Middlesex Community College  
Early College Academy Guide for Families  
2016/2017

Overview

Welcome to the Middlesex Community College Early College Academy (ECA)! The ECA gives students the opportunity to be enrolled in courses which they are simultaneously earning high school and college credit. You may hear this program referred to as “CCP,” dual enrollment, or concurrent enrollment. Early College Academy is the name that refers specifically to the program offered by Middlesex Community College.

Both our college and your high school follow very specific guidelines to ensure that ECA students are receiving a rigorous, college level curriculum. High school teachers who have been selected to teach these courses hold the same credentials as faculty that teach at the college. In addition, as part of this program you will be responsible for following guidelines and meeting deadlines which will help you prepare for similar experiences after high school graduation.

Enrollment Process

ECA students are college students and must follow a similar enrollment process as traditional students entering Middlesex Community College including: filling out an application, meeting course prerequisites, completing a course registration form, and meeting specific deadlines.

Application to the College:
Students must submit a complete application to the college by May 1st. This application will be distributed by your high school ECA coordinator and/or be available through an open house at your high school. There is no fee to fill out the application. Students must provide a social security number and have a parent/guardian sign the application. Applications must be returned to your high school coordinator. After the application is processed, students will be notified of their MxCC college ID number (Banner ID) by their high school counselor.

Prerequisite Testing: Dependent on the coursework being offered, students may need to meet a prerequisite requirement in order to register for the course. This is covered in a later section of this guide titled, “Prerequisite Requirements.”

Course Registration: The coursework that is offered as part of the ECA will be determined by the high school. In many districts this schedule will not be finalized until later in the summer; however, students are encouraged to register early may increase their chances at securing a seat in the course.
All students must complete a course registration form complete with student signature. This registration form will be available through our school ECA coordinator, through an open house at your high school, or directly from the ECA coordinator at MxCC. The deadline for submitting a complete registration form is **July 22, 2016**; however, it is suggested that students fill out the registration form early and submit it to their high school counselor.

If a registration form is submitted after your high school year ends in June, you must send the completed registration form directly to the college’s ECA coordinator, Tami Christopher by email: tchristopher@mxcc.edu or mail: Middlesex Community College, Meriden Center 55 West Main St., Meriden, CT 06451

**Coursework and Grading**

ECA coursework is college level work. Most courses carry 1-3 credit hours. Your high school teacher collaborates with college faculty to ensure your course meets the expectations of the curriculum taught at the college. The grade you earn in the course will be reflected on your high school record as well as on an official Middlesex Community College transcript. These are both permanent records.

**Student Status Policies**

Occasionally circumstances arise that require students to leave the course. Some examples include: the student moves out of district, has a medical condition that requires extensive absences, or is not willing or able to commit to the academic rigor of the college course. If such a situation occurs, it is recommended that the student discuss the situation with the high school instructor and/or the high school counselor as soon as possible. In order for a student to be removed from a college course there are a few options. Detailed information about these options can be found in the Middlesex Community College online catalog: [http://mxcc.edu/catalog/campus-policies/academic-policies](http://mxcc.edu/catalog/campus-policies/academic-policies)

1. **Drop**: A student may drop a course by a specific date. The deadline for dropping a course for the 2016/2017 ECA year is: Wednesday, February 1, 2017. An MxCC add/drop form must be completed and submitted by this date. A course that has been dropped will be removed from the student’s college transcript.

2. **Withdrawal**: A student may withdraw from a course by a specific date. The withdrawal date for the 2016/2017 ECA year is: Monday, April 17, 2017, An MxCC withdrawal form must be completed and submitted by this date. A course from which a student has been withdrawn will be recorded as a “W” on the student’s college transcript. In extenuating circumstances, students may appeal for late withdrawal through the Dean of Academic Affairs.
Prerequisite Requirements

Some of the courses that are available through the Early College Academy require a prerequisite skill level in English and/or Math. Your high school coordinator will provide more information on which courses require prerequisites. The purpose of the prerequisite is to ensure that students have a base skill level that will allow them to be successful in the college level course. The college must ensure that its ECA students meet the same course prerequisites as its traditional students in order to maintain accreditation. Students may meet prerequisite requirements through:

- Previous college coursework
- SAT or ACT scores
- Accuplacer basic skills assessment scores

Previous college coursework

Some courses require previous college coursework. Students must have passed any previous coursework with a minimum grade of C- to meet prerequisite requirements.

SAT or ACT scores

If a student has taken the SAT or ACT test, their scores can be used to meet course prerequisites following the guidelines below:

SAT Scores:

- **Math:** A score of 501-550 will place a student into MAT*137
- **English:** A score of 500 on the Critical Reading portions of the SAT will place a student into ENG*101.

ACT Scores:

- **Math:** A score of 19 – 21 on the ACT Math test will place a student into MAT*137.
- **English:** A score of 20 or higher on the ACT Reading portion or a score of 47 or higher on the ACT English and Reading portions will place a student into ENG*101.

Accuplacer Placement Testing

The Accuplacer basic skills assessment is an adaptive computerized test that is given in the areas of English and Math. Students will take the test at either the Middletown campus or Meriden Center of MxCC and should prepare for the test beforehand. Information on this can be found by visiting: http://mxcc.edu/bsa/
Students must have a student ID (Banner ID, provided to ECA students by their high school coordinator after the student application is processed) in order to take the test and can only take the placement test one time as part of the Early College Academy. Special testing dates are set aside for ECA students in April and May. These days and times are:

<table>
<thead>
<tr>
<th>Middletown Campus</th>
<th>Meriden Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 18- 9:45am</td>
<td>Saturday, April 16- 9:15am</td>
</tr>
<tr>
<td>Saturday, April 23- 9:15am</td>
<td>Friday, April 22, 9:45am</td>
</tr>
<tr>
<td>Monday, May 2- 2:45pm</td>
<td>Wednesday, May 4, 2:45pm</td>
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</tbody>
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In addition, ECA may test during other testing sessions that are open to traditional students. Students are responsible for scheduling their own test date after receiving their ID number. Please call The Academic Success Center (ASC) at 860-343-5715 to schedule your test. The ASC will begin taking test appointments in late March.

In certain situations the high school coordinator may arrange that students visit the college as a group to complete placement testing. Your high school coordinator will contact you if this is an option.

The English portion of the test has two sections: Reading Comprehension and Sentence Skills. Students who score at a qualifying level in one section and within 2 points in the other section are eligible to complete a Challenge Essay by scheduling an appointment. Your test proctor will discuss these options with you immediately after your test.

The math portion of the test has two sections: Arithmetic and Algebra. Students who do not meet the prerequisite score are eligible to take a challenge math exam by scheduling an appointment. Your test proctor will discuss these options with you immediately after your test.

**Frequently Asked Questions**

1. What is the cost of the Early College Academy?

   There is no cost to participate in this program. Application fees, tuition, textbook, and all other fees are waived. The federal Carl. D. Perkins Grant funding,
The Connecticut Board of Regents (BOR) for Higher Education, and the Connecticut State Department of Education help to support this program.

2. Can a student apply for the program after the deadline?

No. Under specific situations students may be eligible to apply for the program after the application deadline. Contact your high school counselor for more information.

3. If a student filled out an application are they registered for the course?

No. A student must complete both an application and a registration form as part of the enrollment process. Filling out an application does not register a student for a course.

4. Can a student register for the course after it has begun?

Only in very specific situations can students register for the college course after the year as begun. These reasons include a high school schedule change or a student moving into the district after the school year has begun. Students must adhere to late registration deadlines set by MxCC.

5. If a student meets late registration guidelines, how late can they register?

The late add date for classes that run for the full year or that run for a half year and begin in the fall is September 12, 2016. If the course is a half year course beginning in the spring, the late add date is February 1, 2017. Under no circumstances are students eligible for college credit after the late add date.

6. Can a student register for the course if they have not met the prerequisite guidelines?

No.

7. If a student forgets or neglects to take their placement test before the registration deadline and the course they are registering form requires a prerequisite test score, can they still register?

No. The student should take advantage of numerous testing dates and times offered from April 18th – July 21 at either the Middletown campus or the Meriden Center.

8. After the course ends, can a student request college credit for the course if they were not registered?

No.

9. How would a low grade affect a student’s college transcript?
The student’s earned grade will be recorded on their college transcript which is a permanent record. Low grades may have future implications on financial aid eligibility, degree program eligibility, and/or on the amount of courses a student may take. For more information, please visit: http://mxcc.edu/financial-aid/satisfactory-academic-progress-requirements/

10. Does a student have to reapply to Middlesex Community College after high school graduation to take more coursework?

Yes. The student will retain the same record and Banner ID (college ID) number but must fill out a new application to the college in order to update their record, take additional coursework, and enroll in a degree program.

11. Can a student transfer or use their Middlesex Community College credits at another college or university?

Yes. Middlesex Community College is an accredited college and transfers credits to many other colleges and universities. The decision on accepting transfer credits is made by the college or university that you will be transferring the course to. For more information, please visit: http://mxcc.edu/edcc/transfer-planning/ or contact the college or university to which you are interested in transferring the Middlesex Community College credits.

Summary

The staff and faculty at both Middlesex Community College and your high school are excited to offer the Early College Academy to you. This is a worthwhile program that will help you improve academically and allow you to take steps toward your post-secondary education.

Additional Information can be found through the college’s website: www.mxcc.edu and through the college’s online catalog: http://mxcc.edu/catalog/campus-policies/academic-policies

Please contact me with any questions.

Sincerely,

Tami Christopher
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Director, Meriden Center
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