Community College in the High School (CCHS)

Information
for
High School Teachers &
Administrators

Contents

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 faculty members and administrators regarding the SUNY Orange, Community College in the High School Program (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.

Request for Academic Waivers

A student who fails to meet eligibility criteria can only enroll in a SUNY Orange CCHS course with an academic waiver approved by the appropriate SUNY Orange department chair. Exceptions must be approved on a case-by-case basis by the appropriate SUNY Orange department chair, and students requesting waivers may be required to take the SUNY Orange placement exam or submit a writing sample, work sample or other information.

Verification of Eligibility

It is the responsibility of the high school or Orange-Ulster BOCES principal or his/her designee to confirm the eligibility of each high school student registered for any SUNY Orange CCHS course. A course instructor who believes an ineligible student has registered for his or her course should inform Nancy Boylan (nancyboylan@sunyorange.edu or 845-341-4760).

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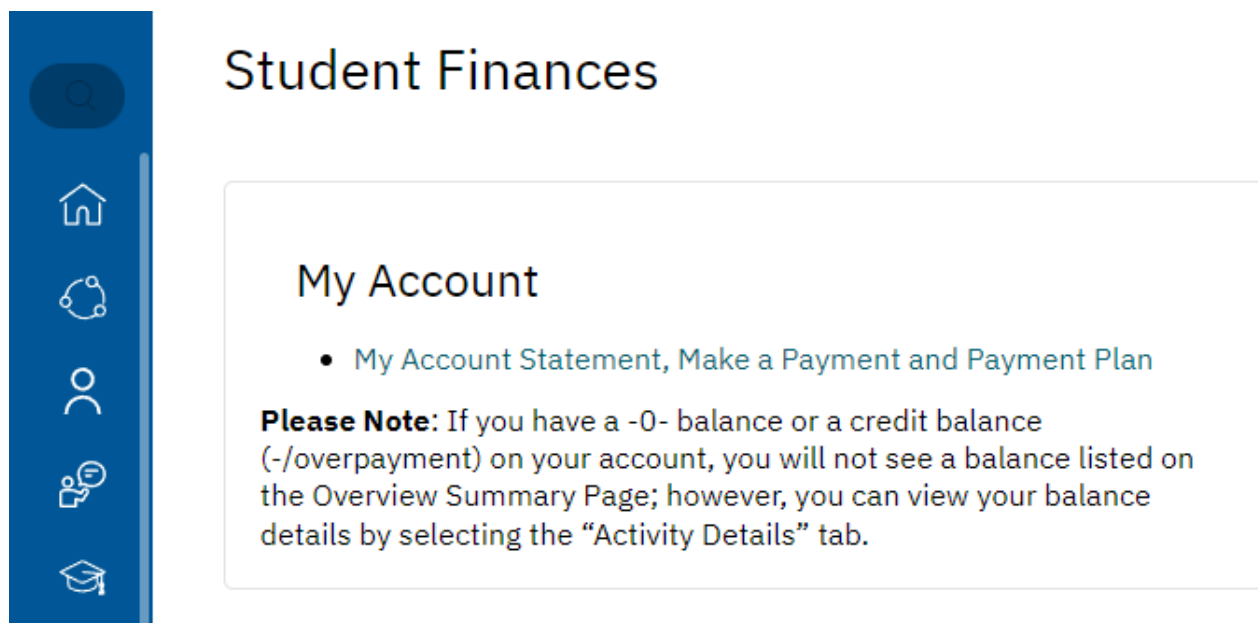
My Account is at the top of the first column. Click on *My Account Statement, Make a Payment and Payment Plan*.

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.

Course Instructors
Course instructors may be either SUNY Orange faculty members or high school teachers who have been approved by the applicable SUNY Orange department chair. Regarding instructor criteria, CCHS instructors must meet the same requirements as an adjunct who is approved to teach at OCCC – which is generally a Master's in the subject discipline, a Master's in the teaching of the subject discipline, or a Master's in a closely related field. The specific review of individual qualifications is done by the SUNY Orange department chair, and individual teachers should feel free to call and discuss before formally submitting paperwork for approval. In all matters pertaining to course instruction, procedure, and content, the instructor is accountable to the College and must follow departmental and College policy.

Course Outline/Syllabus
Each SUNY Orange CCHS instructor will provide a copy of the course syllabus/outline to students and to his or her SUNY Orange department chair at the beginning of each semester. The elements to be listed include SUNY Orange course number and name, catalog description, relationship to programs, course objectives, chronology of study, grading system, types of evaluative instruments and tests, instructional materials, attendance policy, instructor withdrawal policy, support services, and conference hours. Instructors should check with their SUNY Orange department chair regarding any additional information to be included.

Class Size
SUNY Orange CCHS class size follows SUNY Orange requirements. Class size in English writing courses and Foreign Language courses is 10-25 students per section. Class size in other courses is 10-30 students, except for laboratory courses where class size is limited to the number of lab stations available.

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 or guidance counselor 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 CCHS Drop Form.

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

Final Exams
Completed final exams are to be kept on file by the high school for one year. The SUNY Orange department chair may also require a file copy of the final exam. Each instructor should confirm end of semester procedures with the appropriate SUNY Orange department chair.

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.

Attendance
Course attendance is required. Instructors should state specific attendance requirements on their course outline/syllabus; these requirements should reflect the attendance policy of the respective SUNY Orange academic department.

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 845-341-4760) for complete details. Grievance of grades must follow the procedure outlined in the SUNY Orange *College Catalog* on the website 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 845-341-4760).

Students with Documented Disabilities
SUNY Orange welcomes students with documented disabilities and encourages them to access their approved accommodations/modifications so that they may receive equal educational opportunities. All support services and accommodation/modification designation will be provided by the school district. However, no modification of the curriculum or instruction is allowed for college level courses. For more information, contact Nancy Boylan (nancy.boylan@sunyorange.edu 845-341-4760).

Faculty Meetings & Professional Development
It is the intent of SUNY Orange to develop and maintain a close professional relationship between SUNY Orange CCHS faculty and the academic departments at the College. Attendance at annual

meetings is required to enhance open communication, academic and program standards, and provide professional development. Additionally, the SUNY Orange department chairs, or coordinators, will provide guidance and support to SUNY Orange CCHS instructors by observing classes and reviewing materials, exams, etc.

Instructional Time

SUNY Orange recognizes that the COVID-19 environment continues to impact course formats for the upcoming academic year and the need for flexibility with respect to hybrid or blended solutions when face-to-face formats are not possible. Three (3) credit course must log 2,250 minutes of synchronous and/or asynchronous **instructional time** per semester. Four (4) credit course must log 3,000 minutes of synchronous and/or asynchronous **instructional time** per semester. Courses that include a lab component may have different requirements. Contact Nancy Boylan (nancy.boylan@sunyorange.edu 845-341-4760) if there are questions regarding individual course requirements or if an instructor is going to be absent for an extended period.

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

Example 2: Instructor John Heart has a birthdate of November 3, 1985
Username: johnheart@sunyorange.edu
Password: JoHe110385!!

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

Checking Rosters

Directions for Checking Rosters:

Once you have logged into your MySUNYOrange, **click on the Banner icon** on the right-hand side of the screen. I've highlighted it in the picture below.

You will then see a menu, click on Class List (highlighted below).

Choose Fall 2024 from the dropdown menu. And then type your CRN (E.g., 18252) in the top right-hand box.

My Courses						
Fall 2024 - 202490 ⌄						

Select Course
:: click on Subject to see roster :: click on Course Title and CRN for course and section details respectively ::

Subject	⌄	Course Title	⌄	CRN	⌄	Enrollment Count	⌄	Status	⌄	Duration	Term	⌄
MAT 120, FL		Intro to Statistics		18252		9		Active		09/04/2024 - 01/27/2025	Fall 2024 (202490)	

Click on your course which will show up in blue. You will see your class roster.

My Courses • Class List

Class List   ⬜ Export

Fall 2024 - 202490   MAT 120 | 18252   ⌄

⌄ Course Information

Intro to Statistics - MAT 120 FL
CRN: 18252
Duration: 09/04/2024 - 01/27/2025
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	9	21
Wait List	0	0	0
Cross List	0	0	0

Class List   **Wait List**   Summary View

Summary Class List   ✉   ⬜ ⌄   Search (Alt+Y)

⬜		Student Name	^	ID	⌄	Registration Status	⌄	Level	⌄	Credit Hours	⌄	Final	⌄	Class
⬜				A00		**Registered**		Undergraduate		3		No Access		Freshman
⬜				A00		**Registered**		Undergraduate		3		No Access		Freshman
⬜				A00		**Registered**		Undergraduate		3		No Access		Freshman
⬜				A00		**Registered**		Undergraduate		3		No Access		Freshman
⬜				A00		**Registered**		Undergraduate		3		No Access		Freshman

Ordering a Transcript

In order to order an official transcript from SUNY Orange, please go to our website, www.sunyorange.edu.
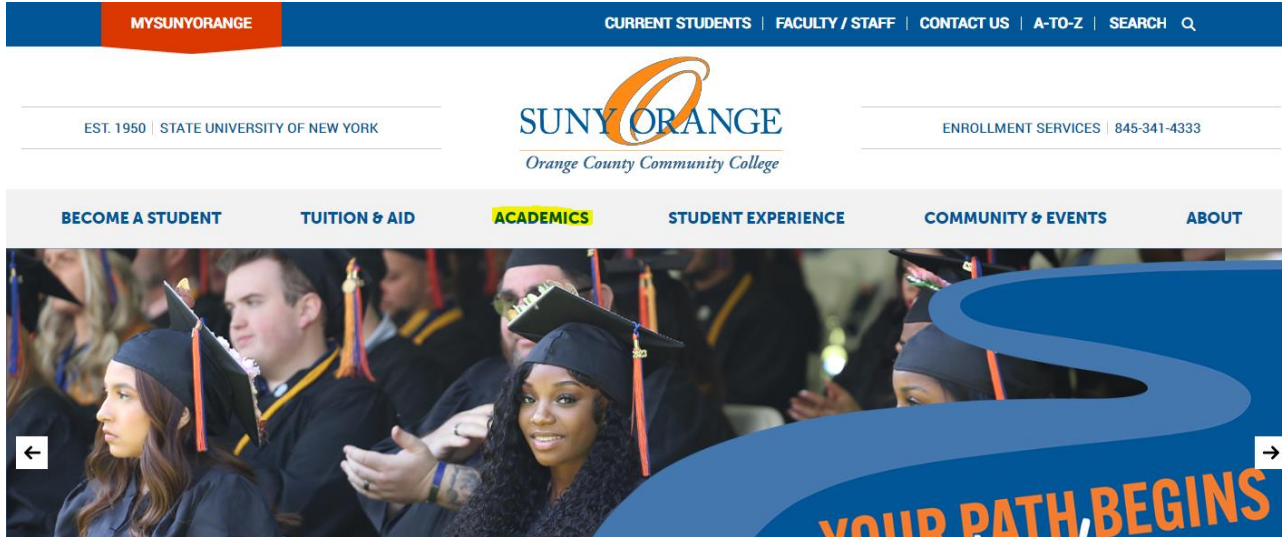
Hover over the button for Academics and choose "REGISTRAR" from the dropdown menu.
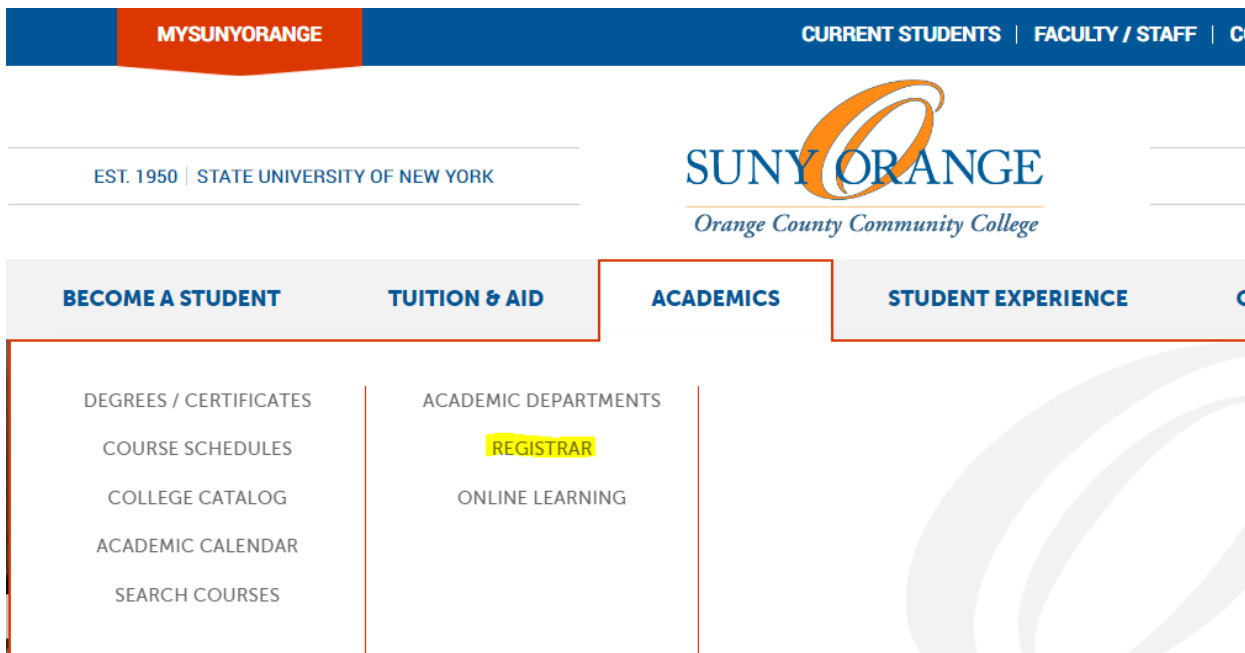
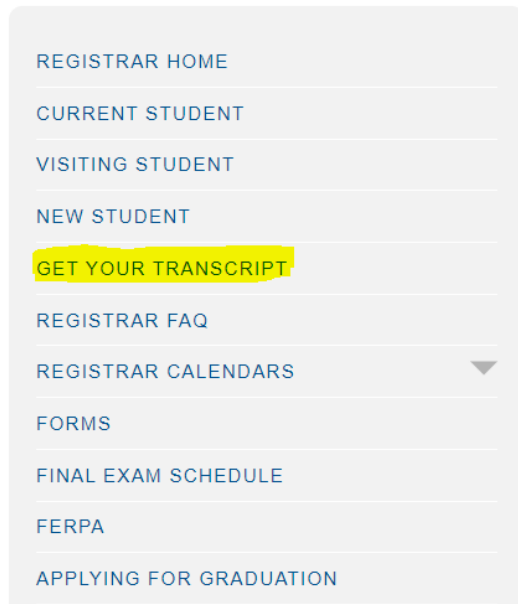**This will bring you to the Registrar's Office page. On the left-hand side of the page choose "GET YOUR TRANSCRIPT."**

HOME / REGISTRAR

REGISTRAR HOME

CURRENT STUDENT

VISITING STUDENT

NEW STUDENT

GET YOUR TRANSCRIPT

REGISTRAR FAQ

REGISTRAR CALENDARS

FORMS

FINAL EXAM SCHEDULE

FERPA

APPLYING FOR GRADUATION

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.
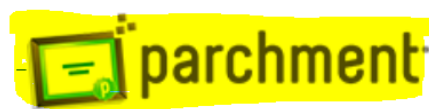
Transcript Request

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.**

parchment

SUNY ORANGE

WWW.SUNYORANGE.EDU

115 SOUTH STREET, MIDDLETOWN, NEW YORK 10940 (845) 344-6222
ONE WASHINGTON CENTER, NEWBURGH, NEW YORK 12550 (845) 562-2454

Accessibility Services Form

Community College in the High School Program (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 845-341-4760) and the Office of Accessibility 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 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