COLLEGE NOW

INTRODUCTION

College Now is the concurrent enrollment program (CEP) at Herkimer County Community College. Concurrent enrollment programs are cooperative agreements between colleges and high schools that offer high school students the opportunity to take college classes in their high schools for both high school and college credit, usually at reduced rates of tuition.

Taking college classes while you are in high school will help you learn about college expectations and introduce you to college culture. Additional benefits may include:

- saving money by reducing future college costs
- showing college admissions officers that you are a serious student
- reducing your first or second semester course load in college and relieving some of the pressure and stress in your first year
- having the option to earn a double major, do a special work internship, or spend a semester traveling abroad
- graduating from college earlier.

ELIGIBILITY

If you wish to participate in College Now, you must have demonstrated the ability to meet the standards required in college-level courses. You qualify for participation in the program based on the recommendation of your guidance counselors, and you must have signed permission from a parent/guardian to enroll in a course.

INSTRUCTORS

Classes offered through the College Now program are taught by high school instructors who have been recommended by their principals and approved by the College as part-time faculty members. They follow the same guidelines, policies and standards as part-time faculty members who teach on campus.

REGISTRATION

Registration takes place one to two weeks after the start of the fall and spring semesters at each high school. About a week after classes begin at your school, College staff visit each high school to distribute registration materials and answer questions. They return a week later to collect your completed forms and payment. Forms may also be obtained from your high school counselors' office or the College Now website at www.herkimer.edu/collegenow.

To register for a College Now course, you must:

- Complete a registration form
- Complete a Certificate of Residence form and have it notarized. (If you live outside of Herkimer County, you must obtain a Certificate of Residence form from your County Fiscal Officer.) If this form is not submitted by your county's deadline, you will be charged an additional $114 fee. This deadline is typically 30 days from the start of the school year.
- Pay tuition.

All materials must be submitted by the payment deadline dates established for each school. These dates will be announced during the first information session at your school. Dates are also published on the College Now website. **Registration and payment deadlines will be strictly observed.**

TUITION AND PAYMENT

HCCC classes taken in participating high schools cost $40 per credit hour, one-third the cost per credit hour for part-time students taking classes on campus. Three-credit courses cost $120, and four-credit courses cost $160. At least one-third of your tuition will be due on the day your registration and residency forms are due. HCCC offers you three payment options:

- payment in full with cash, a check payable to HCCC, money order or credit card
- payment in two installments: one-half at registration and one-half by the published deadline
- payment in three installments: one-third at registration, and two subsequent payments by published deadlines.

If you choose option two or three, you will be asked to sign a promissory note that indicates you are responsible for paying the balance by the dates listed on the form. If your account is not paid as agreed to in the promissory note, you will not be able to register for College Now classes in future terms, and you will not be able to access your grades or obtain an HCCC transcript.

GRADES

At the end of each class, instructors submit your final grades to the Registrar's Office at HCCC. After the Registrar's Office enters your grades, obtain your grades and view your unofficial transcript online using the steps below:

- Go to the HCCC website at www.herkimer.edu.
- Click on Student Online Services.
- Click on the first option under Current Students: Access your student information/financial aid here.
- Read and follow the directions for login. If you do not have internet access and wish to receive a paper copy of your grades, please contact the Registrar's Office at 315-866-0300, ext. 8280.

TRANSFERRING CREDIT/ TRANSCRIPTS

Many colleges will accept the credits you earn through College Now if you earn a grade of C or better. However, because policies regarding transfer of credit differ from college to college, you should contact the registrar's office, or the appropriate academic division, of the colleges you are interested in attending to learn about their policy on credit transfers. To send an HCCC transcript to a college for their review, or to request a transfer of credit, follow the steps below:

- Contact the registrar's office at the college you will be sending your transcript to, and determine the department or person to whom you should send your transcript.
- Complete an HCCC Transcript Request Form, enclose the $5 fee, and send it to the HCCC Registrar's Office. Transcript Request forms are available in the HCCC Registrar's Office, your high school guidance office, or online at www.herkimer.edu/collegenow.
- A few weeks after you have completed the HCCC Transcript Request Form, check with the office or person to whom you sent your HCCC transcript to verify that it has been received and ask when you may expect a decision about your request to transfer your credits.

STUDENT SERVICES

As a College Now student, you are eligible for the following services at Herkimer County Community College:

- **ID card/Library privileges:** You will receive an HCCC student ID card which will give you full browsing and borrowing privileges in the HCCC Library while you are enrolled in College Now classes. You will also receive a username and password that will allow you to log onto HCCC Library databases from any computer off campus. The number of the College Library is 315-866-0300, ext. 8272. ID cards cannot be used for free admission to events on campus because, as a College Now student, you do not pay a student activity fee.
- **Transfer counseling:** You may schedule an appointment with the Counseling Center at HCCC. For additional information on these services, call 315-866-0300, ext. 8284.

DROPPING CLASSES

If you would like to drop a College Now class after you have registered and paid, you must write to the Registrar of the College. The Registrar's Office must receive letters requesting to drop Fall 2008 semester classes no later than November 5, 2008 and Spring 2009 classes no later than April 1, 2009. Letters should include: your name; social security number; home address and phone number; the name and section number of the course from which you wish to withdraw; and the name of the high school at which you're taking the class. Please be sure to sign and date your letter and mail it to:

REGISTRAR
Herkimer County Community College
100 Reservoir Road, Herkimer, NY 13350

Prorated tuition refunds will be granted as follows for classes dropped within the first three weeks after the registration deadline at your school:

- 75% refund for classes dropped within the first week after the deadline
- 50% refund for classes dropped within the second week after the deadline
- 25% refund for classes dropped within the third week after the deadline.

Full refunds will be granted only if, before the drop deadline, you ask to drop a class because you have to move to a school that does not offer the same College Now class(es) in which you were originally enrolled.

If you are dropping the only class for which you are registered, you will also have to complete a Withdrawal Form to withdraw from the College for that term.