



September 2018

Dear Parent or Guardian:

We are pleased to inform you that your child has the opportunity to participate in a very special collaboration between his/her high school and Westchester Community College (WCC). The WCC **Early College Experience Program** or **ECE** (formerly known as the Advanced College Experience or ACE) enables capable and motivated high school students to enroll in college level courses while still in high school and receive college credit from Westchester Community College.

Dual enrollment courses enable students to earn BOTH high school AND college credit concurrently. All dual enrollment courses have been aligned to meet the learning objectives and goals for college credit at WCC, and have been approved to be offered at this high school.

The cost of the ECE course is only one-third of the college's regular per credit tuition charge; the total cost per credit is \$61.00 (for example: a 3-credit course costs \$183.00, a 4-credit course costs \$244.00). All WCC registration and/or student fees are waived. Tuition invoices are sent directly to the student's home. Your child's registration and final grade will be recorded on an official WCC college transcript. These credits can be used toward a Westchester Community College degree or can be sent to another college or university for review for transfer (note: transfer policies differ from college to college and is dependent on the receiving college to accept, or deny, any credits earned through this program).

Please see the enclosed **ECE Guidelines** for specific enrollment, tuition payment, and withdrawal/drop policy information. It is the responsibility of the student and his/her parent to read, understand, and abide by these guidelines.

We congratulate your son or daughter for taking the challenge to complete college level work while in high school. If you have any questions about the ECE Program, please do not hesitate to contact the Office of HS Partnerships at 914-606-6800 or at HSPartner@sunywcc.edu.

Sincerely,

Karen Proft
Program Specialist for
Lisa Decker
Interim Assistant Dean for HS Partnerships (a/o 9/10/18)

ECE Registration

To register for college credit:

1. Complete the attached **Registration Form** and **Dual Enrollment Acknowledgment Form** and return it, along with a copy of the HS transcript, to his/her teacher by the deadline date (see due dates in Table 1).
2. After the forms are processed by the ECE Program at WCC, students will receive an invoice (mailed to the student's home) from the college reflecting the course(s) enrolled for the semester or year. **Payment is due within 30 days of receiving the invoice.**
3. Students NOT interested in registering for WCC college credit are still required to sign and submit the **Dual Enrollment Acknowledgment Form only**. Be sure to select the "Opt Out" check box.

The Office of HS Partnerships or WCC will NOT grant retroactive credit (ie. award college credit because you got an A in the class and now you want the college credit) nor will the college accept late registration forms beyond the registration period for that semester.

Drop vs. Withdraw:

Dropping the course removes the course enrollment permanently from the student's WCC record and he/she is not financially responsible for tuition for that course. In the ECE Program, a student can decide to drop a course within the first few weeks of class. See add/drop and payment schedule in Table 1.

Withdrawing from a course enables students not to receive college credit or a final grade. Enrollment in the course remains on the student's permanent WCC record with a "W" outcome and the student is financially responsible for tuition. In the ECE Program, a student can decide to withdraw from a course by the mid-term point of class. See add/drop and payment schedule in Table 1.

All decisions to either drop or withdraw must be communicated in writing to WCC's ECE Program by sending an email to HSPartner@sunywcc.edu.

Note: Telling the high school teacher about a withdrawal decision is not an official withdrawal and does not change your tuition obligation. Students who unofficially withdraw (ie. decide at the end of the semester that they do not want to receive college credit, or decide not to pay tuition, etc.) from a class will receive a failing grade for the course AND are still financially responsible to pay tuition.

ECE Tuition Charges

The cost of the ECE course is only one-third of the college's regular per credit tuition charge; the total cost per credit is \$61.00 (for example: a 3-credit course costs \$183.00, a 4-credit course costs \$244.00). All WCC registration and/or student fees are waived. Tuition invoices are sent directly to the student's home. Tuition payment is due within 30 days of receipt of the invoice.

ECE dual enrollment vs Advanced Placement (AP)

Dual enrollment courses enable students to receive high school AND college credit for successfully completing all academic requirements for the course. Students who register for college credit through the ECE program receive credit through WCC and can obtain a college transcript from showing final grades, GPA and college credits earned for all classes taken through the program (see Grading and Awarding Credit section regarding transfer of credits).

<<Continued on next page>>

Advanced Placement (AP) is a high school course that prepares students to sit for a cumulative national final exam that, depending on the student’s score, may confer credit at the college where a student matriculates. Scores of 3 or higher will typically earn students either credit or an exemption from taking a comparable college course. Note: cut scores are determined by the individual academic departments at each college and are not guaranteed from year to year.

Note: Enrolling in an AP course at your high school DOES NOT mean that you are automatically awarded college credit through the WCC ECE program. Students interested in receiving college credit through the ECE program must register and pay for the course at the start of the semester/academic term.

Grading and Awarding of College Credit

All ECE courses are offered as dual credit at partnering high schools. Students must register for college credit through WCC if they are interested in obtaining college credit. The final grade for the course is determined by the student’s academic performance and awarded as per WCC’s grading guidelines. The final grade submitted by the instructor is entered in the student’s permanent WCC record and reported on their WCC transcript. Please note that credit-transfer policies vary from college to college and decisions regarding acceptance of credit is at the discretion of the receiving college and not that of WCC.

What if a student wishes to apply to the college after graduating?

The ECE Enrollment and Registration Forms can NOT be used as an application for admission to Westchester Community College. Students wishing to attend WCC on a full-time or part-time basis after high school graduation must complete WCC’s Application for Admission. All ECE course credits and grades are automatically included in your matriculated college record. Students can access their WCC Transcripts through the MyWCC student portal.

If you have any questions, please contact program staff at HSPartner@sunywcc.edu.

Table 1. Important Dates to Remember – 2018-2019

	Fall Semester Courses (courses start in September and end in mid-January)	Full Year Courses (courses start in September and end in early June)	Spring Semester Courses (courses start in late January and end in early June)
Completed Registration Forms due at WCC	Friday October 5, 2018	Friday October 6, 2018	Friday March 1, 2019
Last day to DROP without penalty	Friday October 19, 2018	Wednesday November 21, 2018	Friday March 15, 2019
Last day to WITHDRAW (students are still responsible for tuition)	Friday November 16, 2018	Friday January 18, 2019	Friday April 12, 2019
Final Grades due* at WCC (*on or about)	Friday January 11, 2019	Friday June 7, 2019	Friday June 7, 2019

Early College Experience (ECE) Program Dual Enrollment Acknowledgement Form – 2018-2019

Overview

The **Westchester Community College Early College Experience (ECE) Program** is an academic partnership between WCC and area high schools that enables area high school students to earn college credits during their final year(s) of high school. Over the past decade, researchers have found that effective dual enrollment programs promote high school graduation and have a positive impact on postsecondary achievement. Both high schools and colleges view dual enrollment as one of the most effective strategies to encourage postsecondary success for *all* students and has become a common model for pre-college partnerships throughout the country. All ECE courses at this school have been reviewed and approved by the respective WCC academic department, and are required to meet the college's prescribed learning goals, outcomes, and assessments. ECE instructors (ie. high school teachers) have been approved by the respective WCC academic departments are approved to teach the course for college credit.

Student Eligibility and Registration

Students interested in registering for college credit must meet all course pre-requisite or co-requisite requirements as defined in WCC's course catalog by either taking the college's placement test or by successfully completing a college-level math or writing course with a grade of "C" or better. Students interested in enrolling must submit a completed Registration Form, Dual Enrollment Acknowledgement Form, HS transcript, and pay the course tuition within 30 days of receiving the invoice (the cost per credit is \$61.00, a 3-credit course is \$183.00; a 4-credit course is \$244.00). Course registration and grades are officially recorded by WCC and will appear on a college transcript. Any request to "withdraw" or "drop" from the ECE class will follow the college's withdrawal policy (see 2018-2019 Program Participation Guidelines).

Grading and Awarding of College Credit

All ECE courses are offered as dual credit where students receive high school credit and can register for college credit through WCC. Awarding of college credit is not automatic – you **MUST** submit the registration forms and pay the ECE tuition to be registered for college credit for the course. The final grade for college credit is determined by the student's performance in the course and follows WCC's grading guidelines. The final grade is entered in the student's permanent WCC record and reported on their WCC transcript. As with any college course, credit-transfer policies vary from college to college and decisions regarding acceptance of credit is at the discretion of the receiving college and not that of WCC.

Disclosure of Academic Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), WCC will disclose to parents, and/or guardians, information from the academic record of a student provided the college has on file written consent of the student. By signing below, students are granting ECE program staff and faculty permission to release ECE-only related educational and financial records to the parent/guardian named on this form.

Acknowledgement and Consent (select ONE option)

- I have read the information about the program described above and **WILL BE REGISTERING** for college credit through the WCC ECE Program. I understand that the cost to register is \$61.00 per credit (ie. a 3-credit course is \$183.00; a 4-credit course is \$244.00, etc.) and that an invoice will be sent directly to my home address.
- I have read the information about the program described above and **WILL NOT** be registering for college credit through the WCC ECE Program. I understand that I will not be receiving college credit for successfully completing the ECE dual enrollment course and that this decision is final.

COURSE NAME (PRINT)

TEACHER NAME (PRINT)

STUDENT NAME (PRINT)

PARENT/GUARDIAN NAME (PRINT)

STUDENT SIGNATURE

Date

PARENT/GUARDIAN SIGNATURE

Date

