



High School Coordinator Handbook for CCP

Earn College Credit for Free!

College Career Pathways credit, from Asnuntuck Community College, is available to high school sophomores, juniors and seniors in 10 area schools.

College Career Pathways (CCP), a federally funded program, allows students to earn up to 13 FREE college credits, by taking classes at their high school, that have been approved by faculty at Asnuntuck Community College.

Students apply for College Career Pathways at their high school and can be enrolled in disciplines, including communications, math, science and a career-related area (e.g. accounting, early childhood development, business, digital arts, etc.).

Students must fill out both an Asnuntuck Community College and College Career Pathways applications before they enroll in their high school class.

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.



Each high school has their own deadline for applying. Applications must be submitted to Asnuntuck before courses begin. Exceptions are made for students who are new to the high school or have made changes to their schedule. They must however be submitted no later than the add/drop date.

The \$20 ACC Application fee is waived. An add/drop period is available for students wishing to enroll after the course has begun. The add/drop date for the fall will be October 5th and February 20th for the spring. The withdrawal date will be November 6th for fall classes and April 5th for classes that begin in January.

Students are able to apply the credits they have earned toward a degree or certificate program at Asnuntuck Community College or transfer them to another college or university.*

*Most colleges accept incoming community college credit. The final decision is dependent on the accepting college's transfer policy.

Important Information Regarding College Career Pathways Participation

High school students participating in College Career Pathways Program are required to follow the same policies and procedures students at Asnuntuck Community College are required to follow.

- Students are eligible to earn credit if they submit an Asnuntuck Community College AND College Career Pathways application to their high school by the required deadline. This deadline will be prior to the start of classes or within the add/drop period.
- Students applying for chemistry must achieve a score of 55 or higher on the elementary algebra portion of Asnuntuck's Accuplacer Placement test and a 65 or higher on the elementary algebra portion if they are applying for math credit. This test must be taken before the add/drop deadline has passed. Students will be notified of test dates by their high school.

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- ACC's add/drop period for high school students will be October 5, 2018 for full-year and 1/2 year courses beginning in the fall. The withdrawal date for these classes will be November 6, 2018. Students registering for classes beginning in January will have until February 20, 2019 to utilize add/drop and will have until April 5, 2019 to withdraw. Visit <https://www.asnuntuck.edu/admissions/college-career-pathways> for links to forms.
- If students decide to drop the CCP approved class they can remain in their high school class but will not be eligible to earn CCP college credit.

Financial Aid Implications

- Students who participate in CCP and withdraw from any or all of their CCP courses should be aware that future financial aid opportunities may be impacted if they enroll at Asnuntuck Community College.

Have Additional Questions?

Contact Asnuntuck Community College's College Career

Pathways Coordinator Julie Cotnoir at (860) 253-3019 or jcotnoir@asnuntuck.edu

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CCP Teacher Information

- ACC Requires that all classes being offered for College Career Pathways Credit be taught by ACC approved teachers.
- Please see attachment for CCP Teacher Application. Teachers are required to submit an application and resume when applying. Applications for new teachers are due by April 1, 2017. ACC will accept applications for new teachers, hired over the summer, during the last week of August. Applications will be accepted during the year when a CCP approved teacher leaves and a new teacher must be hired to fill that position.
- ACC must be notified if a CCP approved teacher leaves for maternity leave, medical leave or leaves for a new position.
- New CCP Teachers are required to attend a new teacher orientation.
- All CCP teachers are required to attend a discipline specific professional development session at ACC and have a visit from an ACC faculty member in their high school classroom.

Approving New Courses

ACC will review any new courses being presented for CCP approval when they are submitted by April 1, 2016.

Teachers are required to submit syllabus, mid-term and finals. Samples of projects should also be included when appropriate. These submissions should be delivered by the high school's CCP Coordinator to the ACC CCP Coordinator.

ACC Faculty will review each submission and ACC's CCP Coordinator will notify the respective high school of the status of the request before the end of the academic school year.

Contact

For more information or if you have questions, contact Julie Cotnoir, ACC's College Career Pathways Coordinator, at 860-253-3019 or jcotnoir@asnuntuck.edu.