



EARLY COLLEGE PROGRAMS

PARENT AND STUDENT HANDBOOK

ACADEMIC YEAR 2022-23

OVERVIEW OF HIGH SCHOOL PARTNERSHIP PROGRAMS

The New Jersey Commission on Higher Education established dual enrollment programs to increase access to postsecondary education for the state's high school students. Atlantic Cape Community College (Atlantic Cape) has established partnership agreements with school districts in Atlantic and Cape May counties to offer multiple avenues of opportunity for high school students to earn college credit while simultaneously earning their high school diploma.

These avenues include dual credit courses taught by high school teachers at Atlantic and Cape May county high schools and concurrent credit courses taught by Atlantic Cape faculty online or at the high school. Atlantic Cape has also established articulation agreements with local high schools which allow students who matriculate to Atlantic Cape to have certain courses taken during high school evaluated for college credit toward their Atlantic Cape degree.

Dual and concurrent enrollment programming is available to high school students of sophomore, junior and/or senior standing who have demonstrated academic readiness and have received the recommendation of their guidance counselor or school administrator, and parents.

DUAL CREDIT VERSUS CONCURRENT ENROLLMENT

Dual credit courses are taught by high school teachers who meet college-level educational standards. These high school teachers work closely with Atlantic Cape faculty liaisons to ensure the academic rigor the students exhibit in their high school course is equivalent to Atlantic Cape's college course. Dual enrollment courses are offered at the high school at significantly reduced rate of tuition (see tuition detail under Benefits of Dual Enrollment) resulting in substantial financial savings towards college education.

Concurrent enrollment courses are taught by Atlantic Cape faculty in a variety of locations including at the high school, at any one of our Atlantic Cape's three campuses, or online. These courses are also a significant cost savings (see tuition detail under Benefits of Concurrent Enrollment) and tuition rate varies based on campus location.

DUAL CREDIT ENROLLMENT BENEFITS AND DETAILS

- Students earn college and high school credit simultaneously for each approved year-long course successfully completed.
- Credit earned can be applied toward an Atlantic Cape degree or certification OR students may transfer credit earned at Atlantic Cape to other post-secondary institutions in or out-of-state.
- Tuition is offered at a significantly reduced rate only \$59.30 per credit with *no additional costs for fees*. This rate is a 41% discount on the county resident tuition rate per credit at Atlantic Cape!
- Students are rewarded for hard work by the opportunity to accelerate earning their college degree and gain insight into potential careers.

DUAL CREDIT ENROLLMENT REGISTRATION PROCESS

1. Students meet with their high school guidance department to review the list of approved high school courses available for dual credit. Eligibility criteria, including whether the student meets academic prerequisites should be discussed with your high school guidance counselor.
2. Students apply for admission to Atlantic Cape at www.atlantic.edu/apply, create an account, and complete the Early College application.
3. Students enroll in their high school equivalent course for the upcoming school year and communicate with their guidance counselor that they would like to enroll in a dual credit course. Refer to your school's list of available dual credit courses.
4. Students will be pre-planned by Atlantic Cape for the appropriate courses. Correspondence will be sent through email (personal and Atlantic Cape student email) indicating that students are eligible to log into self-service to complete registration.

CONCURRENT ENROLLMENT BENEFITS AND DETAILS

- Students earn college and high school credit simultaneously for each approved semester-long course successfully completed.
- Credit earned can be applied toward an Atlantic Cape degree or certification OR students may transfer credit earned at Atlantic Cape to other colleges in or out-of-state.
- Tuition is offered at a reduced rate and varies by course location:
 - Courses taught at the high school: \$105 per credit with no additional costs for fees
 - Courses taught at an Atlantic Cape Campus: \$146.10 per credit plus fees (tuition rates are higher for Aviation Studies and Culinary Arts courses)
- Students are rewarded for hard work by the opportunity to accelerate earning their college degree and gain insight into potential careers.

CONCURRENT ENROLLMENT REGISTRATION PROCESS

1. Students meet with their high school guidance department to review the list of approved Atlantic Cape concurrent courses available to high school students. Eligibility criteria, including whether the student meets academic prerequisites should be discussed with your high school guidance counselor. Students inform their guidance counselor if they are interested in taking concurrent courses through Atlantic Cape.

2. Students apply for admission to Atlantic Cape at www.atlantic.edu/apply, create an account, and complete the Early College application.

New applicants will receive an acceptance letter with your student ID number, login credentials, and other important information that you will need to review.

3. As a concurrent student, academic placement is required before registration can occur. This can be completed by one the following means:

–SAT scores (minimum is 530 in Math & 450 in EBRW)

–ACT scores (minimum is 22 in Math & 18 in English with 22 Reading score)

–PSAT scores (minimum 530 in Math & 450 in EBRW AND recommendation from counselor)

–Placement exam appt. (call [609-343-5099](tel:609-343-5099) or email testing@atlantic.edu)

4. Atlantic Cape will receive a roster from guidance regarding the students that will be registering for concurrent enrollment. Students will be pre-planned by Atlantic Cape for the appropriate courses. Correspondence will be sent through email indicating that students are eligible to log into self-service to complete registration.

FREQUENTLY ASKED QUESTIONS: FAQs

- What is the difference between dual and concurrent credit?

Dual credit courses are taught by high school teachers at the high school. Concurrent courses are taught by Atlantic Cape faculty at either Atlantic Cape campuses or at the high school. You can earn college credit with either dual or concurrent courses.

- Is a Payment Plan available to cover costs for dual and/or concurrent credit courses?

Families and guardians who wish to inquire about payment options are encouraged to contact Crista Golden, College Bursar, at [\(609\) 343-5105](tel:609-343-5105) or cgolden@atlantic.edu.

- Can students add/drop or withdraw from dual and/or concurrent credit courses?

Students may “add” or “drop” a course until the end of the registration period per semester (8-week, 12-week or 15-week), and may “withdraw” before the College’s official withdrawal date for the semester in question.

Students are expected to follow the guidelines regarding Add/Drop or Withdraw (including last day to withdraw) found on the Atlantic Cape website, <http://www.atlantic.edu/academics/calendar.php>.

In order for students to withdraw or drop from a concurrent/dual course you must fill out the registration form again and put an “X” or check mark in the drop column.

- What is the Family Educational Rights and Privacy Act (FERPA)?

FERPA is a federal law which affords students with certain rights with respect to protecting the privacy of their educational records. FERPA establishes the right of students to inspect and review their educational records and, lastly, provides guidelines for the correction of inaccurate and misleading records. FERPA applies to students attending educational programs at Atlantic Cape.

- Can I use these dual/concurrent credits towards a college degree or certification?

Completed dual credits and concurrent credits may be applied toward a degree or certificate at Atlantic Cape or may be transferred to other institutions. Depending on the institution and the student’s course of study, credits may transfer as program course requirements, as general or “free” electives, or they may satisfy a prerequisite for a required course.

It is strongly recommended that students contact the college or universities admissions office they plan to attend to verify how these credits will be accepted.

Typically, a grade of “C” or higher is needed in order to transfer credit to another institution. Each college and university has their own requirement when it comes to the grade required for transfer. Guidance counselors should discuss the repercussions of failing an Atlantic Cape course with high school students. This may affect scholarship, athletic and leadership opportunities at Atlantic Cape or other institutions.

- How do you transfer college credit from Atlantic Cape to another college?

You will have to request an Atlantic Cape transcript to transfer credit to another college. Atlantic Cape's transcript requests are now being processed through the National Student Clearinghouse and can be requested online through their website <https://www.studentclearinghouse.org/students/>. There is a minimal fee for this service.

Students may contact register@atlantic.edu or call (609) 343-5662 if they have questions regarding the transcript process.

- What are my responsibilities as a student?

Students are responsible for being aware of add and drop deadlines, and are responsible for dropping classes on time; please refer to [the academic calendar](#) for deadlines. Students are also expected to be aware of assignment deadlines, course materials and other information provided by the instructor.

Students are responsible for activating and checking their Atlantic Cape Buccaneer email. All Atlantic Cape correspondence will be sent to this email. More information about accessing your Atlantic Cape Buccaneer email account can be found [here](#). Additionally, students will be required to use Blackboard Learn as their learning management system for all courses. More information about accessing your Atlantic Cape Blackboard Learn can be found [here](#).

The community college is an adult learning environment and reflects a diverse community of learners. Discussion topics and course materials are designed for adult students and may not be appropriate for younger students. Course content will not be changed to accommodate minors. Students are required to act as responsible and ethical members of the campus community. More information can be found in the student handbook. The [Atlantic Cape Student Handbook](#) is an important resource that will aid students in their academic success. Students are responsible for reviewing and understanding the policies, resources, and expectations in the student handbook.

PARTICIPATING HIGH SCHOOLS IN ACADEMIC YEAR 2022-2023

Atlantic Christian School	Lower Cape May Regional High School
Atlantic City High School	Mainland Regional High School
Atlantic County Institute of Technology	Middle Township High School
Buena Regional High School	Ocean City High School
Cape May County Technical High School	Pleasantville High School
Charter Tech High School	St. Augustine Preparatory School
Egg Harbor Township High School	St. Joseph Academy
Greater Egg Harbor Regional School District	Wildwood Catholic Academy
Hammonton High School	Wildwood High School

*Please see your high school's Director of Curriculum and Instruction, Director of Guidance and Counseling, or other identified representative, for a list of approved Atlantic Cape Dual Enrollment Courses for academic year 2022-2023.