



Concurrent Enrollment

Student Handbook

2023-24

Mission

Empowering students, strengthening businesses, and enriching communities.

Vision

Improving the quality of life in the communities we serve.

Our Pledge

As a college, we will provide focus, meaning, and the skills necessary for qualified individuals to live competently in their communities.

The *Concurrent Enrollment Student Handbook* is an abridged version, designed for high school students, of Hawkeye's comprehensive *Student Handbook*. The *Student Handbook* can be found on the College website at <https://www.hawkeyecollege.edu/students/handbook>.

Questions or Concerns? Contact the Hawkeye High School Relations office by phone, email, or in person:

High School Relations

Tama Hall - 110

Hawkeye Community College

1501 E Orange Rd

Waterloo IA 50704-8015

<https://www.hawkeyecollege.edu/about/locations/main-campus/hawkeye-center>

highschoolrelations@hawkeyecollege.edu

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Hawkeye Community College is an equal opportunity and affirmative action employer, committed to equity and diversity in its educational services and employment practices. The College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint.

Inquiries concerning application of this statement should be addressed to: Equity Coordinator and Title IX Coordinator for employees, 319-296-4405; or Title IX Coordinator for students, 319-296-4448; Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015; or [email equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576, [email: OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

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Dear Concurrent Enrollment Student,

Congratulations!

By enrolling in college credit courses in high school, you're taking a big step toward your future.

Like thousands of your fellow students across Iowa and the country, you'll earn college credit, explore your career options, build your skills, and save money – all before you graduate from high school.

Hawkeye is thrilled to offer you this opportunity, and we're committed to your success. Hawkeye's High School Relations office works with your school to provide the best course offerings and assist you with the registration process.

Here's what you need to know:

- Your courses will be college-level, taught for college credit, with college expectations and rigor. Expect to commit more time and effort to your courses.
- Whether your teacher is at your high school, online, or at a Hawkeye location, concurrent faculty have met State of Iowa standards.
- The credits and grades you earn will create a Hawkeye transcript. They will also be recorded on your high school transcript and will affect your high school transcript, cumulative GPA, and progress toward graduation.
- You may be able to use your credits toward a degree at Hawkeye or another college. We're ready to help you explore your opportunities and plan for your future.

This handbook is your first source for vital information – how to register, resources for your success, and answers to your questions. Read it, keep it handy, and reach out to our office any time!

Our best wishes for your success!

The Hawkeye High School Relations Team

WHAT IS CONCURRENT ENROLLMENT?

“Concurrent enrollment” simply means college credit classes taken by high school students.

Courses could be offered at high schools, online, or at a Hawkeye location. At high schools, concurrent courses are taught by teachers approved by the College; they meet the same high standards required by the State of Iowa, and they work with Hawkeye’s faculty to ensure the quality and rigor of their courses.

Concurrent students can earn career and technical (CTE) or arts and science (A&S) credits, which may be applied toward degree programs at Hawkeye or other colleges. Our advisors are ready to help you explore, learn, and plan.

Iowa is a national leader in concurrent enrollment. *Senior Year Plus* provides your school and Hawkeye with guidance to ensure the courses you take meet state and national standards of quality.

REGISTRATION

Eligibility

To participate in concurrent enrollment, students must meet the following requirements:

- Be Iowa high school students; public, non-public, and home school students are eligible.
- Meet the same pre-requisite, co-requisite, and course registration and placement requirements as traditional college students.
- Meet proficiency guidelines established by the College and the State of Iowa; your school counselor will evaluate and verify proficiency for all students.
- Take the course for college credit; auditing is not permitted by Iowa law.
- Complete *Application for Concurrent Enrollment Admission*.
- Submit assessment scores or high school transcripts, if applicable.
- Follow their school district’s policies regarding eligibility, and textbooks and supplies.

Complete eligibility requirements are outlined in Iowa’s [Senior Year Plus](#) guide.

Registration Steps

High School Relations holds registration sessions at schools in fall and spring. Your school counselor will invite you to a session when it’s time for you to register.

- Before your registration session, work with your school counselor to choose the best courses for your college and career plans.
- Throughout this process, Hawkeye staff will work with you and your school counselor to complete required assessments and other registration steps.
- Create an account and complete an application at <https://hawkeyecollege.elluciancrmrecruit.com/Apply>
- Login to the Concurrent Registration system at www.hawkeyecollege.edu/concurrent.
 - Enter your last name and the last four digits of your social security number.
 - First-time concurrent students will be prompted to complete the *Application for Concurrent Enrollment Admission*, which requires your complete social security number.
 - For each course you intend to take, choose the location of the course, then the section.
 - When you’ve selected all your courses, click the “Submit Intent to Register” button to send your courses to your counselor for review

Registration deadlines:

- May 15 is the last day to register for a Fall course.
- November 30 is the last day to register for a Spring course.
- Note - Registrations received after the deadline are subject to approval by the district designee and the College.

CHOOSING COURSES

Your school maintains an “Approved Course List” showing the courses for which they will pay. Consult your counselor for more information about your options.

Community college courses fall into two basic categories:

- Career and Technical (CTE) – Courses required for specific career-related programs, such as nursing, automotive, and information technology.
- Arts and Science (A&S) – Courses needed for most programs at most colleges, such as writing, math, speech, and social sciences.

Hawkeye advisors can help you choose courses that help you meet your college and career goals. Here are resources you can use to learn more about course options:

- Course Descriptions: www.hawkeyecollege.edu/academics/courses/course-descriptions
- Programs of Study: www.hawkeyecollege.edu/programs

ASSESSMENTS

Some courses, including those in English and Math, require either a minimum GPA or assessment score to register. A complete guide to course requirements can be found at:

<https://www.hawkeyecollege.edu/business-community/evaluation-testing/admissions-assessments>

Your counselor can send your high school transcripts to the Hawkeye Admissions office to verify you meet minimum GPA for appropriate courses. Hawkeye also accepts ACT, SAT, and Accuplacer scores.

The Accuplacer is an assessment of reading, writing, and math skills. Hawkeye gives the Accuplacer on main campus and other campus locations, and your counselor may be able to conduct it at your school. It's free the first time you take it; if you wish to retake any section of the test, there is a \$5 charge.

More information about the Accuplacer, including links to preparation materials, can be found at:

www.hawkeyecollege.edu/business-community/evaluation-testing/admissions-assessments

COURSE WITHDRAWALS

If you are considering withdrawing from a course, you must visit your school counselor.

Your school counselor will give you information about your district's deadlines and policies on dropping a course. Those dates and policies may differ significantly from Hawkeye's. It's extremely important that you get accurate, complete information about the consequences according to district policies.

For courses held online or at Hawkeye's main campus, withdrawal deadlines can be found at:
www.hawkeyecollege.edu/academics/records-registration/changing-your-course-schedule/withdraw

Courses held at your school or a Hawkeye location such as the Independence Center or the Western Outreach Center have different withdrawal deadlines. Consult your counselor (or the High School Relations office) to learn these dates.

Specific dates and policies will determine the outcome of your withdrawal. Possible outcomes include:

- Having the course will be removed entirely from your college transcript (an "X").
- Receiving a "W" that remains on your transcript.
- Receiving an "F".
- If you stop attending and fail to withdraw, you may receive a "Failure to Withdraw" ("FW"). This grade will be reflected on the college transcript and factored into the college GPA. "FW" grades may affect future financial aid

REPEATING A COURSE

If you receive an unsatisfactory grade, you may repeat the course at Hawkeye Community College or another accredited college, or receive credit by examination.

Beginning Fall 2022, the best grade from your repeated course will be counted towards your academic record and transcript. The lower graded course will be marked as repeated and will not be counted in your current cumulative GPA. The course marked as repeated will be displayed with a >R on your academic transcript. This does not apply to courses designed to be repeated.

If you withdraw from a course you are repeating for a better grade, your original grade will remain on your academic record. If you receive an unsatisfactory grade in a course designed to be repeated for additional credit, the new grade does not replace the old grade.

GRADES

Your grades will be recorded on your official Hawkeye Community College transcript. Hawkeye faculty, including concurrent enrollment instructors at high schools, record grades according to the College's official grading System. These grades determine a student's GPA and academic progress.

Grade	Grade Pts	Notes
A	4.00	Excellent
A-	3.67	
B+	3.33	Above Average
B	3.00	
B-	2.67	
C+	2.33	Average
C	2.00	
C-	1.67	
D+	1.33	Below Average
D	1.00	
D-	0.67	
F	0.00	Failing
FW	0.00	Failure to Withdraw
I	0.00	Incomplete
N	0.00	Audit
P	0.00	Credit Earned/Pass
Q	0.00	No Credit/No Pass
W	0.00	Withdrew
<R	0.00	Course Repeated

These letter grades, descriptions, and points are used in all programs at Hawkeye Community College. An instructor or program may modify the grading system. Instructors are expected to inform you of their grading scale and procedures at the beginning of each course. The grading scale used by an instructor must be used for all students in a course and to all sections of a multi-section course.

Pass/No Pass (P/Q) grades are only available in courses designated by the Vice President of Academic Affairs; they are not an option that students may choose individually.

ACADEMIC INTEGRITY

The integrity of an academic record rests on the principle that the grades awarded to students reflects only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted, such as papers, reports, examinations, and other work. Violations of academic integrity include plagiarism and cheating.

Read Hawkeye's full policy at <https://www.hawkeyecollege.edu/students/handbook/academic-integrity>

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA prohibits instructors and other college employees from providing most kinds of information about a student's enrollment to parents/guardians unless the student has signed a release form. Students can sign release forms in the Records & Registration office at Hawkeye. This form is also available through the student's My Hawkeye account and may be submitted to a High School Relations representative.

To take concurrent enrollment courses, students grant designated high school personnel permission to discuss issues in the classroom and receive grades. Hawkeye advises high school counselors to refer students to their instructors with course-related questions or concerns. Instructors may also communicate with the school counselor regarding a specific student.

More information about FERPA can be found at:

www.hawkeyecollege.edu/academics/records-registration/records/privacy-of-your-records

TEXTBOOKS AND OTHER REQUIRED MATERIALS

Concurrent courses, including those taught by approved high school instructors, must use College-approved textbooks.

Your school district may provide your textbook, or you may be required to purchase or rent them on your own. Note that a district's policy may differ according to whether the course is taught by a high school or Hawkeye instructor. Consult your counselor to learn your school's policies.

If you are required to purchase your textbooks, you may use the Hawkeye Bookstore, which is operated by Barnes & Noble College. More information about textbook purchase options can be found at:

- www.hawkeyecollege.edu/academics/bookstore
- hawkeyecollege.bnccollege.com/shop/hawkeye-community-college-campus/home

STUDENT SUPPORT SERVICES

Academic Support

As a concurrent student, you have access to many of Hawkeye's academic support resources, including:

- Tutoring (www.hawkeyecollege.edu/students/services/tutoring)
- The Hawkeye Library (www.hawkeyecollege.edu/academics/library)
- Advising – Hawkeye's advisors can help you plan for concurrent enrollment and beyond. Learn how your courses can prepare you for a college major and a career!

Student Tutoring and Computer (STC) Lab

The Center for Learning and Academic Success is located on Hawkeye's main campus in Bremer Hall 127, and can be reached by calling 319-296-4029.

The [Student Tutoring and Computer](#) (STC) lab provides learning assistance and support to all current credit students. STC services are designed to help students with academic related activities, and help develop the

educational skills and strategies essential for academic achievement. Faculty are encouraged to refer students to the STC for instruction for Canvas, tutoring and study skills. Staff are available to provide instruction in the lab or in the classroom and are responsive to faculty requests for student instruction.

The STC lab offers current Hawkeye students access to more than 80 computers, scanners, printers and a wide variety of software applications used to support the many academic program areas across campus. It is not open to the public. Computers are available on a first-come basis. Computer lab coordinators are available to assist students with computer software related questions.

Workstations and study tables are also available for students who bring in laptops.

Professional tutoring is available and free to students in the STC lab. Students will find tutors for math, chemistry, A & P, health sciences, business and writing. ACCUPLACER and TEAS prep are available as well. Peer tutoring is also available for many subject areas.

Regular Hours - Fall 2023 | Monday-Friday 8:00am-4:30pm

For tutoring help 24 hours a day, students can utilize Brainfuse. With Brainfuse, students can:

- Access a live, personal session with a Brainfuse tutor in Live Help
- Schedule a personal session with a tutor of your choice in Live Help.
- Submit your writing for any class to our Writing Lab.
- Get questions answered in subjects such as math, bilingual math, biology, chemistry, physics, anatomy and physiology, economics, accounting, statistics and writing

Student Accessibility Services

To learn more about services available to disabled students, contact the Student Accessibility Services Coordinator:

Student Services
Hawkeye Center 208
319-296-4014
accessibility@hawkeyecollege.edu

TECHNICAL SUPPORT

My Hawkeye and Email

[My Hawkeye](#) is your access point to college information and resources, including:

- Your official college email.
- Your schedule, grades, and other academic information.

When you log in for the first time, use the following:

- Username – yourfirstname.yourlastname
- Password – “Hawkeye” followed by your six-digit date of birth
 - Example: January 2, 2003 = Hawkeye010203
 - You will be required to select a new password after your first login.

Password Reset Assistance

- Weekdays: 319-296-4029.
- Weeknights and Sundays: 319-296-4006

Canvas

Canvas is Hawkeye's online learning management system. Instructors use it to provide required course materials, assignments, tests and quizzes, the course syllabus, and grades.

You can access Canvas through My Hawkeye; your login credentials will be the same in both systems. There are free Canvas apps available for both Apple and Android devices, as well.

Important: If you need to reset your password, do so in My Hawkeye, not in Canvas.

Resources

My Hawkeye or Hawkeye Email Login Issues

For help with logging into My Hawkeye or Hawkeye email, please contact The Communication and Information Systems (CIS) department at 319-296-4415 or support@hawkeyecollege.edu.

Brobst Center for Teaching and Learning

The Brobst Center for Teaching and Learning is located in Tama Hall and can be reached by calling 319-296-4291. The mission of the Brobst Center for Teaching and Learning Services is to provide resources and on-going support for faculty development and innovation to enhance student learning.

For more information visit [Brobst Center for Teaching and Learning](#).

Hawkeye Library

The Hawkeye Library belongs to the Cedar Valley Library Consortium (CVLC) and the Two Rivers Alma Collaborative (TRAC) which allows Hawkeye faculty, staff and students to borrow resources from local and statewide academic libraries including all three Iowa Regents universities, Drake, Grand View, St. Ambrose Universities and Wartburg College.

Hawkeye's Reference, Instruction & Digital Services Librarian provides custom information literacy instruction upon request. Use the "[Request Library Instruction](#)" link on the library's home page to schedule a session for your students.

[Online research guides](#) can be developed for your course, discipline or specific assignments. Online research guides provide targeted research help, listing certain databases that are relevant to your discipline/course, etc.

Submit requests for new books, journals or videos to the Library Director, ext. 4229.

The library staff provides individualized research assistance for your students. 60+ databases may be accessed via the library's website or via the [A to Z Database list](#).

See the [Faculty Resources](#) page on the Library's website for additional information about [OERS](#), copyright basics, etc. To learn more about the Library, consult the [Hawkeye Library](#) website.

Hawkeye Reads

Hawkeye Reads is a campus-wide program that seeks to support the College's Institutional Outcomes and increase literacy. It promotes dialogue among students, faculty and staff across campus. To learn more about the program, to request a free copy for yourself and/or copies for your class, visit <https://www.hawkeyecollege.edu/students/arts-and-culture/hawkeye-reads>.

Career Services

The Career Services Center offers several services to students to help them be successful; from choosing the right college program to finding the right job by assisting with resumes, interviews and job search strategies. CEIs can invite Career Services staff to their classrooms to present to students on the services they offer. Career Services can be reached at 319-296-4297.