



**Community College
In the
High School Program
(CCHSP)**

**Information
for
Students & Parents**

Revised November 2020

**Mary Ford
Office of Educational Partnerships
(845) 772-1229**

Introduction to CCHSP

CCHSP 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 Program (CCHSP). It is not intended as a substitute for the *College Catalog*, the *Student Handbook* or the *Academic Policy Manual*.

SUNY Orange CCHSP 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

As per the CCHSP contract, 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.

Due to the cancellation of the June 2020 Regents examinations, the CCHSP criteria for the 2020-2021 academic year will not include a Regents exam grade component but instead will include the final grade in the applicable Regents course. Thus, the **amended criteria** for the 2020-2021 academic year will be as follows:

- Seniors require a minimum GPA of 85 and a final course grade of 85 or above in the applicable Regents course.
- Juniors require a minimum GPA of 90 and 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 CCHSP students by their CCHSP instructors.

CCHSP tuition for 2020-2021 is \$75 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 as well as preventing students from obtaining their official transcripts from SUNY Orange.

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 birthdate on the memo line of the check.

Credit card payments may be made at <http://www.sunyorange.edu/bursar/>. Choose the option for "Make a Payment," scroll down to the middle of the screen and click on the "CCHS (Community College in the High School)" link. Please note the following: At the bottom of the page, select "Community College in HS" as the payment type. The student's birthdate may be entered in lieu of the student ID number. There is a 2.75 percent fee for online payment.

Students who are eligible for free/reduced lunch at their high schools receive a half-price tuition scholarship for SUNY Orange CCHSP tuition. See Appendix A. Please contact CCHSP Coordinator for more information.

Members of the College Community

Students enrolled in any SUNY Orange CCHSP 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/studentactivities/publications.shtml. SUNY Orange's Director of Student Accounts (845-341-4903) is available to assist students with matters related to billing. The SUNY Orange Bookstore Manager (845-341-4321) can help with questions regarding the campus bookstore, which will operate online for Fall 2020. After students have registered, CCHSP students can avail themselves of the services of the SUNY Orange Library (845-341-4855) including remote access to the library's databases.

SUNY Orange CCHSP students 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. 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 CCHSP course in accordance with college deadlines. Students who wish to withdraw must contact Mary Ford at mary.ford@sunyorange.edu or (845) 772-1229 to complete 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 CCHSP 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 CCHSP 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 CCHSP participant can contact either the appropriate SUNY Orange department chair or the SUNY Orange CCHSP Coordinator 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 the SUNY Orange CCHSP Coordinator.

Students with Disabilities

SUNY Orange welcomes students with 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 the CCHSP Coordinator at (845) 772-1229 or mary.ford@sunyorange.edu. See Appendix B.

SUNY Orange Informational Directory

Mary Ford, Director of Educational Partnerships/CCHSP Coordinator	772-1229
Lyla Ten Eyck, Senior Secretary	341-4252
Bookstore	341-4815
Student Accounts Office	341-4837
Registrar's Office	341-4140
Student Activities Office (for student & faculty IDs)	341-4015
SUNY Orange Library – Middletown	341-4855
Transcripts	341-4155
Tutorial Center	341-4171
Wellness Center	341-4870

Appendix A



SUNY Orange

Community College in the High School Program (CCHSP) Scholarship Financial Verification Form

To be submitted by high school guidance counselor. Please complete the following:

_____ qualifies for free/reduced lunch. He/she will be in
(Print Student's Name)

the following SUNY Orange courses through the Community College in the High

School Program (CCHSP) in the 2020-2021 academic year: _____

Guidance Counselor _____
(Print Name)

Guidance Counselor Email: _____ Telephone: _____

Guidance Counselor Signature: _____ Date _____

Please send completed form to: **Mary Ford, Director of Educational Partnerships, SUNY Orange, 115 South Street, Middletown, NY 10940. Phone: 845/772-1229, Fax: 845/341-4382, Email: mary.ford@sunyorange.edu**



Disability Services Form Community College in the High School Program (CCHSP)

Please sign below indicating your choice to self-disclose for your CCHSP 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 the CCHSP Coordinator 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 the SUNY Orange CCHSP Coordinator at (845) 772-1229 or mary.ford@sunyorange.edu.

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:

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