRTEC is designed to prepare students for the rigors of a top tier university and the demands of the workplace once they graduate. The early college is structured so that you gradually increase your exposure to college courses throughout your high school experience. All students are enrolled in college coursework beginning in 11th grade through the CTE programs. During the 12th grade students will attend both college and high school classes and in the 13th year students will be full time college students, completing their course work online or on a college campus.

Through this innovative program, students will be able to save both time and money as they pursue a college a credential. Your commitment to spend three years at the CRTEC in grades 11, 12 and 13 demonstrates your dedication to your future.

The purpose of the CRTEC is to provide pathways and support for all early college students to complete their college certificate or degree and for successful transition on to a four-year college degree or into the workforce. To assist in your transition from high school to college, you will receive support services through an early college mentor along with having access to your traditional high school support system and college support system.

GOALS OF CAPITAL REGION TECHNICAL EARLY COLLEGE:

Goals of the CRTEC are to:

1. Create a first-class learning community in partnership with Baker College, Davenport University, Ferris State University, and Lansing Community College where all who participate (students, staff, teachers/professors, parents and community members) are valued as both learners and teachers.
2. To provide real-world learning experiences for students in a potential career; and support students in a college environment as they learn to utilize the college's resources. CRTEC will provide support, guidance and academic rigor to students who may be first-generation college students or otherwise "underserved".

CRTEC strives to:

1. Develop career and technical skills necessary to enter and/or advance in the technologically sophisticated workplace of the 21st century.
2. Prepare students for successful completion of an associate's degree to transfer to four-year colleges and universities, and enable students to pursue higher-level degree opportunities through our local partnerships with university programs.
3. Prepare students in critical thinking, communication and long-term learning skills for the changing challenges of the future.
4. Provide for the assessment and/or improvement of learning skills and attitudes necessary for a successful educational experience.
5. Provide comprehensive student services that are conducive to student learning and satisfaction in all facets of the college experience and appropriate to an open door college experience.
6. Improve student academic performance, while increasing high school graduation and persistence rates.
7. Increase the number of students graduating with options for professional careers.
8. Provide an atmosphere where all parents and college stakeholders are part of the shared vision of CRTEC.
9. Enhance student opportunity to earn transferable college credits and a certification.

STUDENT EXPECTATIONS

Students in the Capital Region Technical Early College (CRTEC) are held to high standards and expectations. The students are responsible for their success, with the support of their teachers, parents, mentor and the CRTEC coordinator. Students who are admitted to the CRTEC must meet the following expectations:

- Attend school daily
- Arrive at school and all classes on time and ready to participate
- Be a self-advocate: aware of your academic and personal needs and able to communicate and pursue them
- Check email daily; respond appropriately
- Devote additional time to studying daily
- Keep parents/legal guardians aware of academic progress
- Complete all Michigan Merit Curriculum graduation requirements
- Behave in a professional manner that shows respect for oneself, classmates, high school and college faculty, and the college facilities and equipment
- Follow the handbook rules and policies of the local high school and local ISD/RESA.
- Follow the handbook rules and policies of either Baker College, Davenport University, Ferris University or Lansing Community College.
- Meet with the CRTEC Mentor regularly to discuss academic progress

MENTOR EXPECTATIONS

The CRTEC mentor will serve as a mentor and success coach for each student. This is a partnership that will continue until completion of the program. Regular meetings with the CRTEC mentor are required throughout the program. The CRTEC mentor will do the following to support you:

- Monitor your progress at the local ISD/RESA and college courses
- Listen to your needs, concerns, and aspirations
- Advocate on your behalf
- Offer feedback, support, praise, and constructive criticism to help you improve college success skills and academic performance
- Communicate to your parent/guardian as needed

COORDINATOR EXPECTATIONS

The CRTEC Coordinator will oversee the early college program, complete enrollment processes, maintain student files, update curriculum and promote CRTEC.

FAMILY EXPECTATIONS

As the family of a CRTEC student, you will be an important partner as your student strives for success. Studies indicate that students succeed best when the students, parents/guardians, and schools work together. Although communication with college instructors is not allowed, you can still remain connected:

- Set expectations for your student's progress and check in by having them show you their grades
- Show an interest by asking questions about the discussions/content they are learning
- Find out if there are any technology problems
- Stay aware of their schedule and time management skills. Students will need your help.
- Do they need help expressing their concerns/questions to the instructor - your insight on how to ask questions would be very valuable
- Are they getting connected with other students in class, study groups, sharing notes, etc.?
- Believe in your student's abilities and encourage them to perform well in their academics
- Support your student's daily attendance and notify the school in the event of an absence
- Ensure that your student has the appropriate time and space conducive to studying
- Attend and participate in parent/teacher conferences at their individual school district
- Contact the CRTEC mentor with information regarding any major life events that may impact student success
- Contact the CRTEC mentor with any academic concerns via email, phone or Remind

ACADEMIC CALENDAR

Students will be expected to adhere to several academic calendars. The local high school, Eaton RESA Career Preparation Center, Wilson Talent Center, Clinton County Career Connections, Baker College, Davenport University, Ferris State University, and Lansing Community College all have their own calendars with different begin dates, end dates, and days off. Classes taught each semester at the local ISD/RESA during the 11th grade will be offered on a set schedule and may preclude a student from taking a particular high school class offered that same semester. College classes taken during the 12th or 13th years may be taken at the designated college and scheduled according to the college (days and times) schedule.

COLLEGE CALENDAR CONFLICTS

Students taking classes on a college campus should be aware that college and high school calendars do not match. If your local district is not in session and college is in session you are expected to attend your college class. Spring break weeks are different, and students are discouraged from missing college courses during the local school district spring break. You need to make arrangements in advance with your instructor if you will be absent.

TRANSPORTATION

Transportation and any related transportation costs to the high school, ISD/RESA, or college campus may be the student's responsibility. Please check with your CRTEC Coordinator on transportation questions and regrading what transportation is provided at each location.

All Lansing Community College and Davenport University courses taught during the 12th and 13th years will be taken at a Lansing Community College campus or Davenport University campus. All transportation during the 13th year is the student's responsibility.

ATTENDANCE

Regular attendance is an essential component to success for an early college student. Students must have good attendance at high school as well as college. All attendance policies through the ISD/RESA and college will be enforced, as well as those established by individual instructors.

Baker College, Davenport University, Ferris State University, and Lansing Community College establish their own attendance policies, it's the student's responsibility to check each course syllabus for this information. The CRTEC mentor will provide support for students; however, it is the responsibility of the student to know the attendance policy for each class and to notify his/her instructors if there is a conflict that will result in a student missing class.

Students cannot expect to learn or succeed in school unless they attend on a regular basis. While provisions can be made to make up some assignments, nothing can replace the instruction and interaction which has taken place in the classroom. It is essential that each student maintain a regular punctual daily attendance in all assigned classes, to develop appropriate work habits for employment in the work force as an adult. If a student is not in attendance on a daily basis, the student cannot achieve and maintain the level of performance necessary to successfully meet his or her goal.

CRTEC students are expected to:

1. Accept responsibility for their own actions related to their attendance. (A good rule of thumb to follow: Would the student's absence or tardiness be considered acceptable, appropriate, or "excusable" in the work place by an employer?)
2. Attend school on a regular consistent basis and arrive promptly at their assigned classes
3. Demonstrate respect at all times toward all school personnel when the attendance and tardy policy is being applied and/or administered

Students will be in jeopardy of losing their place in CRTEC because of poor attendance. The CRTEC mentor will review all information to address poor attendance. Consequences for poor attendance may result in any or all of the following:

- The inability to receive credit for courses taken
- Delay of a student's high school diploma date
- The student will NOT be allowed to take college courses the following semester
- Dismissal from Capital Region Technical Early College

ATTENDANCE POLICY FOR CLINTON COUNTY CAREER CONNECTIONS

Attendance has a definite correlation with academic performance, the quality of a student's education suffers when s/he is absent. Students are encouraged to maintain regular attendance and to make arrangements to schedule non-academic activities at a time that will not conflict with classroom instruction.

1. Under State Law, attendance at school is compulsory until a student reaches the age of sixteen (16) or graduates from high school.
2. Excused and Unexcused Absences: Refer to local absence policy. Local school districts make the excused/unexcused determination. Absence communication should be made directly to the local school. You are NOT required to call CCRESA.

ATTENDANCE POLICY FOR CLINTON COUNTY CAREER CONNECTIONS CONTINUED

3. School-Related Absence: For a school-related absence, students are required to complete a “*School-Related Absence Form*” and turn in prior to the date of the absence if possible.
4. Career Connections Class Calendar: Career Connections class calendars will be issued to each student and may differ from local school calendars. To maximize the educational experience, students are expected to follow the Career Connections calendar. If local school is not in session, students are required to attend the Career Connections course.

You may find the Career Connections calendar by visiting our website. Go to www.ccreesa.org, click on Career Education, scroll down the left side of the page and select CTE Programs: General Information, click on Career Connections Calendar.

Multiple calendars are posted on the Clinton County RESA website. Career Connections information is specifically identified as such.

Tardiness Policy:

Tardiness will not be tolerated since it deprives the student of information necessary for his/her academic success and disrupts the teaching and learning process of others.

1. Students will be in their assigned classroom or location at the scheduled time.
2. Teachers will inform students when they are marked tardy.
3. Career Connections teachers will communicate student tardiness concerns to respective students and parents.
4. The Career Education administrative assistant and Career Education coordinator will work together to contact local school personnel with student tardiness concerns. Summary printouts will be provided at monthly countywide counselor and principal meetings.
5. Local administration will determine consequences for tardiness per their local district policy. The Career Education Coordinator will be knowledgeable of all local policies and will notify local administration when a student’s tardiness reaches an unacceptable level per those policies.

PLEASE KNOW YOUR LOCAL POLICY!

Absence Procedure:

Attendance is taken, recorded and reported in each class.

1. Students need written permission from home or school to leave a RESA class early. Local policy will determine if absences are excused or unexcused.
2. All absences will be reported to local schools daily. Again, local policy will determine if absences are excused or unexcused. Absence communication should be made directly to the local school. You are NOT required to call CCRESA.
 - a. RESA will communicate with the local school districts regarding whether each absence is excused or unexcused.
 - b. In the case of an unexcused absence, locals will determine policy.
3. Career Connections teachers will communicate student absenteeism concerns with respective students and parents.
4. The Career Education administrative assistant and Career Education coordinator will work together to contact local school personnel with student’s absenteeism concerns. Summary printouts will be provided at monthly countywide counselor and principal meetings.

ATTENDANCE POLICY FOR CLINTON COUNTY CAREER CONNECTIONS CONTINUED

5. Local administration will determine consequences for tardiness per their local district policy. The Career Education Coordinator will be knowledgeable of all local policies and will notify administration when a student's absenteeism reaches an unacceptable level per those policies.

PLEASE KNOW YOUR LOCAL POLICY!

6. If a student is absent from class three (3) or more times during the first two (2) weeks of class, the student may be released from the course. Exception will be determined by local school districts.

ATTENDANCE POLICY FOR EATON RESA CAREER PREPARATION CENTER - GENERAL

The Eaton CPC has a ten (10) day per semester absence limit Attendance Policy in order to continue in the program. Once that limit is reached students will meet with the Student Services Coordinator and Principal to determine if the student will be dropped at the next trimester/semester. Exempt absences do not count towards the ten (10) day attendance policy. Students are expected to be in attendance when the CPC is in session and the sending school requires attendance.

Parents should notify Eaton RESA Career Office at 517-483-9966 (attendance line) for each absence.

The Eaton CPC has a positive reinforcement attendance program to encourage students to attend on a daily basis.

Attendance will be evaluated and reset at the end of each marking period for Eaton RESA the incentive will be added to only the students' high school grade not the LCC grade.

Perfect attendance will receive 3% added to their final marking period grade.

A student with 1 absence will receive 2% added to their final marking period grade.

A student with 2 absences will receive 1% added to their final marking period grade.

A student with 3 or more absences will not be eligible for the attendance incentive.

2 tardies is equal to 1 absence.

ATTENDANCE POLICY FOR EATON RESA CAREER PREPARATION CENTER - DAVENPORT UNIVERSITY

Students attending classes at a DU campus will be required to comply with existing attendance policy requirements. Unexcused or excessive absences may result in administrative withdrawal from a class. Within the Academy, each student may miss a maximum of **5 classes per course** (10 total in the Academy per semester); there are **no excused or unexcused absences within this program**. The only exception is missing college classes for high school final exams and SAT testing. Students should refer to the university catalog for details regarding the Attendance Policy for both in-seat and online courses.

Students should notify their Davenport University faculty member directly if they are going to be absent from class for each absence and a parent should call the Eaton RESA Career Office at 517-483-9966 (attendance line).

ATTENDANCE POLICY FOR WILSON TALENT CENTER (WTC)

Our goal is to help students make the transition to workplace-like attendance expectations. Regular attendance is a critically important work habit for students to develop. Students are expected to be in attendance every day that this is possible. Students who have regular attendance problems at WTC may be returned to their home school, and they must also maintain enrollment and regular attendance at their home school to remain eligible to attend WTC. When a student is absent, it is critical that we know as soon as possible that the student has appropriate permission to miss school. It is the responsibility of the parent/guardian to contact the WTC attendance office when a student is absent. The sending school does NOT notify WTC of absences, so it is very important to notify both schools when a student is absent.

Excused Absences: Students can have 2 excused absences per 6-week marking period “free” (i.e., without impacting grade). Excused absences are absences excused by a phone call or note from a parent/guardian within 48 hours of the beginning of the absence. Documented excused absences are absences excused by official documentation such as an extended illness, court appearance, or funeral within 48 hours of the beginning of the absence.

Unexcused Absences: An unexcused absence is any absence that is not excused by the parent, or by other documentation, within 48 hours of the absence.

Absences for Home School Activities: A Home School Activity form is available in the Attendance Office. This form can be completed by the home school prior to an activity that will cause the student to miss time at WTC. For instance, a student will be absent from WTC due to a field trip with their home school. The form could be filled out by that classroom teacher, or by a coach if the absence is due to participation in sports. No form is needed if the home school is closed, or for schedule changes due to exams. Home school activities are not counted as absences for this attendance policy.

Notification of Absence from WTC: The WTC automated phone call notification system will attempt to contact the primary phone number from the emergency contact information form after school hours on the date of a student’s absence, if we have not received a call or note. Absences that are not excused by a parent within 48 hours are unexcused. Please be sure to notify WTC of any changes in phone numbers.

Returning from an Absence, Reporting Late to Class or Leaving Early - Pass Requirement: Students are to report to the Attendance Office to pick up the appropriate Pass before going to class when they return from an absence (even if the absence was excused), when they arrive later than their district’s scheduled arrival time, and if they want or need to leave early. Leaving early requires permission from a parent/guardian or the home school. If a student leaves early without such permission, it will result in an unexcused absence.

Wilson Talent Center Attendance Phone: 517-244-1306

If a student is enrolled in a Baker College, Davenport University, Ferris State University, or Lansing Community College class that is outside of the CTE program classes, then the student must adhere to that college’s attendance policy

ATHLETICS/ACTIVITIES

Students will have full access to all of the resources provided by Baker College, Davenport university, Ferris State University, or Lansing Community College including: counseling, tutoring, clubs and many other areas. Students are encouraged to utilize tutoring services and stay in regular contact with their instructors prior to having difficulties in class.

CRTEC students are not eligible to participate in interscholastic athletic programs at the college level, but are encouraged to join clubs and engage in the activities.

CRTEC student athletes are eligible to participate in high school athletics during grades 11 and 12. Under the rules of the Michigan High School Athletic Association, students are not eligible to participate in high school athletics during the 13th year. Students are not eligible to participate in collegiate athletics during grades 11, 12 or 13.

Students who are interested in participating in athletics at the collegiate level need to research how their dual enrollment classes impact their eligibility. Student athletes are encouraged to work with their local high school counselor, communicate with the colleges that they are interested in attending, and visit <http://www.ncaa.org/student-athletes/future/eligibility-center> for more information.

COMMUNICATION

CRTEC, Baker College, Davenport University, Ferris State University, and Lansing Community College (faculty and staff) will communicate to early college students via their respective student email systems. Students must frequently check their college email. Students should also send communications to their advisors and faculty via their college email. Students can communicate with their mentor by phone, email, remind or stopping by the ISD/RESA Office.

ONLINE CLASSES

CRTEC online courses offered through Baker College, Davenport University, Ferris State University, and Lansing Community College provide an interactive, technology-based learning environment as another educational option to meet students' unique learning and lifestyle needs. Through the use of the Canvas, D2L or Blackboard classroom, students will link with faculty members as well as fellow students in their classroom. Assignments include discussion boards, team projects, papers, journals, and simulations.

Students are expected to meet assignment deadlines established in advance by the instructor.

Online course work relies heavily on written communication, teamwork and problem-solving skills. Minimum computer skills such as the ability to set up a computer file, knowledge of various internet browsers, and the availability of high speed internet are necessary. In addition, students must have functional skills in email, word processing, and spreadsheet applications. See appendix B for computer and internet requirements.

DISCIPLINE

It is a privilege to be a part of the CRTEC program. Early college students will follow the rules and guidelines as established from their local high school as well as the rules and guidelines of their ISD/RESA, Baker College, Davenport University, Ferris State University, Lansing Community College, and the State of Michigan. Proper behavior is expected while in high school and also on the college campus. Refer to the ISD/RESA handbook and college handbooks for specific expectations.

YEAR LONG SCHEDULING

Early college students in years 12 and 13 may be scheduled for classes for both fall and winter/spring semesters. Yearlong scheduling commences each year in the spring for the following academic year. Students may contact their mentor for changes that may be needed. (Note: Due to FERPA requirements, students may not request changes on behalf of other students.) When scheduling classes, it is expected that 9-12 hours of work be completed each week for each 3 credit course (online and in seat).

CLOSING OF SCHOOL

Students should follow local TV and radio stations for school closures. If a high school is closed that does not mean that the college is closed. It is the student's responsibility to assure that they are attending school if it is open during the second and third year of the program. 1st year students will follow the local ISD/RESA closures and local high school closures.

Students who are in the 2nd year of the program at Davenport University and using the Eaton RESA bus system will have schedules given to them each semester noting how classes will be dealt with due to delays or closures. Students will still need to complete course work as assigned.

INABILITY TO HOLD CLASSES/CANCELATIONS – BAKER COLLEGE

Baker College's policy for scheduled and unscheduled cancellation of on-ground classes resulting from, but not limited to: Baker College holidays, weather-related closures or delays, power outages, an unanticipated instructor absence due to illness or other extenuating circumstance; and, other mitigating circumstances.

Supporting student success in these instances, instructors will provide instruction via an alternate delivery method. These measures are to be taken when regularly scheduled instruction is not possible for reasons beyond an instructor's control which is a campus-wide decision. Under extenuating circumstances, the faculty member is responsible for expediting notification.

INABILITY TO HOLD CLASSES/CANCELATIONS – DAVENPORT UNIVERSITY

If a DU faculty member unable to hold class, DU will not be responsible for providing a substitute teacher. The DU faculty member will contact the students as soon as an absence becomes necessary. Students will be expected to follow the course syllabus and keep to the proposed schedule of course activity. It is Davenport University's policy that all students and staff must report to campus for their class during its regularly scheduled meeting time, unless they are directed otherwise. Students are expected to check all forms of communication (phone, PantherMail, Blackboard and local news stations) for any notices or alerts of canceled courses for any reason.

INABILITY TO HOLD CLASSES/CANCELATIONS – FERRIS STATE UNIVERSITY

Ferris advises students to be aware of each course's attendance policy (as it varies by instructor). Students may want to check out the Student Information section of our FerrisNow Handbook for more information: <https://ferris.edu/ferrisnowhandbook>.

INABILITY TO HOLD CLASSES/CANCELATIONS – LANSING COMMUNITY COLLEGE

If a LCC faculty member unable to hold class, LCC will not be responsible for providing a substitute teacher. The LCC faculty member will contact the students as soon as an absence becomes necessary. Students will be expected to follow the course syllabus and keep to the proposed schedule of course activity. It is LCC's policy that all students and staff must report to campus for their class during its regularly scheduled meeting time, unless they are directed otherwise. Students are expected to check all forms of communication (phone, LCC email, D2L and local news stations) for any notices or alerts of canceled courses for any reason.

CHANGE OF PERSONAL INFORMATION

If a student, parent or guardian has a change of address, phone number, or email address at any time during the program, it is critical that notification be given to the CRTEC Mentor and Coordinator.

MENTOR CHECK-IN

Students are expected to check in with the CRTEC Mentor on a regular basis to discuss progress or concerns. This communication may also be done through a Google Doc or text, depending on the activities of the week. Face to face student meetings can also be scheduled if needed. Some meetings will be required and students will be responsible for checking emails for dates and times of the meeting.

CLASS SELECTION/SCHEDULING

CRTEC students will work with their mentor and college advisor to register for classes in their program of study and keep track of progress in the five-year plan. Course selection must be approved by the high school counselor and all prerequisites met prior to registration. Students are ultimately responsible for ensuring registration is completed prior to posted deadlines and verify their class schedule by logging into their respective college accounts, or risk being dropped from class. Any changes to class selection must be communicated to the high school counselor and mentor at least ten days prior to the start of the semester.

WITHDRAW/CHANGING CLASSES

Once a student is placed in a class, they are not allowed to withdraw from that class without contacting their high school counselor and the Early College Mentor. Class schedules can be changed up to seven days prior to the start of a semester. If a student insists on withdrawing from a class after the semester start date, student may be responsible for the cost. CRTEC will not cover the cost of the tuition, registration fees, or books for classes that are dropped past the refund deadline.

FAILED COURSE AND RETAKING A FAILED COURSE

Students who fail a college class will be placed on academic probation with the CRTEC, the student may be financially responsible for paying back any costs associated with the failed class – i.e.: tuition, books, registration fees, technology fees, and required supplies. Please consult with your Early College Coordinator in regards to their policies and academic achievement requirements.

If a student fails a class, that student will be responsible for the cost of retaking the course for a second time, including books and fees. **The CRTEC will not cover the cost of students retaking a class.**

COHORT MEETINGS

As part of the CRTEC program, students are required to attend group cohort meetings. Cohort meetings are established for students to share information with each other and also for the CRTEC mentors to provide information as it relates to the program.

CAREER & COLLEGE READINESS CLASS

CRTEC is committed to your success as an early college student. As part of our program you will be participating in a Career & College Readiness class offered. This course is designed to provide you all of the strategies you will need for continued success in college.

TUITION AND FEES

As part of the CRTEC program, students are not required to pay for tuition, books or fees. CRTEC will pay the cost of college tuition, fees, and required course materials for approved CRTEC courses up to its defined obligation. If a student does not successfully complete a course, CRTEC may ask the student to reimburse them for all fees associated with that course; this payment is due prior to the start of the next semester of courses. Questions regarding fees should be addressed to the CRTEC Coordinator. Parking on campus is also free of charge and busing to the campus may be provided. CRTEC Mentors can help students obtain parking passes.

Students who need to retake a CRTEC course due to withdrawal or earning below a 2.0 in the course will be responsible for full payment of the course retaken.

TEXTBOOKS AND MATERIALS

Early college students shall have required textbooks paid for by CRTEC for approved courses in the CRTEC program of study. Books shall at all times remain the property of CRTEC. You will be responsible for the care and custody of said materials and agree to return all textbooks to CRTEC at the conclusion of each college course. You will be required to pay for lost textbooks and damages beyond normal wear.

All textbooks, equipment, supplies, etc. that have been purchased or rented by the school district for use in CRTEC shall at all times remain the property of that school district and returned to them in good condition at the completion of the course.

COLLEGE TRANSCRIPT/GRADE EXPECTATIONS

Student grades will be recorded on their college transcript and may affect enrollment, financial aid, and scholarship opportunities if grades earned are below 2.0. Be advised these grades are permanent records for high school and college transcripts.

Students must maintain at least a 2.0 cumulative Grade Point Average (GPA) at Baker College, Davenport University, Ferris State University, or Lansing Community College to remain in Good Standing, which indicates satisfactory academic progress. Students whose cumulative GPA falls below 2.0 are subject to their college's Academic Standing Policy.

If a student fails a class, that student will be responsible for the cost of retaking the course for a second time, including books and fees. **The CRTEC will not cover the cost of students retaking a class.**

COUNSELING AND ADVISING

High School Counselors and the Early College Mentors are available to meet with students regarding academic and personal issues. Students are encouraged to also meet with advisors at Baker College, Davenport University, Ferris State University, or Lansing Community College for questions regarding college classes and degree completion.

Students will have full access to all of the resources provided by Baker College, Davenport University, Ferris State University, and Lansing Community College including: counseling, tutoring, writing center, and many other areas. Students are encouraged to utilize the student support services as needed, prior to having difficulties in class.

COURSE CONTENT

Course content is determined by college administrators. All courses are instructed by college faculty at the college level. Mature content may be included as part of class discussions and curriculum.

GRADUATION

The local district is the authorized body to determine whether the student participates in graduation exercises with their original class in their home district. School districts are allowing students to participate in commencement after grade 12 if they are on track in their program of study. Please check with your local school district for their policy. The year that will be on the student diploma must coincide with the year that the student completes all high school graduation requirement, which will be the 13th year.

If a CRTEC student returns to the sending district before completing EMC requirements, either voluntarily or involuntarily, the student must comply with the sending district graduation requirements in order to obtain his/her high school diploma.

In order to graduate from the CRTEC, students must complete all of the Michigan Merit Curriculum requirements. Students must also complete 60 transferable credits, an associate degree, or an industry-recognized credential.

STUDENT COLLEGE ID CARD

Baker College: A Baker College student ID card is issued to students when they enroll in courses for the first time. Cards are obtained at the student services area on main campus. The ID card is also an alternate source of ID to access the computer labs and other student services.

There is no charge for the initial student ID card that is issued. However, a \$5 replacement fee will be charged on requests for additional cards, thereafter.

Davenport University: A Davenport University student ID card will be issued to students when they enroll in a course for the first time. Students are expected to carry their student ID card with them while on campus.

Ferris State University: A Ferris State University student ID card is issued to students when they enroll in courses for the first time. Cards are obtained at the student services area on main campus. The ID card is also an alternate source of ID to access the computer labs and other student services.

Lansing Community College: A Lansing Community College student ID card is issued to students when they enroll in courses for the first time. Cards are obtained at the student services area on main campus. The ID card is also an alternate source of ID to access the computer labs and other student services.

There is no charge for the initial student ID card that is issued. However, a \$5 replacement fee will be charged on requests for additional cards, thereafter. Lost and returned cards can be claimed at the Police Station.

TUTORING INFORMATION

Many instructors are available outside of class time for individual assistance. Free, one-on-one, or group tutoring to students upon request is also available. Take advantage of the free tutoring services whenever you need some extra help with a course.

Baker College

There are two ways you can receive tutoring/consulting services help:

- Utilize our Virtual Academic Resource Center
- Visit a campus-based Academic Resource Center

Virtual Academic Resource Center

We offer one-on-one synchronous and asynchronous tutoring/consulting sessions to help with your writing and learning needs. Below, the types of sessions are explained:

Asynchronous Session: This means that you will be provided feedback after you submit a paper to be reviewed. Don't have time to meet in real-time? Just upload your document and a consultant will provide feedback. You will still be involved with the feedback as you will be provided comments in the margins of your submission as well as a more holistic comment summarizing the revisions suggestions, but you and the consultant will not have to be online at the same time and/or conversing during this session. Once you upload your draft, your consultant will provide feedback within a 24-hour period.

TUTORING INFORMATION CONTINUED

Baker College Continued

Synchronous Session: This means that you and the consultant will be online at the same time in order for learning to happen. You will work with the consultant online, in real-time. You can use the audio, video, or Chat function, as well as the whiteboard to work together in real-time. Be sure to follow the instructions for synchronous sessions.

To schedule an appointment for a virtual tutoring session, click on the following link: <https://baker.mywconline.com/>

For further explanation about what each Center can do for you, as well as to look at resources for various content areas, follow the link: <https://sites.google.com/a/baker.edu/online-learning-support-center/?pli=1>

Davenport University

You can go to <http://libguides.davenport.edu/tutoring/welcome> to view all the other services available at DU.

Tutoring Services Information

- Tutoring Services are offered to Davenport University students without charge.
- Online tutors are available in many disciplines to both online and campus based students. Contact the online tutors for specific information.
- Students are welcome to use the tutors at any DU campus. Check the schedule at the location most convenient for you.
- Drop-in hours allow you to come in during the posted times; **if tutors are working by appointment you must make the appointment by 8:00 pm of the preceding day.** (8:00 pm on Monday for a Tuesday appointment)
- Appointments are made using the online appointment calendars.
- See the schedules at all campuses by using the Locations and Schedules at <http://libguides.davenport.edu/tutoring/welcome>.

Ferris State University

All tutoring is FREE, tutoring is arranged on a first come first served basis, and students are allowed 2 appointments per week per subject. There is one-on-one or small group sessions in the Academic Support Center with on- site tutors, walk in math tutoring, and regularly scheduled course specific workshop tutoring provided on a walk-in basis in classrooms on campus. Lab tutoring assists students with the use of specialized equipment.

Lansing Community College

The Learning Commons is located in Arts & Sciences 108 – please call to verify hours of operation. Phone: (517) 483-1206 or tutorsvcs@star.lcc.edu. See appendix D for more information on other LCC services.

TUTORING INFORMATION CONTINUED

Lansing Community College Continued

Learning Support Services Offered

- Tutoring is offered in many subjects, free of charge for students currently registered in LCC courses. Stop by or call today to see if help is available in your course.
- Study space including some quiet areas
- Laptops, iPads, textbooks, anatomy models, and calculators for use in the Learning Commons for up to two hours at a time
- Study strategy assistance and handouts

Printing can be done in the Learning Commons using the quick print station near the front desk. Please note that photocopying is not currently available in the Learning Commons.

Photocopying can be done on the lower level of the Arts & Sciences building, in the TLC library and in the TLC first floor lobby near the computer lab.

Please note: The Learning Commons will be closed whenever LCC is closed.

Learning Commons break hours vary depending on the time period. Please contact the Learning Commons for break hours.

West Campus Computer Lab - Phone: 517-483-1638 - For General Question concerning the West Campus computer lab.

LCC Help Desk – Phone: 517-483-5221 - For technical questions please call the LCC Help Desk. The Help desk can provide technical support for LCC computer applications. Such as, myLCC, Desire2Learn and Banner.

LCC Computer Lab (Main Campus) – Phone: 517-483-1038 - For general questions concerning the LCC Computer Lab Located on the LCC Main Campus in The TLC Building.

Lansing Community College Library – Phone: 517-483-1657 – location: 2nd Floor, TLC Building

Please See Appendix D on page 23 for more information on LCC services.

STUDENT PRIVACY-FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Eaton Regional Education Service Agency.

These rights include:

1. The right to examine the student's education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
 - a. **Signed, written request submitted to the CRTEC Coordinator identifying the record(s) to be inspected.**
 - b. Upon receipt of the signed, written request, the Capital Region Technical Early College Coordinator will make the necessary arrangements for the inspection of the student's educational records and notify the parent/ guardian or eligible student.
2. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the CRTEC is to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent or the eligible student,
 - b. as directory information, or,
 - c. under certain circumstances, as permitted by FERPA

The Board of Education shall be the final authority in any appeal. Minor students cannot appeal unless their parent(s) or guardian(s) are in agreement with that decision.

4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Eaton Regional Education Service Agency office.
5. The right to protest to:

The Family Policy and Regulations Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20206-4605

CAPITAL REGION TECHNICAL EARLY COLLEGE DISCRIMINATION CLAUSES

Clinton County RESA

Non-Discrimination and Complaint Procedure

Inquiries or complaints made by students (grades Pre K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

Lance Siegwald
Special Education Director
989-224-6831 Ext. 2325
1013 South US 27, Suite A
St. Johns, MI 48879
lsiegwald@ccresa.org

Jennifer Branch
Career Education Director
989-224-6831 Ext. 2334
1013 South US 27, Suite A
St. Johns, MI 48879
jbranch@ccresa.org

Nichole Thoma
Human Resource Specialist
989-224-6831 Ext. 2341
1013 South US 27, Suite A
St. Johns, MI 48879
thoma_n@ccresa.org

All other inquiries related to discrimination should be directed to:

Lance Siegwald
Special Education Director
989-224-6831 Ext. 2325
1013 South US 27, Suite A
St. Johns, MI 48879
lsiegwald@ccresa.org

Jennifer Branch
Career Education Director
989-224-6831 Ext. 2334
1013 South US 27, Suite A
St. Johns, MI 48879
jbranch@ccresa.org

Nichole Thoma
Human Resource Specialist
989-224-6831 Ext. 2341
1013 South US 27, Suite A
St. Johns, MI 48879
thoma_n@ccresa.org

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent.

Non-Discrimination and Complaint Procedure

In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint. The Board President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent. The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

CAPITAL REGION TECHNICAL EARLY COLLEGE DISCRIMINATION CLAUSES CONTINUED

Eaton County RESA

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

Ingham ISD

It is the policy of Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills*, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Asst. Supt. of Human Resources and Organizational Development, 2630 West Howell Road, Mason, MI 48854. (517) 244-1289.

CAPITAL REGION TECHNICAL EARLY COLLEGE PROBATION

Early college is a privilege and certain criteria must be met by each early college student to remain in the program.

When a student fails to meet this set criterion, that student will be placed on Early College probation for the remainder of their current semester and the entire following semester.

1. To be placed on Early College Academic Probation a student has not met at least one of the following, but not all inclusive standards:
 - Student has not met the Program Readiness standard based on the Accuplacer Test (these scores are subject to individual programs).
 - Student has failed to communicate with their mentor as required
 - Student has failed to perform successfully in the Career & College Readiness Course
 - Student overall GPA is below 2.0 or has failed at least 1 class for the semester
 - Student has failed to attend cohort meetings
 - Student withdraws from a course without notifying the high school counselor and/or CRTEC mentor or coordinator
 - Student is administratively dropped by the college due to lack of attendance/participation
 - Other as deemed by the Early College mentor/coordinator, high school counselor, or high school principal based on the Early College Handbook
2. Once a student has been placed on Academic Probation, the student will meet with the CRTEC mentor to establish goals and check progress throughout the next semester. The student may be required to attend tutoring. The student's program of study may also be slowed down by reducing the number of college courses that can be taken.
3. To have the probation removed, the student must follow and meet the criteria listed below and have earned an overall GPA of 2.0 or greater and not fail any classes by the end of the next semester.
 - Retake the Accuplacer Test to meet the Program Readiness standard
 - Meet with the mentor on a weekly basis to establish progress for one full semester
 - Meet with a tutor for a minimum of 6 weeks or as needed
 - Communicate as required by the mentor for progress checks
4. If a student fails to meet the requirements of Academic Probation, that student will be transitioned out of the program and return full-time to his/her local high school with any outstanding costs to be paid by the student. The college also reserves the right to dismiss a student based on any violation of college policy (refer to individual college policy handbooks).

APPENDIX A – PLACEMENT REQUIREMENTS

Baker College: Determination of College-Level Placement

All students interested in participating in the Early College program need to provide CRTEC with a copy of their PSAT/SAT. Students who do not demonstrate preparedness based on their PSAT/SAT scores and high school GPA will not be accepted into the Early College program.

<u>Test:</u>	<u>Minimum:</u>	<u>Test:</u>	<u>Minimum:</u>
PSAT10:	Critical Reading – 460	SAT:	Critical Reading – 480
	Math – 510		Math – 530
	English – 450		English – 450

Minimum HS GPA of 2.50 recommended

Davenport University: Determination of College-Level Placement

Prior to the beginning of the Early College program, a writing assessment (to determine college-level English preparedness) will be administered to all students interested in participating in the Early College program. Students who do not demonstrate college-level English preparedness and college-level math preparedness will not be accepted into the Early College program.

<u>Test:</u>	<u>Minimum:</u>
SAT:	480 or higher – Evidenced-based Reading and Writing Score 520 or higher – Math Score
Accuplacer:	74 or higher – Sentence Skills 81 or higher - Reading 50 or higher – Elementary Algebra or 30 or higher – College Level Math

****Please note – these are not college level scores for Accuplacer but acceptance levels for CRTEC. Students will need to earn higher scores to be eligible for several college classes and to continue in the CRTEC.**

Ferris State University: Determination of College-Level Placement

All students interested in participating in the Early College program need to provide CRTEC with a copy of their PSAT/SAT. Students who do not demonstrate preparedness based on their PSAT/SAT scores and high school GPA will not be accepted into the Early College program.

<u>Test:</u>	<u>Minimum:</u>	<u>Test:</u>	<u>Minimum:</u>
PSAT10:	Critical Reading – 460	SAT:	Critical Reading – 480
	Math – 510		Math – 530
	English – 450		English – 450

Minimum HS GPA of 3.25

APPENDIX A – PLACEMENT REQUIREMENTS CONTINUED

Lansing Community College: Determination of College-Level Placement

Prior to the beginning of the Early College program, a writing assessment (to determine college-level English preparedness) will be administered to all students interested in participating in the Early College program. Students who do not demonstrate college-level English preparedness will not be accepted into the Early College program.

<u>Test:</u>	<u>Minimum</u>
SAT:	640 or higher – Evidenced-based Reading and Writing Score 665 or higher – Math Score
Accuplacer:	Level 4 or higher – Writing Level 4 – 66 or higher – Reading Comprehension Level 4 – 85 or higher – Arithmetic or 40 or higher – Elementary Algebra

****Please note** – these are not college level scores for Accuplacer but acceptance levels for CRTEC. Students will need to earn higher scores to be eligible for several college classes and to continue in the CRTEC.

An evaluation of preparation will be conducted by the end of the 11th year, and can include either the SAT scores or the ACCUPLACER Exam scores. Students not scoring the minimums, will be asked to complete remediation and retest, college level scores must be achieved by the end of the 12th year to continue in the early college program.

APPENDIX B – COMPUTER AND HARDWARE REQUIREMENTS

Recommended Computer and Internet Requirements

PC/MAC Hardware Requirements for Online Classes *(Subject to modifications. Please refer to www.davenport.edu for the most current requirements.)*

The following are the minimum system hardware requirements currently needed to support Blackboard. You may be able to use some older systems. However, if you have less than these minimum requirements, we may not be able to provide you with adequate support to solve all problems that may arise.

Note: Use of Chromebook for accessing online classes has proven to be challenging for students.

PC/MAC Hardware Requirements

The following are the minimum system hardware requirements currently needed to support Blackboard. You may be able to use some older systems. However, if you have less than these minimum requirements, we may not be able to provide you with adequate support to solve all problems that may arise.

PC: Windows 7 or greater

Windows 7 system requirements

- 1 gigahertz (GHz) or faster 32-bit (x86) or [64-bit \(x64\)](#) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver

Mac OS: 10.6 or greater

- Mac computer with an Intel processor
- 1GB of memory
- 5GB of available disk space
- DVD drive for installation
- Some features require a compatible Internet service provider; fees may apply.

Internet Connection Speeds

Internet connection speeds will affect the amount of information and the rate that information may be accessed over the Internet. If you connect to the Internet from home over a dial-up connection, the download rate for accessing documents in your online course will be significantly slower than would over a broadband connection.

Please note: *if your online course includes accessing video or audio files, or downloading PowerPoint files, there may be a several seconds to several minutes wait before you can view the material.*

APPENDIX B – COMPUTER AND HARDWARE REQUIREMENTS CONTINUED

Minimum Software Requirements

When purchasing a computer, it is important to consider the compatibility and ease of use with other computers. Therefore, students should be aware of the software applications considered standard at Davenport University.

These include the following:

- Microsoft Office 2013 (Access, Word, Excel, PowerPoint, Publisher)
- Mac users will need to have Microsoft Office 2011 or newer
- Adobe Acrobat Reader 9
- Java (newest version)
- Adobe Flash (newest version)

Browsers:

PC

- Mozilla FireFox (ESR)¹ (***Recommended browser***)
- Internet Explorer 9
- Google Chrome (Stable Channel)³

Apple MAC OSX

- Safari 5.1
- Google Chrome (Stable Channel)³
- Firefox (ESR)¹

To ensure that your operating system and browser are compatible with Blackboard 9 please follow the links below to the Blackboard Supported OS & Browsers pages.

- [Link to Bb Operating System Compatibility](#)
- [Link to Bb browser compatibility](#)

APPENDIX C – DAVENPORT UNIVERSITY SPECIFIC INFORMATION

Articulated Credit

In order to be granted articulated credit the student must meet the following requirements:

1. The student must earn a 3.0 or higher in each course in order for credit to be articulated.
2. The student must also begin attending Davenport University within 27 months from the date of their high school graduation.
3. The instructor must sign the articulation submission form which verifies the student has completed the necessary course work to be granted the articulated credit requested.

Credits articulated will become part of the total number of credits for program completion at Davenport University and will appear on the student's Davenport University transcript by course code and credit hours. No grade will be recorded. Tuition and fees will not be charged for articulated credits.

Davenport University Graduation Requirements

Students must maintain a minimum overall 2.0 cumulative grade point average (GPA) as well as a minimum of 2.3 GPA in their major. Students must also fulfill the credit and residency requirements for their prescribed curriculum. The Michigan Department of Education requires that students earning an associate's degree must complete a minimum of 60 semester hours of instruction, and students completing a bachelor's degree must complete a minimum of 120 semester hours of instruction. Davenport University adheres to this standard and has designed its curricula to satisfy this requirement.

The student must ensure that a Graduation Application form is on file in the Registrar's Office one semester prior to graduation. The form can be located in the Student Connection (Advising Tools/Academic History section: Graduation Application).

Contact your advisor for questions or assistance with the form. Refer to the university catalog or the university website for additional details regarding Graduation Requirements and Application for Graduation.

Davenport University Commencement Information & Diploma

Students can access important information about the commencement ceremony through their Davenport University Student Connection (Advising Tools/Academic History section). Deadlines/dates/timelines as well as eligibility for graduation, tips for grads, and frequently asked questions (FAQs) are available.

Diplomas are printed at the end of each semester for those students who have graduated and have submitted an application for graduation. Diplomas are printed and then mailed to the student's permanent address 6-8 weeks after the final date of the semester in which all degree requirements are met. Diplomas cannot be released to any student with a financial obligation to Davenport University.

APPENDIX C – DAVENPORT UNIVERSITY SPECIFIC INFORMATION CONTINUED

Transition from earned High School Diploma and Associate degree to a Bachelor degree

The primary benefit of participating in the Middle College program is the earning of both a High School diploma and an Associate degree in the student's chosen field at the end of the fifth (5th) year of study between the high school and Davenport University. The Middle College program has been designed to provide a seamless transition from that diploma and Associate degree to the pursuit and eventual completion of a Bachelor degree at Davenport University.

An evaluation of all credits earned in the Associate Degree will be completed and all credits earned will apply directly toward a similar Bachelor degree at Davenport University. In the event the student would like to pursue a Bachelor degree at different college or University after earning their high school diploma and the Associates degree from Davenport University, he/she should work with an advisor or counselor from the new institution to evaluate Davenport credits that may apply to the student's program of choice at the new institution.

Students seeking a Bachelor degree at Davenport University are not required to follow the Michigan Transfer Agreement, but are required to follow the full Davenport University Admissions process. The Middle College courses are planned strategically to fit the curriculum at both the High School and Davenport University. For more information on the state of Michigan's Michigan Transfer Agreement and other details regarding its program, please contact the Director of Transfer Articulation at Davenport University.

APPENDIX D – LANSING COMMUNITY COLLEGE CAMPUS RESOURCES

Help Needed	Who to See:
Class content or requirements unclear	Ask instructor questions during/before/after class or during breaks Visit instructor's office during Office Hours or call for an appointment Leave a note in the instructor's department office Check syllabus and/or other course handouts
Missing class work/ tests Need to catch up	Instructor Contact instructor in advance, if possible
Class Scheduling/Curriculum Selection	<u>Academic Advising Center</u> , GB 212, 483-1904 <u>Counseling Center</u> , GB 204, 483-1924
Class is overwhelming Additional help with vocabulary, study skills, writing, reading, and/or spelling	Instructor <u>Counseling Center</u> , GB 204, 483-1924 <u>The Learning Commons</u> , A&S 108, 483-1206 <u>Center for Transitional Learning</u> , A&S 107, 483-1061 <u>Writing Center</u> , A&S 202, 483-1907
Tutoring & additional tutorial help or scheduling assistance	<u>The Learning Commons</u> , A&S 108, 483-1206 <u>Technical Careers - Academic Resource Center (TC-ARC)</u> , West Campus, U-245, 483-9711
Personal problems affecting school work	<u>Counseling Center</u> , GB 204, 483-1924
Support Services needed by students with disabilities, ex: Reader, Interpreter, books on tape, etc.	<u>Office of Disability Support Services</u> , GB 204, 483-1924
Child care Information	<u>Women's Resource Center/Returning Adult Program</u> , GB 204, 483-1199
Re-entry women, single parents, displaced homemakers, non-traditional career students	<u>Women's Resource/Returning Adult Program</u> , GB 204, 483-1199
<i>LUCERO</i> Program	<u>Lucero</u> , GB 351, 483-9804
Basic English skills for non-native speakers of English	<u>English Speakers of Other Languages Program</u> , A&S 107, 483-1061 <u>English Language and Culture Program</u> , A&S 107, 483-1061
Information on how to use the library/to do research	<u>Library</u> , TLC 200, 483-1657
Career and student employment Information	<u>Center for Employment Services</u> , GB 218, 483-1172
TRIO Student	<u>TRiO</u> , GB 141, 483-1161

CRTEC STUDENT HANDBOOK AGREEMENT PAGE

Please read, sign, and return to the Capital Region Technical Early College Coordinator

I have read and understand the Capital Region Technical Early College handbook and guidelines.

I will follow the rules and guidelines set by my local high school, Clinton County Career Connections, Eaton RESA Career Preparation Center, Wilson Talent Center, Capital Region Technical Early College, Baker College, Davenport University, Ferris State University, and Lansing Community College.

If I violate any of the guidelines/rules, I understand that I could be dismissed from the program. I understand that if I am dismissed for the Capital Region Technical Early College program, I will be responsible for any costs associated with tuition, fees and books.

WITHDRAW/DROPPING CLASSES

If a student insists on withdrawing/dropping from a class after the first week of the semester, the student and/or family will be responsible for the cost of that class, including books and fees paid back to CRTEC. CRTEC will not cover any of these costs.

FAILING CLASSES

If a student fails a class, that student will be responsible for the cost of retaking the class a second time, including books and fees. The CRTEC and local high school will not cover the costs of students retaking a class.

Early College Student Name (Please Print) _____

Early College Student Signature _____

Parent/Guardian Signature _____

Date _____