



**Community College in the High School
(CCHS)**

**Information
for
Students & Parents**

Revised August 28, 2024
Nancy Boylan, Lead Director
Office of Educational Partnerships
845-341-4760

Contents

Community College in the High School (CCHS).....	3
Introduction to CCHS	3
SUNY Orange CCHS Participants	3
Student Eligibility	3
Registration and Tuition Payment	3
Members of the College Community	4
Course Offerings.....	4
Textbooks	5
Student Withdrawal	5
Final Grades	5
Transcripts	5
Transferability of Credit	5
Grievance Procedure.....	5
FERPA.....	5
Students with Documented Disabilities.....	5
SUNY Orange Directory	6
Logging into MySUNYOrange	7
Ordering a Transcript.....	8
Accessibility Services Form	10
SUNY Orange Courses Recently Offered Through CCHS.....	11

Community College in the High School (CCHS)

Introduction to CCHS

CCHS offers high-achieving high school juniors and seniors the opportunity to earn college credits while attending high school. The program provides a number of benefits. It introduces students to the academic challenge of college level courses, shortens the time period needed to complete a college degree, and offers a strong addition to college applications. Many – but not all – two-year colleges and four-year colleges accept dual-enrollment credits, and you may want to check the websites of individual colleges to learn about their transfer-credit policies.

The information contained in this abbreviated guide is intended to answer the questions most frequently asked by participating students and their parents regarding the SUNY Orange, Community College in the High School (CCHS). It is not intended as a substitute for the *College Catalog*, the *Student Handbook* or the *Academic Policy Manual*.

SUNY Orange CCHS Participants

John S. Burke Catholic High School; Chester Academy; Cornwall Central High School; Goshen High School; James I. O'Neill High School; Minisink Valley High School; Monroe-Woodbury High School; Newburgh Free Academy; Orange-Ulster BOCES; Pine Bush High School; Port Jervis High School; S.S. Seward Institute (Florida); Valley Central High School; Warwick Valley High School; and Washingtonville High School.

Student Eligibility

To participate in the program students must meet the below criteria and be recommended by their instructor(s) and guidance counselor as being suitable for the program. Exceptions must be approved on a case-by-case basis by the appropriate SUNY Orange Department chair. In the case of waivers, the SUNY Orange placement exam, a writing sample, work sample or other additional information may be requested.

In consideration of the current Regents exam policies, the CCHS criteria for the 2024-2025 academic year will be as follows:

- Seniors require 1) a minimum GPA of 85 and 2) a grade of 85 or higher in the applicable Regents exam **OR** a final course grade of 85 or above in the applicable Regents course.
- Juniors require 1) a minimum GPA of 90 and 2) a grade of 90 or higher in the applicable Regents exam **OR** a final course grade of 90 or above in the applicable Regents course.
- As has been the case, for disciplines in which no Regents exam is normally offered (languages, film, engineering, accounting, etc.,) the GPA is the only criterion.

Registration and Tuition Payment

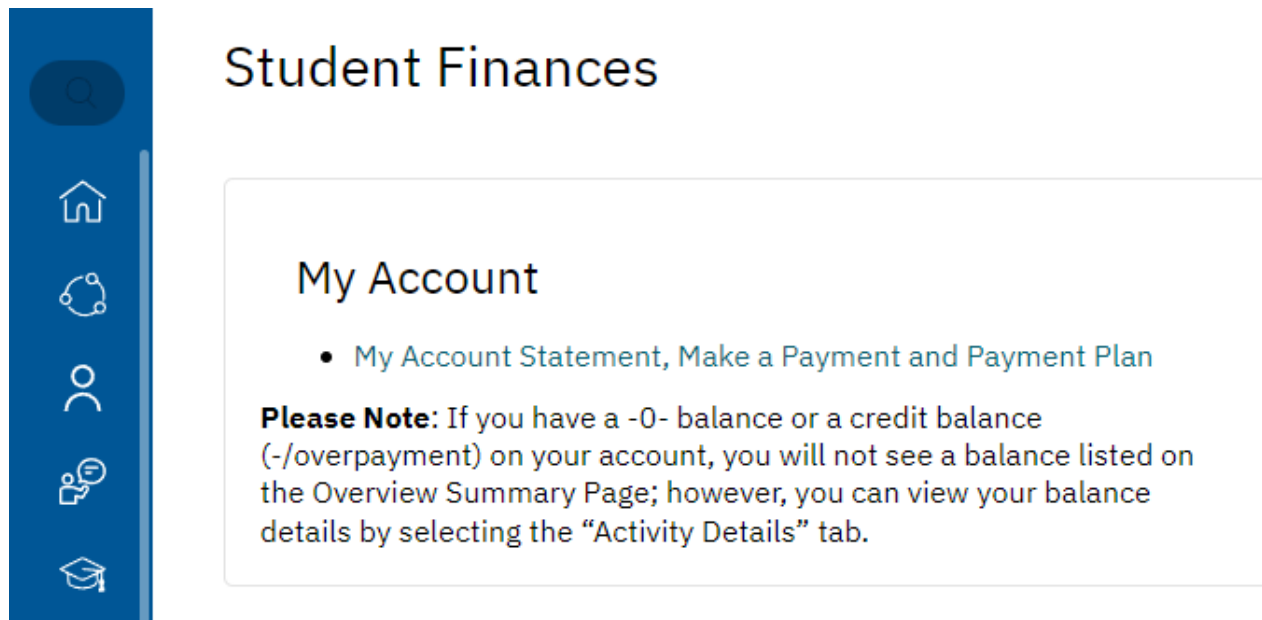
At the beginning of each semester, registration information and links to online registration instructions will be sent to prospective CCHS students by their CCHS instructors.

CCHS tuition for 2024-2025 is \$41 per credit.

All students incur non-refundable tuition upon registration; non-payment does not limit a student's liability. Payment is by check or credit card only. Outstanding financial obligations will prevent future registrations.

Checks should be made payable to SUNY Orange and mailed to: SUNY Orange, Student Accounts Office, 115 South Street, Middletown, NY 10940. Please write the student's name and student ID number on the memo line of the check.

Credit card payments may be made the student's *MySUNYOrange*. Choose the *Student Finances* tab.



My Account is at the top of the first column. Click on *My Account Statement, Make a Payment and Payment Plan*.

Members of the College Community

Students enrolled in any SUNY Orange CCHS course are recognized as part-time SUNY Orange students and are subject to the same policies, rules, and regulations as other part-time students. For full details, see the SUNY Orange *College Catalog* at www.sunyorange.edu/catalog and the *Student Handbook* at www.sunyorange.edu/csi/publications.html. SUNY Orange's Student Accounts Office (845-341-4829) is available to assist students with matters related to billing. The SUNY Orange Bookstore Manager (845-341-4868) can help with questions regarding the campus bookstore. After students have registered, CCHS students can avail themselves of the services of the SUNY Orange Library.

SUNY Orange CCHS students and instructors are invited to obtain college IDs, use the SUNY Orange Library, Remote Database Link, and Fitness Center, participate in College activities, and attend College cultural events. Once course registration is fully completed, IDs and listings of upcoming events are available at the Student Activities Office just outside the SUNY Orange Bookstore entrance in the Shepard Student Center or at www.sunyorange.edu/culturalaffairs. They are also available at Kaplan Hall on the Newburgh campus. Information regarding the Remote Database Link is available at the Reference Desk in the College Libraries.

Course Offerings

The specific courses to be offered at each high school site are agreed upon by the College and the participating school district or Orange-Ulster BOCES prior to the start of each new academic year. Courses offered are selected from those courses taught at the College and listed in the *College Catalog* at www.sunyorange.edu/catalog.

Textbooks

Course texts are selected and/or approved by the appropriate SUNY Orange department chair. In some instances, students purchase their own books, and in others, the district provides books. Students should check with the course instructor regarding where and when they should pick up their books.

Student Withdrawal

College policy permits students to withdraw from a SUNY Orange CCHS course in accordance with college deadlines. Students who wish to withdraw must complete a CCHS Drop Form.

Students who wish to withdraw must contact Nancy Boylan (nancy.boylan@sunyorange.edu or 845-341-4760) to complete the appropriate paperwork.

Final Grades

Final college grades will be one of the following: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W.

Transcripts

For transcript requests, see <https://sunyorange.edu/registrar/transcripts.html>

Transferability of Credit

College credits earned in SUNY Orange CCHS course(s) transfer within the State University of New York system. Credits also transfer to many other public and private colleges. Students registering for courses through the program should be aware that transfer credit awarded is always determined by the receiving institution. SUNY Orange CCHS students are therefore advised to inquire about course transferability by contacting the Admissions Office at the institution(s) to which they plan to apply.

Grievance Procedure

SUNY Orange provides a student grievance procedure for resolving complaints. Any SUNY Orange CCHS participant can contact either the appropriate SUNY Orange department chair or Nancy Boylan (nancy.boylan@sunyorange.edu or 845-341-4760) for complete details. Grievance of grades must follow the procedure outlined in the SUNY Orange *College Catalog* at www.sunyorange.edu/catalog.

FERPA

According to FERPA, the Family Educational Rights and Privacy Act of 1974, the College is prohibited from releasing students' grades to third parties without written permission. Any questions regarding FERPA should be directed to Nancy Boylan (nancy.boylan@sunyorange.edu or 845-341-4760).

Students with Documented Disabilities

SUNY Orange welcomes students with documented disabilities and encourages them to access accommodations and modifications so that they may receive equal educational opportunities. There are different regulations governing the rights of disabled students at the high school and at the college level. For more information, contact Nancy Boylan (nancy.boylan@sunyorange.edu or 845-341-4760).

SUNY Orange Directory

Nancy Boylan, Lead Director of Educational Partnerships/CCHS Coordinator	845-341-4760
Lyla Ten Eyck, Senior Secretary	845-341-4578
Bookstore	845-341-4868
Center for Student Involvement	845-341-4015
Center for Student Success	845-341-4171
Library	845-341-4855
Registrar's Office	845-341-4140
Student Accounts Office	845-341-4830
Wellness Center	845-341-4870

Logging into MySUNYOrange

Browse to <https://my.sunyorange.edu/> or use the MYSUNYORANGE button at the upper left header on our [website](#).

Initial Password for everyone = two letters of first name (uppercase first letter) + two letters of last name (uppercase first letter) + DOB (MMDDYY) + !!

Example: Student Christine Smith has the birthdate of August 14,1990
username - cs12@sunyorange.edu
password - ChSm081490!!

Once successfully logged in with the temporary password, you will be prompted to update your password

- *After updating your password, follow the prompts to set up your MFA (multi-factor authentication). Use the [instructions on MFA setup](#) if you need them*

Password Setup Rules:

- *Must be at least 12 characters long.*
- *Must NOT include any of the following values: password, test.*
- *Must NOT include part of your name, user name, or your A#.*
- *Must include at least one UPPERCASE letter.*
- *Must include a number.*
- *New password can NOT have been previously used.*

Not your first time logging in to MySUNYOrange?

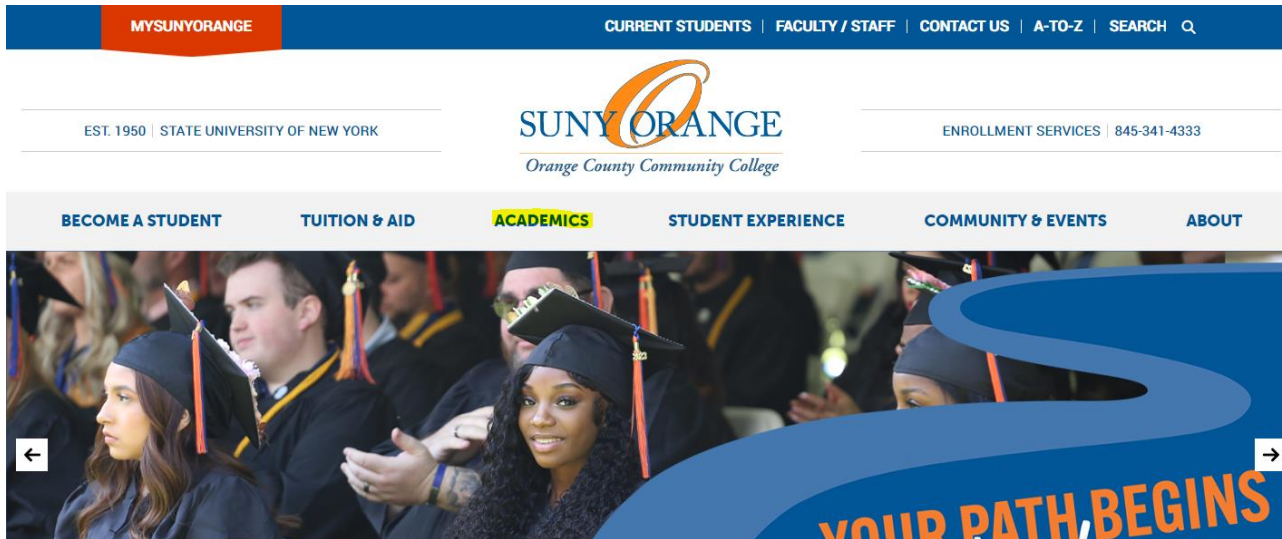
If you have ***ever*** logged into MySUNYOrange and set up your OWN unique password - then ***that*** is the active password on your account.

If you do not remember your password then you can try using our [Password Self Reset tool](#).

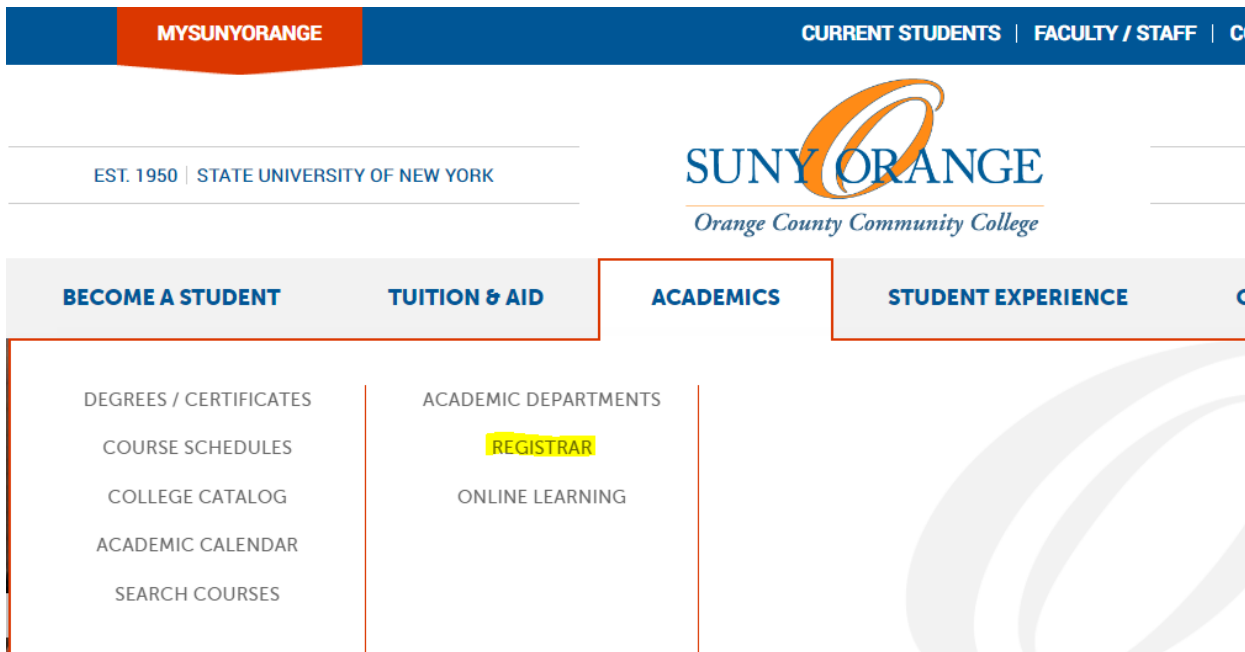
If you are not able to use the [Password Self Reset tool](#), then a Technical Services Administrator will need to verify your identity and reset it for you - [please open a ticket](#).

Ordering a Transcript

In order to order an official transcript from SUNY Orange, please go to our website, www.sunyorange.edu.

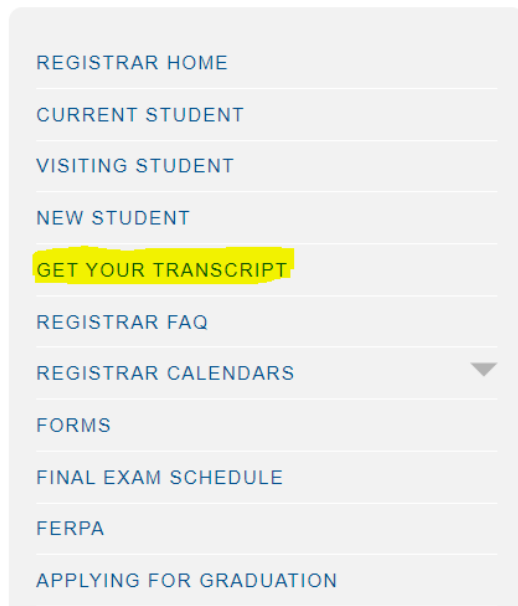


Hover over the button for Academics and choose "REGISTRAR" from the dropdown menu.



This will bring you to the Registrar's Office page. On the left-hand side of the page choose "GET YOUR TRANSCRIPT."

HOME / REGISTRAR



This will bring you to the Transcript Request page where you will click on the logo for Parchment, our Transcript delivery service. For best results use your SUNY Orange Student ID to identify yourself.

Transcript Request

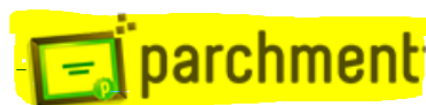
Transcripts contain a record of all courses, grades and degrees received at SUNY Orange. They must be requested by the student.

Transcripts that the student has sent to themselves (either via PDF or Paper Hard Copy) are considered Unofficial. Only current students have access to Unofficial transcripts on their portal. If you are no longer a current student, you must request and pay for your transcript.

Official Transcripts are transcripts that are sent to other parties such as colleges, prospective employers or government agencies at the request of the student.

Order your Transcript Online

SUNY Orange has partnered with Parchment to provide transcript ordering, printing, and delivery services for students and alumni quickly and conveniently online. **Click the Parchment logo below to order a transcript.**





Accessibility Services Form

Community College in the High School (CCHS)

Please sign below indicating your choice to self-disclose for your CCHS course(s). Please return this form to your high school guidance counselor as soon as possible.

I choose to self-disclose and receive accommodations and/or modifications consistent with my disability. I agree to have my disability documentation released, when necessary for review, from my high school to Nancy Boylan (nancy.boylan@sunyorange.edu or 845-341-4760) and the Office of Disability Services at SUNY Orange. I understand that my high school guidance counselor will give a copy of this form and a list of the accommodations and/or modifications recommended/approved by SUNY Orange to my instructor(s).

I understand that accommodations and/or modifications provided for college-level courses may not alter the fundamental requirements of the course. Questions concerning modifications that may alter the rigor of a course are to be directed to Nancy Boylan (nancy.boylan@sunyorange.edu or 845-341-4760).

My choice to self-disclose shall remain in effect for the _____ academic year, but I may revoke it at any time, in writing, by contacting my high school guidance counselor.

Student's Signature

Date

Parent's Signature

Date

Student's Address

Instructions for Guidance: If the student self-discloses, please send the completed copy of this form, the student's IEP and a list of accommodations and/or modifications to:

Nancy Boylan, Lead Director
Office of Educational Partnerships
SUNY Orange
115 South Street
Middletown, NY 10940
Phone: 845-341-4760
nancy.boylan@sunyorange.edu

SUNY Orange Courses Recently Offered Through CCHS

- Advanced French 1 and 2
- Calculus 1 and 2
- College Algebra
- College Trigonometry
- Criminal Justice
- Digital Photography 1
- Diversity & Inclusion: The American Experience
- Drawing 1 and 2
- Elementary Chinese 1 and 2
- Environmental Conservation
- Financial Accounting
- First Aid and Safety
- Freshman English 1 and 2
- Fundamentals of Music
- General Biology 1 and 2
- General Chemistry 1 and 2
- General Physics 1
- History of African-Americans
- Intermediate French 1 and 2
- Intermediate Spanish 1 and 2
- Introduction to Business
- Introduction to CAD
- Introduction to Engineering Design
- Introduction to Media Production
- Introduction to Music
- Introduction to Psychology
- Introduction to Spanish Literature
- Introduction to Statistics
- Medieval and Renaissance Europe
- Modern Europe
- Philosophy
- Physical Science: The Environment
- Pre-Calculus
- Principles of Marketing
- Spanish Conversation & Composition
- United States Government: National
- United States History 1 and 2
- World History 1 and 2