# Pathways to College

# Jump start student Handbook

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GO2COLLEGE IN HIGH SCHOOL

**Madisonville**
Community College
HIGHER EDUCATION BEGINS HERE

Dear Students and Parent/Guardian,

On behalf of Madisonville Community College (MCC), it is my privilege to invite you to explore the challenges and opportunities that we have to offer through the Jump Start Early College Program. Jump Start is part of the college's Pathways to College Program, designed to assist your transition to college while still in high school.

To make your participation in the Jump Start Early College Program a success, I ask that you read and become familiar with this handbook. It will be a source of helpful information that will guide you as you pursue your educational goals.

Additional information about our Pathways to College Program may be found at madisonville.kctcs.edu/Academics/High_School_Student_Enrollment. Here you'll find valuable information about MCC's dual credit college classes.

If I may assist you in anyway or if you have questions, please do not hesitate to contact me for additional information.

Respectfully,

George Humphreys
Extended Campus Director

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## JUMP START EARLY COLLEGE PROGRAM MISSION

The improved economic growth and quality of life in our region depends on the educational attainment of the state's young people. The Jump Start Early College Program at Madisonville Community College seeks to enable students to pursue a curriculum geared toward postsecondary achievement while completing high school. Through the program, MCC and its area partners support the following goals:

1. Completion of a rigorous academic curriculum, including mathematics and science during the senior year of high school.
2. Minimizing the transition from high school to college for students.
3. Creation of a community-wide expectation that every student shall have the
4. opportunity to complete a postsecondary certificate, diploma, or degree program.

## CONTACT INFORMATION

For questions about the Jump Start Program, contact George Humphreys, Extended Campus Director (270/824-1723 or email george.humphreys@kctcs.edu), or Dr. Deborah Cox, Chief Academic Affairs Officer (270/821-2250). Correspondence can be sent to: Academic Affairs, Madisonville Community College, 2000 College Drive, Madisonville, KY 42431.

## ACCREDITATION

Madisonville Community College is accredited by the Commission on Colleges of Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30333-4097) to award associate degrees.

## ADMISSIONS

High school seniors may be admitted to the MCC Jump Start Early College Program.  Students enrolling in the program must have a 3.0 GPA or a 2.5 GPA (with counselor recommendation). The initial class scheduling of dual credit classes is done at student's high school.

Dual credit classes are those for which students can earn both high school and college credit. Admissions to certain classes will be determined by satisfactory scores on college placement examinations. (See the section on "Placement".)

Students enrolling in the Jump Start Early College Program are still high school students. Their admission to MCC pursuant to this program does not constitute full admission as a regular college student.

Prior to the start of classes, students must select the classes they wish to take. Registration in these classes  depends on students' completion of registration and enrollment forms. Delays in completing these forms could result in classes closing due to full enrollment.

Schedules will be mailed to students prior to the start of the semester. Students should contact George Humphreys (270/824-1723 or george.humphreys@kctcs.edu) with any questions or concerns.

**Dropping Jump Start Classes:** If a student decides to drop a class for any reason, the student should contact their instructor and the high school guidance office. Students who drop a class after the first week of the semester will be given a grade of "W", indicating the student withdrew from the course. This becomes part of the student's transcript. Since Jump Start classes are part of their high school schedule students are strongly discouraged from dropping classes.

## COST & EXPENSES

**All students enrolled in dual credit classes, including Jump Start, must pay a $50 per semester enrollment charge, regardless of the number of courses in which they are enrolled.**

Students in the Jump Start program will receive a tuition waiver (typically $420 for 3 credit hours) for their first class. Students will be charged one-half tuition (approximately $210 for a 3 credit hours class) for additional Jump Start classes.

Students taking general education classes at the high school or local tech centers taught by high school or tech center faculty will continue to receive full tuition waivers for those classes. Jump Start students are responsible for purchasing their books at the MCC Bookstore on the North Campus. For additional information, or to purchase books online, please visit **madisonville.kctcs.edu/current_students/bookstore**.

## COURSE LIMITS

Students are limited to two dual credit courses per semester OR four classes for students attending schools not operating on a semester basis. The limit applies to dual credit courses offered through MCC taught at local high schools, the Jump Start program, and/or area technology centers.

Students may take additional classes, but they will be expected to enroll and pay tuition costs through the college's dual enrollment program. Please contact your counselor or George Humphreys (270/824-1723 or george.humphreys@kctcs.edu) with any questions or concerns.

Local schools can place additional limits on student participation in the Jump Start Program. For example, the Hopkins County district allows only health career students to take a general psychology or basic public speaking class. Muhlenberg County High School students take a maximum of two Jump Start classes.

## PLACEMENT REQUIREMENTS

Placement exams (ACT or Compass) are required of all incoming students before registering for classes. Students enrolling must demonstrate that they possess the minimum academic skills essential for success.  Most general education classes require a minimum ACT or Compass score. Examples are listed below; however, other requirements may apply to other courses.

| SAMPLE PLACEMENT SCORES | | |
|---|---|---|
| **Course** | **ACT Score** | **Compass Score** |
| ENG 101: Writing I | 18 - English | 70 – English |
| MAT 150: College Algebra | 22 - Math | 55 – Math |
| COM 181: Basic Public Speaking | 18 – English AND 20 - Reading | 70 – English AND 85 – Reading |

## HIGH SCHOOL TO COLLEGE TRANSITION

The most difficult challenge that Jump Start students will face is the transition from the way classes are taught at the high school to that of college classes. Frequently, past Jump Start students have talked about the greater "freedom" found in college classes.

The greater responsibility and accountability expected of college students should not overwhelm high school students.  A typical college course meets 1 ¼ hours twice weekly. This is significantly less classroom time than the typical high school class. The college course calls for students to spend much more time out of class.

College classes are structured by the course syllabus which depicts weekly assignments, grade criteria, and attendance requirements. Students must understand and follow the syllabus if they are to succeed in their classes.

All college students are encouraged to take GEN 102, Strategies for Academic Success, a 3 credit hour course that provides students the tools in order for them to achieve their maximum potential in college. This is a course offered to Jump Start students.

## GRADES

The Kentucky Community and Technical College System (KCTCS) grading system applies for all classes in the Jump Start Early Education Program. It is described in the KCTCS catalog and each course syllabus. Students will receive the grade earned in the Jump Start classes for both their high school and college transcripts.

Jump Start students should check their grades using their student self-service account

(**students.kctcs.edu**).  The transition from high school to college course work is often difficult. To help, there are a number of useful tips at the end of this document to help make the transition easier.

## DEGREES, DIPLOMAS AND CERTIFICATES

Students participating in the Jump Start Early College Program earn college credit at Madisonville Community College. This credit can be used toward satisfying the requirements for an associate degree, a diploma, or a certificate, although high school students cannot be granted a college credential while in high school.

A list of academic programs offered at Madisonville Community College available at **madisonville.kctcs.edu/academics.**

High school students normally do not complete enough of the curriculum to earn a college credential. Most high school students who are truly interested in pursuing a credential from Madisonville Community College will come back as a postsecondary student and complete the additional requirements.

## DRIVING AND PARKING POLICY

Students who drive to Madisonville Community College are expected to operate their vehicles in a safe and prudent manner. High school students must have the permission of the home high school and their parents to be considered eligible to drive to the college campus. This is the responsibility of the local school districts.

## CLASSROOM GUIDELINES

Students participating in the Jump Start Early College Program, particularly those enrolled on one of MCC's campuses, are college students. Students in those classes need to pay special attention to the course syllabi regarding matters relating to attendance, grading, the calendar, and code of conduct.

Jump Start students attending regular college classes offered at one of the Madisonville Community College campuses will be subject to the college's academic calendar found on the college website.

Students will also be subject to the Kentucky Community and Technical College System Student Code of Conduct, available at **kctcs.edu/student/code**.

**E-MAIL ACCOUNTS**

KCTCS webmail is MCC's official form of student correspondence, and it is the student's responsibility to check their email regularly.  Instructors will frequently send very important information via KCTCS webmail.

It is the student's responsibility to set up their KCTCS webmail account at **kctcs.edu/students/user_account_center**).  Establishing your email account allows you to receive important information from your instructors and access your student self-service account (**students.kctcs.edu**).

**THE LEARNING CENTER**

The MCC Learning Center provides free tutoring and other forms of assistance to students, including those in the Jump Start Early College Program.

    North Campus Learning Center          John H. Gray, Room 306
    Muhlenberg Campus Learning Center     Room 110

**LIBRARIES**

Students participating in the Jump Start Early College Program are entitled to use the Trover Library (270/821-2250) on the MCC North Campus.  MCC students also have access to material through the library's electronic database. The on-line library databases are available from the college's website.

- **ProQuest Direct** is a collection of databases which include full-text and image of articles from a wide range of journals and periodicals. Included are the Alt-Press Watch, Career and Technical Education, National Newspaper Abstracts, ProQuest Computing, Nursing and Allied Health Sources, and Research Library databases. ProQuest can be searched by keyword, by advanced guided search, by topic, and by publication. Searching by basic publication can be particularly helpful if you are interested in scanning tables of contents to see what articles are available from a specific journal. It is possible to limit the search to full-text and to articles from those journals which are peer-reviewed.

- **EbscoHost Web** is the native interface of a database which is part of the Kentucky Virtual Library. It is somewhat similar to ProQuest, though there are sufficient differences to make it useful to search both. EbscoHost allows the user to search fulltext and/or image of articles from databases ranging from scholarly journals across education, psychology or sociology, medicine, history, philosophy, literature, etc. to general interest publications to children's periodicals. It can be searched by keywordor by a guided or advanced search which allows you to search specific fields of entry.

- **Infotrac** includes three databases. Two are health-related and include articles, pamphlets, entries from reference works, etc. The third is a general academic database including a variety of topics from several types of materials.

- **Kentucky Virtual Library (KYVL)** passwords can be obtained at the library by those who have library cards. Catalogs, databases, government information, tutorials, etc. are available through the KYVL.

- **Oxford Reference Online**, is a resource through which text and entries from 100 Oxford University Press reference resources are available. This includes the *Oxford Companion to . . .* books and several subject specific dictionaries.

- **NetLibrary** is a collection of over electronic 56,000 books which are available on the computer. They are accessible through our library catalog, just as any books in our collection are available. A password to use these books will need to be established from a computer on any of the four campuses. After the password is established, it  will be possible to access the NetLibrary collection from any computer which has internet access. For additional information or assistance, contact a member of the library staff.

## NONDISCRIMINATION POLICY

Madisonville Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in admission to technical programs or activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1992, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. For more information, contact May Wright, Human Resources Director, Madisonville Community College, 2000 College Drive, Madisonville, KY 42431. Students needing accommodations due to documented disabilities should contact Valerie Wolfe, Disability Resource Coordinator, Room 139, John H. Gray Building, Madisonville Community College or call (270) 824-1708.

## STUDENT RECORDS

Jump Start students are subject to the Federal Education Rights and Privacy Act (FERPA). This provides very strict limits on information that college employees can share with anybody over the age of 18, including family.  Official records for enrolled students are available for review by students 18 years of age and older or by the parents of students under the age of 18. Students have the right through a hearing to challenge the content of any part of their records and have the opportunity to request that corrections and deletions be made.

## STUDENT CAREER AND ACADEMIC COUNSELING SERVICES

The academic counselors at Madisonville Community College strive to assist students in making a smooth transition to college life by providing quality academic advisement, transfer information, career counseling, and testing services. The Job Services Coordinator offers assistance with resume writing, interview skills, and job search. Students interested in these services can contact the Advising and Transfer Center at (270) 824-8621.

## CREDIT TRANSFERRAL

In most cases, credit earned in the Jump Start Early College Program will be accepted at all public and most private higher education institutions in the Commonwealth of Kentucky. Madisonville Community College recognizes that some students plan to attend other postsecondary institutions in Kentucky or elsewhere. Many of them will also accept the credit, but students must apply for the credit to be transferred through the MCC admissions office. Transcripts of student records are only sent upon request by the student and with the payment of the required fees. There is a $5 for mailed transcripts that are mailed, $7 for on-demand, and a $10 fee for faxed transcripts.

Transcript request information is available at
**madisonville.kctcs.edu/Admissions/Transcript_Request**.
Courses taken and grades through the Jump Start Early College Program become part of students' permanent college record. The transcripts from Madisonville Community College for these courses follow students to all colleges and universities at which they enroll.

## COLLEGE SCHEDULES

MCC no longer prints a class schedule.  Students may view MCC's schedule on line at **madisonville.kctcs.edu/schedule**. The schedule can be filtered by location, date/time, or specific class.

## MCC HOME PAGE

There is a wealth of information about MCC available online (**madisonville.kctcs.edu**).
You are invited to look through the material especially prepared for students in the "current students" section of those pages.

Madisonville Community College offers students an opportunity to complete the associates of arts and associates of science degrees in order to transfer to a four-year college or university. Students may also choose to complete one of many excellent career programs in the health and applied technology fields, as well as business, criminal justice, education and early childhood education fields.

# TIPS FOR SUCCEEDING IN COLLEGE

(adapted from online education database)

## Take responsibility for your own learning

• You're not in high school anymore. Everyone in college is there to learn because they want to, not just to pass because they have to. There are a lot of opportunities for learning in college, often times outside the classroom. Take advantage of every opportunity you can.

• Set up your college email account and regularly check it. Use it to contact your instructor and get your grades.

## Classes and Note Taking

• **Prepare for each class as though there would be a pop quiz.** The benefit of this is two-fold: firstly, you'll be more able to participate in class; secondly, you'll be prepared if there actually is a pop quiz.

• **Read the syllabus for each of your courses.** Understand how many exams and homework assignments there will be. Know how much each assignment is worth. Know what the professor expects of you.

• **Be on time for each class.** Better yet, come early. Sit down and get relaxed before class begins. Professors like students who are always present and never late. Moreover, you'll be doing yourself a favor by knowing exactly what material was covered each day. If you have trouble actually getting up early and going to class, consider taking an online class. More universities are beginning to make this an option.

• **Be attentive and stay focused.** Avoid distractions such as instant messaging or crossword puzzles. Treat class as though it were an important business meeting. Your professor will appreciate it and you will learn more.

• **Ask questions.** If the professor ever says something that you do not understand, never be afraid to ask for clarification. Chances are there are other students in class that also didn't understand.

## Studying

• **Find a good place to study.** Dorm rooms are often littered with distractions — television, video games, loud music, your roommate's boyfriend/girlfriend, etc. Find a quiet place that will work for you, whether it be a study lounge down the hall from your room or the library across campus. Treat studying like you're going to work each day.

• **Establish a routine study time.** Getting into a rhythm at the beginning of each term will help you stay focused and disciplined. Lacking a routine may lead to bad habits or apathy.

• **Take breaks while studying.** If you have several hours of studying to do the day before a big exam, break up your studying routine into 50-minute sessions, followed by five- or 10-minute breaks. Studying for several hours nonstop will not be very helpful.

• **Stay on top of your reading.** Almost every college class will require reading. A lot of reading. Don't fall behind or it will cost you.

• **Prepare a list of questions to ask.** As you're reading, you may come across some things that you don't fully understand. Write down these questions to ask your professor when you're in class the next day.

• **Use a highlighter.** Highlight passages that are particularly important and that you should review further. Avoid highlighting entire pages.

• **Use a pencil.** Write in the margins any notes you may want to make while you're reading. Then when you re-read the material a few weeks later for the final exam, you should just be able to go over these margin notes.

• **Use a dictionary.** Improve your vocabulary by looking up any unfamiliar words you may come across as you're reading.

• **Find a study partner or two.** Study partners can help you stay focused and can point out some things that you may have overlooked.

• **Get notes for any classes you may have missed.** Never assume that you know what was covered in classes that you may have missed. Get notes from a classmate for that day.

## Test Taking

• **Begin studying at least three days before an exam.** Study for about two or three hours per day if you have to. But don't wait until the day before your exam to cram for eight hours. You won't remember much and you'll be worn out come test time. CHECK OUT STUDY INFORMATION THAT MAY BE AVAILABLE ONLINE BY THE PUBLISHER OF YOUR TEXTBOOK.

• **Go to bed early the night before an exam.** Getting plenty of rest the day before the exam will keep your mind sharp. You don't want to be feeling sleepy during an exam.

• **Arrive early on exam day.** Take a seat five or 10 minutes before the exam starts to

allow you time to relax and get your mind prepared for the challenge ahead.

• **Read the instructions of the test very carefully.** You may know the material inside and out but that won't make one bit of difference if you can't obey simple instructions.

• **Review the entire test before you answer any questions.** Plan ahead. If your exam period is 90 minutes long, don't spend an hour on the first part only to find out that there are still two equally challenging parts to go. Spend the first minute of the exam planning how much time you think you will need to spend on each question or section. Answer what you know first and then come back to more difficult questions.

• **Check the back of every page.** Nothing feels worse than getting a test back and realizing you only answered half of the questions.

• **Be sure to answer the question in full.** Read each essay question carefully, then read it again and again until you have a firm grasp on exactly how to answer it. You may have a terrific answer to give, but if you only answer half the question, that won't make for a very good grade.

## Writing Papers

• **Start early on those long term papers.** Especially when a lot of research is involved, beginning the planning and outlining stages of a term paper weeks ahead of the due date will benefit you greatly. Be certain you can get all of the research materials you need before you begin writing.

• **Prepare an outline before you start writing.** Never write a long paper from start to finish without taking a look at the big picture first. Outlining the entire paper before you begin will help you develop and convey your ideas better.

• **Use the Learning Center.** The Learning Center has tutors who can help you become a better writer. Turn in your first drafts here and they will point out your writing flaws so you can improve. Often times, just one visit to the Learning Center could improve your paper a full letter grade.

• **Beware plagiarism.** Taking credit for another person's thoughts or words by plagiarizing or cheating is grounds for expulsion at most colleges. Know how to cite your sources within your papers and do so consistently.

• **Don't believe everything you read on the Internet.** The Internet is a powerful learning and research tool. While there are a lot of credible sources available online, be aware that anyone nowadays can set up a Web page. Just because it's online doesn't make it fact.

## College Resources

- **Find a tutor if you need help.** The Learning Center offers tutors in subjects that are giving you struggles. Seek them out and let them help you understand what the professor cannot. Often times, it's easier to learn from someone similar in age to you.

- **Take advantage of the library.** It may not be as easy as doing a Google search, but take advantage of the sources in the MCC Library.  You'll be able to research centuries-old articles from newspapers or read an entry from a scientific journal.

- **Get to know your professors.** It is pretty easy to coast through college without ever getting to know your professors. It will take a bit of effort to get many of them to even learn your name. But doing so could really pay off when you need a letter of recommendation or if you plan on doing an independent study.

- **Know when your professors' office hours are.** Try to visit each professor at least once per term. And never be afraid to go into office hours needing extra help or ask a question or two. Remember your professors are there to help you learn. Take advantage of that.

## Time Management

- **Don't procrastinate.** Whatever the assignment may be, if you have some free time, just do it now. Otherwise, you'll be stuck doing it later. If an assignment takes longer than you had expected, you'll have wished that you had begun it sooner instead of waiting until the last minute.

- **Use a planner or calendar to keep track of due dates.** Missing a paper deadline or forgetting exam dates is inexcusable. Avoid this by shelling out a few bucks for a planner. And use it regularly.

- **Set priorities and don't be afraid to cut back on a few things.** Being captain of the lacrosse team, student government president, and editor of the yearbook all while getting a degree in chemical engineering might look great on a resume, but for most people, taking on so many activities is impractical. Take a serious look at what is important to you. If you feel overloaded, don't be afraid to drop an activity or two.

- **Time is on your side.** There are 168 hours in each week. If you set aside 56 hours for sleep and 40 hours for academics, that leaves you with 72 hours for everything else.

- **Leave reminders for yourself.** Have a meeting tomorrow at noon? Leave a post-it note on your door so you don't forget.

- **Avoid time wasters.** As fun as it may be to stay up all night watching television or checking Facebook, perhaps you shouldn't do so with a big paper due the next day.