

Welcome & Overview

Welcome and thank you for being a part of the Summer 2022 High School Program through the Continuing Education department at College of DuPage.

Overview

- ▶ The College of DuPage High School Credit summer program is open to students entering or currently enrolled in high school. The summer program is an extension of the regular academic program designed to provide students with opportunities to gain academic credit or to explore interests by auditing a class. These courses offer an excellent sampling of high school expectations for incoming freshmen.
- ▶ Prompt and consistent attendance is mandatory to ensure compliance with Illinois State Board of Education contact hours. Teaching and learning opportunities will meet the same standards of the regular school year.

Topics

- ▶ **Program Dates**
- ▶ **Structure of the High School Program**
- ▶ **Policies and Procedures**
- ▶ **Student Accommodations**
- ▶ **Strategies for Success**
- ▶ **How to Purchase Textbooks**
- ▶ **How to Check Final Grades**

Summer High School Program Structure

Program Information & Important Dates

▶ Important Academic Dates & Times

COD Credit Classes:

Semester I: June 13 - July 1

Semester II: July 11 - July 29

- ▶ Classes are scheduled Monday through Friday
- ▶ Please check your confirmation receipt for classroom time schedules.
- ▶ All sites closed July 5th

Accelerated Format Courses

- ▶ Consult with your high school guidance counselor prior to registration to see if summer high school is a good fit. Parents and students should be aware of the accelerated pace of the COD High School summer program. One day in the summer program equals one week of a regular school year. The fast-paced nature of the program includes:
 - ▶ Extended lecture times
 - ▶ Compounded homework and reading assignments each evening
 - ▶ Frequent quizzes and testing

****Please note:** before registration, be sure to check credit eligibility (whether or not courses will transfer) with your high school counselor or registrar. District 204 students entering 9th grade will not be eligible for any high school math credit through this program**

Student Code of Conduct & Expectations

The opportunity to study at College of DuPage is a privilege and students are accountable for their own conduct. The condensed summer schedule warrants the institution of a strict behavior policy. Disciplinary procedures often instituted during the academic school year may not apply to this summer school program. When a student is found to be in violation of the Student Code of Conduct or the Appropriate Use of Computers, the site supervisor or high school program coordinator, in conjunction with the dean of Continuing Education, will assess the situation and make an irrevocable decision.

The following types of conduct are examples that shall result in removal from the program:

- ▶ Assaulting, threatening, harassing or endangering the health or safety of students, College/school personnel or anyone else within College/ High School facilities.
- ▶ Verbally abusing College/school personnel or students.
- ▶ Willfully impeding, obstructing, interfering with or disrupting the performance of the College/school education function.
- ▶ Failing to cooperate with personnel in the performance of their duties.
- ▶ Illegal or unauthorized use of computers and the internet as detailed below in regard to the Responsible Use of Computer Equipment and Internet Access.

Cheating, plagiarizing, forgery or any other form of academic dishonesty shall result in the following:

- ▶ Students caught in any form of cheating will receive an automatic zero on the assignment. Parents will be notified.
- ▶ A repetition of such an offense shall result in an “F” for the semester grade and removal from the program with no refund.
- ▶ Responsible Use of Computer Equipment and Internet Access
- ▶ All use of the internet must be in support of the curriculum set forth in the class. Students shall not use computers for non-academic related activities unless given specific permission by the instructor. Students participating in-person classes will be allowed internet access when it relates to classroom work and are restricted to use the software that pertains to their specific coursework.

Ethical Use

- ▶ If a class requires online access, students should only upload or mail material that is accurate, inoffensive, non-threatening and legal. If, at any time, the in-person classroom instructor or other students find a student online viewing/writing material that is threatening or offensive, that student will have online access revoked and will be removed from the program, as this practice is in violation of the Continuing Education Student Code of Conduct. Students must inform the classroom instructor immediately if they accidentally encounter any inappropriate material. The College cannot be held accountable for the materials found on the internet, although every attempt will be made by College of DuPage employees to prevent students from viewing inappropriate materials.

Unacceptable Use

- ▶ The following list, although not inclusive, cites examples of unacceptable use of the internet:
 - ▶ Violation of copyright.
 - ▶ Downloading of any type of software, plug-in, etc., to a computer on the IPSD High School sites or at any of its off-campus sites.
 - ▶ Online purchase or advertising of materials or services.
 - ▶ Posting material created by someone else without his/her consent.
 - ▶ Providing personal information about themselves or others while online.

Electronics Policy:

- ▶ The use and possession of electronic devices for in-person classes will be permitted in approved areas only. These devices may include, but are not limited to, cell phones, smart phones, personal listening devices, personal digital assistants, portable gaming systems, electronic computing devices, etc. Use of these devices will be allowed only in non-instructional areas. Use of electronic devices for instructional purposes will be permitted only in classrooms where the teacher has designated the use for educational purposes. Digital textbooks are allowed and will be monitored by the instructor to ensure participants are on task. The classroom teacher has the sole discretion to allow this in his or her instructional setting. In areas where there is a reasonable expectation of privacy, such as the restrooms, locker rooms, nurse's office, etc. the use of electronic devices is prohibited at all times.

Use of any electronic device to engage in any of the following is strictly prohibited:

- ▶ Failure to comply with an instructor's directive for use in an instructional setting
- ▶ Academic dishonesty
- ▶ Planning inappropriate behavior that would impact the orderly process of the class or the educational process
- ▶ Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures, images or statements
- ▶ Talking and/or transmitting pictures, videos, or audio recording of another, without that person's consent
- ▶ Bullying, intimidating, threatening, or harassing others
- ▶ Identity theft
- ▶ Interfering with a school investigation
- ▶ Creating a disruption to the educational process

College and school policies, as well as classroom guidelines must be followed. Violators will be subject to disciplinary action, which include the confiscation of the device and removal from the program without a refund. The College is not responsible for lost or stolen electronic devices.

▶ Student Responsibility

- ▶ The instructor is available to answer questions about course materials or class policies. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.

▶ Student Issues

- ▶ If there are issues or concerns about a course or an instructor, the student should attempt to resolve the issue with the instructor. If the student and instructor are unable to resolve the matter, the student should report this to the site supervisor. If the matter cannot be resolved at this level, the student should make an appeal to the High School Program coordinator and then may be reviewed by the College of DuPage Continuing Education dean. ***When a student is found to be in violation of the Student Code of Conduct or the Appropriate Use of Computers, the site supervisor or high school program coordinator, in conjunction with the Dean of Continuing Education, will assess the situation and make an irrevocable decision.***

Attendance Policy

Summer school is a condensed school experience; excellent punctuality and attendance is required for success.

- ▶ **Please note the following important information about absences:**
 - ▶ In accordance with state mandate, **students are allowed two (2) absences per semester course.**
 - ▶ Online classes require Cameras are on, if you do not have access to a webcam, please contact our Youth Academy team at youthacademy@cod.edu
 - ▶ **More than two (2) absences per course will result in a “Withdrawal/Failure” grade issued for no credit, without a refund.**
 - ▶ **Calling in to report a student absence does not excuse the absence.**
 - ▶ **Tardies exceeding 15 minutes equal an absence.**
 - ▶ **Four (4) tardies per semester course equals (1) absence.** Tardies include being late at the beginning of the day, when returning from break, or leaving class early.
 - ▶ **Any combination of absences and tardies that exceeds two (2) days results in a “Withdrawal/Failure” grade issued for no credit, without refund.**
 - ▶ **No exceptions will be made after the allowed two (2) days of absence.**
 - ▶ **Grades issued by College of DuPage for high school summer classes are final.**
- ▶ **Privacy laws dictate that a signed and dated Release of Grade form must be completed in order for the College of DuPage to release and/or send your grade to any school. Please print clearly and indicate the contact person at the high school.**
- ▶ Questions may be directed to the High School Program Coordinator at (630) 942-2208 or via email at youthacademy@cod.edu.

Grading Policies

▶ Grading

- ▶ Upon completion of a summer school course, grades will be sent to the high school. Grades will be viewable on myACCESS as well. **A Release of Grade form must be completed and signed before the grade is forwarded.** The letter grades are A, B, C, D, F, X or W. Participants taking classes for enrichment purposes only must note this on the Release of Grades form.

▶ Letter Grade

- ▶ A = 90 to 100 percent
- ▶ B= 80 to 89 percent
- ▶ C= 70 to 79 percent
- ▶ D= 60 to 69 percent
- ▶ F = 59 percent and below
- ▶ X = Audit Course (no grade awarded)
- ▶ W = Withdrawal (no grade awarded)
- ▶ P/F (Pass/Fail) is for the Illinois and U.S. Constitution Tests only

Audit Grade

- ▶ Students who are looking for enrichment only would benefit from auditing a course. An “X” is recorded on the grade report and sent home. Tests and quizzes are not mandatory and grades are not recorded. Attendance is recorded and students must adhere to all summer school policies and procedures. Audit grades are not reported to high schools, and audits are irrevocable. Please indicate on the Grade Release Form if you want to audit the course; this decision is irrevocable.

Withdrawal for High School Credit

- ▶ “W” is received from the instructor when the student has more than two absences (four tardies = one absence) per semester course or for any violation listed in the High School Attendance Policy or the Student Code of Conduct - Appropriate Use of Computer/Online Resources Contract. If a student voluntarily withdraws from a course, he/she should contact the High School program coordinator to officially change the Grade Release Form to ensure that no grade report is generated.

Grade Reports

- ▶ Grade reports will be sent to the high school when a student has completed and signed the **Release of Grade form**, which indicates you are taking the class for high school credit. **However, if you are taking the class for enrichment purposes, you must check the box “I am auditing this course without a grade awarded (this decision is irrevocable)” on the Release of Grade form.** A grade release form is needed for each course completed by the student, including semester courses. Continuing Education keeps all grades on file for five (5) years. Grades submitted from the College of DuPage Summer High School Program to the local high schools are final. This policy is designed to maintain the grade/transcript as an accurate and complete record of meeting course requirements. Contact Continuing Education for future Grade Release inquiries.

Progress Reports

- ▶ Student progress reports will be sent home with the student once during each semester. The report includes student attendance as well as the current grade. Please check for those reports with your student and contact Youth Academy at youthacademy@cod.edu if you have not received a report from your student by the end of the second week of a semester course. Should a parent need to contact an instructor for any reason, all instructors provide a telephone number and/or email address on his/her syllabus. Instructors cannot be reached during class hours or interrupted during instruction time.

▶ Refund Policy

▶ Full refunds are issued:

- ▶ If a student withdraws by 5 p.m. on Friday, June 10th, for first-semester courses.
- ▶ If a student withdraws by 5 p.m. on Friday, July 8th, for second-semester courses.
- ▶ If a class does not meet minimum enrollment one week prior to the scheduled start date the class will be cancelled and all enrolled students will receive a full refund.

Refunds will not be issued for any of the following reasons:

- ▶ If a student registers for class and does not attend.
- ▶ If a student withdraws after the above-mentioned withdrawal dates for any reason.
- ▶ If a student is dropped for violation of the Student Code of Conduct-Appropriate Use of Computer/Internet and/or the High School Attendance Policy.

Next Steps

High School Credit Classes Require Students to Set Up Your myACCESS Account & Student Email

- ▶ After registration, your student will automatically receive a “dupage.edu” email account. **You are responsible for knowing your student ID number and myACCESS/Email username.** This information can be found in your confirmation letter or you can call the Continuing Education office at 630.942.2208 or send an email to ce@cod.edu to confirm your student’s ID number.
 - ▶ [Log into myACCESS for the first time](#)
 - ▶ [Log into your COD student email account](#)

Accommodations for Students with Disabilities

- ▶ In accordance with the Americans with Disabilities Act (ADA) and amendments, College of DuPage Continuing Education provides the opportunity for students to succeed. Accommodations will be determined based on the documentation provided by the student/parent. The College is not responsible for communicating with your student’s high school or counselor; you must ensure you are providing our team with the appropriate documentation. **If requesting accommodations, please notify the Center for Access and Accommodations at least 30 days prior to the start of the first class.** Students notifying the Center after this deadline may have a delay in receiving services.

Student Services Center (SSC), Room 3249
Email: access@cod.edu
Phone: (630) 942-2154
TTY/TDD: (630) 858-9692
Fax: (630) 942-2071

Purchase or Rent Textbooks

- ▶ Textbooks for the summer academic high school programs are available for purchase or rent from Follett’s Bookstore at the College of DuPage or online through any textbook vendor. Parents/guardians must be present for in-store textbook rental and a credit card is required. You will find information on required books and materials, and their corresponding ISBN numbers inside the catalogs.
- ▶ The College of DuPage Bookstore is located on campus in Glen Ellyn at 425 Fawell Blvd. in the Student Resource Center (SRC), Room 1060. For more information, please call (630) 942-3883 or visit online at www.codbooks.com.

Important Forms

All important forms can be found online at cod.edu/cehighschool website.

- ▶ Online Waivers are required for both Online Summer High School Credit classes as well as all enrichment classes.
- ▶ Grade Release forms provide COD the authority to release your student grade sheet to their respective high school for credit. **Please submit your Release of Grade form either online or to your instructor on the first day of class.**

Email Forms

- ▶ Email forms to youthacademy@cod.edu using the following subject line: **HS Summer [Year] - [Name of Your Student]**.
- ▶ Note that the signature lines on our PDF fillable forms require a digital signature. Follow the short, easy process:
 - ▶ Click on the Signature line.
 - ▶ Choose “A new digital ID I want to create now.” Click the ‘Next’ button.
 - ▶ The document name already populates in the field “File Name.”
 - ▶ Create a password for your digital signature. Click the ‘Next’ button.
 - ▶ Enter your password in the field “Enter certificate password.” Click the ‘Sign’ button.
 - ▶ Your signature will appear on that document.
- ▶ When you go to sign the next document, your signature will be nearly automatic. As soon as you complete Step 1 above, you will be taken to the “Sign Document” screen; click ‘Sign,’ and you are done. Attach the documents to your email.
- ▶ Forms can also be mailed to: College of DuPage Continuing Education, 425 Fawell Blvd., Glen Ellyn, IL 60137

Check Your Final Grades

All final grades can be viewed on myACCESS through COD

▶ How to Log In to myACCESS

- ▶ Navigate to <https://myaccess.cod.edu> and click on the 'Log In' button.
- ▶ Type your myACCESS-ID and password and click the 'Submit' button to log in. Once logged in, you will see your name displayed in the welcome message to the left.

▶ How to Check Final Grades

- ▶ Log into [myACCESS](#).
- ▶ Click the button labeled 'myACCESS for Students'.
- ▶ Click the 'Grades' link in the Academic Profile section.
- ▶ Choose which term to choose grades for, then click the 'Submit' button.
- ▶ You can also view your Unofficial Transcript for Continuing Education classes.

- ▶ Need Help? Call the Student Helpdesk at (630) 942-2999.

► After you have completed this orientation, parents must complete the mandatory confirmation form below:

<https://forms.gle/76r1n3Yj7iZcQXwLA>

Have a great Summer!!!