



# Concurrent Enrollment Student Handbook

A COLLEGE of THE STATE UNIVERSITY of NEW YORK



## CollegeNow@TC3 Team

The team at CollegeNow is committed to enhancing the opportunity and accessibility of education for students in Central New York. We are continually striving to better understand the educational needs of our community and search for creative ways to work together towards the goal of greater student success.

### **Karl Madeo – Director, CollegeNow**

607-844-8222, extension 4413  
madeok@tc3.edu

Contact Karl to discuss ideas for integrating concurrent enrollment classes (including CollegeNow Online) within your school's existing high school curriculum. He can also assist with staff development options, communication between high school and TC3 faculty, general problem solving, or other questions about the CollegeNow program.

---

### **Victoria Zeppelin – Associate Director**

607-844-8222, extension 4328  
zeppelv@tc3.edu

Victoria can discuss with you how to develop career-related sequences of high school courses that are aligned with college majors or career options.

---

### **Rhonda Kowalski-Oltz, Secretary**

607-844-8222, extension 4396  
kowalsr@tc3.edu

Contact Rhonda regarding:  
CollegeNow Online  
Certificate of Residence Application policies and procedures

---

### **Rena Moore, Concurrent Enrollment Coordinator**

607-844-8222, extension 4311  
moorer@tc3.edu

Contact Rena regarding:  
In School Concurrent Enrollment Course Proposals  
In School registration policies and procedures

---

Please feel free to contact anyone from this team at any time – we all welcome times that we have the opportunity to speak with our high school partners!

**Concurrent Enrollment Student Handbook**  
Contents

<b>Introduction Letter from Karl Madeo, Director</b> .....	3
<b>What is a Concurrent Enrollment Course?</b> .....	4
<b>Concurrent Enrollment Partner High Schools</b> .....	4
<b>Enrollment Procedures</b> .....	4-5
<b>Implications of Beginning a College Transcript</b> .....	5
<b>Grading System</b> .....	6-7
<b>Transferring TC3 Credit</b> (Requesting on Official TC3 Transcript) .....	8
<b>CollegeNow Online</b> .....	9
<b>Support Services</b>	
Library .....	10
TC3 Online Library Catalog .....	10
Electronic Information Resources .....	10
Reserve Materials .....	10
TC3 ID Cards .....	10
<b>About the College</b> .....	11
Certificate and Degree Programs .....	11-12

**Appendices**

Appendix A .....	Timeline for Concurrent Enrollment
Appendix B .....	Concurrent Enrollment Course Registration Form
Appendix C .....	Affidavit and Application for Certificate of Residency
Appendix D .....	Certificate of Residency Requirements
Appendix E .....	Official Change of Schedule Form



Dear Concurrent Enrollment Student,

Congratulations! You are part of a nation-wide movement in education: high school students taking courses for college credit. The number of students registered in concurrent enrollment (or dual credit) classes is growing rapidly throughout the country, and the quality of programs offering such classes is expanding to meet the high expectations of students, parents and educators. CollegeNow@TC3 is at the forefront of these developments with one of the largest, most comprehensive, and highest quality concurrent enrollment programs available in New York State.

**What you should know about concurrent enrollment:**

- These are official TC3 courses, taught according to our master course syllabi, using college-level texts.
- High school faculty approved for concurrent enrollment have submitted a professional application to the college, have had their credentials reviewed, and are authorized adjuncts of TC3.
- Academic work in these courses is at the college level – students should anticipate a rigorous set of objectives and more substantial time commitment for work outside of class.
- These courses create an official TC3 transcript. You are enrolled in a section of a course and an official grade is submitted to the college. The official TC3 transcript will not indicate a special designation for concurrent enrollment courses. It will simply list the course code, semester, and grade.
- Since these courses come with a transcript, this credit can be used toward a degree at TC3 or transferred to most public and many private colleges around the country, though every college and university has its own policies governing transfer credit. We recommend that you check with colleges you are interested in to inquire about transfer credit policies.
- These courses are offered at no cost to the student.

Your decision to enroll in challenging college courses and to begin your college transcript is a big step. The following pages have been assembled to provide you and your family with important information now that you are a college student through the CollgeNow@TC3 Concurrent Enrollment Program. Please read this handbook carefully, and feel free to contact our office if you have any questions or if we can provide additional assistance.

Best Wishes,

A handwritten signature in black ink that reads "Karl F. Madeo".

Karl Madeo  
Director of CollegeNow

P.O. Box 139 • 170 North Street • Dryden, NY 13053-0139

607.844.8222, Ext. 4311 607.844.6535 [collegenow@TC3.edu](mailto:collegenow@TC3.edu) [www.TC3.edu/collegenow](http://www.TC3.edu/collegenow)

## What is a Concurrent Enrollment Course?

Concurrent enrollment, sometimes called dual credit, refers to a course where a student is earning both high school and college credit for one course, which is usually taught at the high school by a high school instructor (who has been approved by TC3). At TC3, in-school concurrent enrollment courses taught by the high school instructor are offered at no cost to the student.

CollegeNow@TC3's Concurrent Enrollment Program is currently seeking **National Alliance of Concurrent Enrollment Partnerships** (NACEP) accreditation. NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.

## Concurrent Enrollment Partner High Schools

Bainbridge-Guilford High School	Madison High School
Candor High School	Marathon High School
Chenango Forks High School	McGraw High School
Chittenango High School	Mexico High School
Cincinnatus High School	Newark Valley High School
Cortland Alternative High School	Newfield High School
Cortland Jr. Sr. High School	OCM BOCES
DeRuyter High School	Owego Free Academy
Dryden High School	South Lewis High School
Gilbertsville – Mount Upton High School	South Seneca High School
Groton High School	Southern Cayuga High School
Harpursville High School	Spencer-Van Etten High School
Homer High School	Tioga Central High School
Ithaca High School	Trumansburg High School
Johson City High School	TST BOCES
Lansing High School	Unatego High School
Lehman Alternative Community School	Union Endicott High School
Louis Gossett, Jr. Residential Center	Whitney Point High School
MacCormick Center	

## Enrollment Procedures

Students must be approved by their high school guidance counselor for admission into concurrent enrollment courses offered in high schools through CollegeNow@TC3. With the assistance of their counselor, students may plan their future education by creating a "pathway". Students can figure out ahead of time what concurrent enrollment courses to take in high school to allow them to get an advanced start on a college degree. This helps eliminate wasted classes at the high school level that do not transfer to college.

Guidelines for student eligibility:

- a. The student has a demonstrated readiness to take a college level course
- b. The student has taken any pre-requisite classes **OR**
- c. The student has demonstrated, through previous high school work, the skills/knowledge necessary for the concurrent enrollment class being taken

Once approval has been granted, the student may register for the course(s) using the registration material that has been provided to their concurrent enrollment instructor by the CollegeNow@TC3 Office. Instructors are also provided with a **Timeline for Inschool Concurrent Enrollment** (Appendix A) that lists very important deadlines that instructors and students need to keep in mind.

When registering for a concurrent enrollment course, students are required to complete and submit:

- **Concurrent Enrollment Course Registration Form** (Appendix B)
- **Affidavit and Application for Certificate of Residency** (Appendix C). This form MUST be notarized and any proof of residence that may be required must accompany the completed form. Some counties have **VERY SPECIFIC** proof of residence requirements. See Appendix D for Certificate of Residency Requirements. The concurrent enrollment instructor will collect these documents from each student and return them to the CollegeNow Office. These forms are also available on our website at <http://www.tc3.edu/collegeNow>.

**NOTE:** Students residing in Tompkins County **ONLY** are no longer required to obtain a Certificate of Residence for concurrent enrollment courses. Students living in **ALL other counties** will need to apply for a Certificate of Residence.

### **Implications of Beginning a College Transcript**

Students need to understand that the grades that they earn in a CollegeNow@TC3 concurrent enrollment course become part of a permanent college transcript.

Poor grades in concurrent enrollment courses could have an impact on college academic standing and eligibility for financial aid after high school.

Students should be aware of any differences in the way that final grades will be calculated for their college transcript grade and their high school credit grade.

Students need to understand the meaning of D, W, WP, WF and should be aware of the **Timeline for Inschool Concurrent Enrollment** (Appendix A).

#### Dropping/Adding a Course:

If a student needs to drop or withdraw from a concurrent enrollment course, an **Official Change of Schedule Form** (add/drop form) (Appendix E) **MUST** be completed to avoid the student receiving an unsatisfactory grade on their TC3 transcript. The completed form, which requires the concurrent enrollment instructor's signature (or counselor signature) must be faxed as soon as possible to 607-844-6535 or mailed.

A concurrent enrollment student may drop or add a course up until the date that 20% of the total course time has elapsed. **In this case, no record will appear on the student's transcript.** If a student wishes to drop a class after the 20% time period, he/she will receive a "W" as a grade on the transcript if the form is submitted before 60% of the total course time is elapsed. This will not affect the GPA. If a student drops a class beyond the 60% time period, the student will receive a notation of "WP" on the transcript if he/she is passing the course. This grade does not affect the GPA. If the student is failing, he/she will receive a grade of "WF", which does affect the GPA. In the case that the student needs to WP or WF from a concurrent enrollment course, ***the instructor will need to provide the grade that the student has earned up until the time of their withdrawal (WP or WF) on the Official Change of Schedule Form that contains the instructor's signature.***

## Grading System

At the beginning of the concurrent enrollment course, the instructor will inform students of the criteria to be used in determining the final grade. This will also appear in the course outline that has been provided to the student by the concurrent enrollment instructor.

*Remember . . .* concurrent enrollment students need to understand the implications of starting a **college transcript**:

- Their grades in concurrent enrollment courses become part of a permanent college transcript
- Poor grades in concurrent enrollment courses could have an impact on college academic standing and eligibility for financial aid **after** high school
- Students should understand the meaning of **D, W, WP, WF** and should be aware of the calendar deadlines for each

Grades posted to the computer system are immediately available to students through IQ.Web. Mid-semester progress reports should be issued to assist students in identifying and correcting academic deficiencies.

The instructor's assessment of each student's achievement should be in accordance with the following grading system:

	<u>Grade</u>	<u>High School Grade</u>	<u>Quality Points</u>
High Achievement	A	93 – 100	4.0
	A-	90 – 92	3.7
Good Achievement	B+	87 – 89	3.3
	B	83 – 86	3.0
	B-	80 – 82	2.7
	C+	77 – 79	2.3
Satisfactory Achievement	C	73 – 76	2.0
Below Satisfactory Achievement	C-	70 – 72	1.7
	D+	69	1.3
	D	66 – 68	1.0
	D-	65	0.7
No Credit	F or WF	64 and below	0.0
<b>Other Grade Notations</b>			
Withdrawal	W		---
Withdrawal Passing	WP		---
Withdrawal Failing	WF		0.0
Incomplete	I		---
In Progress	IP		---
Audit	X		---
Pass	P		---
Administrative Withdrawal	AW		---
SUNY GenEd	SUNY		---
Transfer Credit	TR		---
MMR Withdraw	MW		---
No Credit	NC		---

## Other Grade Notation Definitions

**W - Withdrawal:** The W will be given to students who have officially withdrawn from a class up to the end of the ninth week of classes (before 60% of the total course time is elapsed).

**WP/WF - Withdrawal Passing/Withdrawal Failing:** The WP notation will be given for any course dropped after the ninth week of classes (beyond the 60% time period) and up to the end of the fourteenth week of classes, if the student is passing the course at the time of withdrawal. Otherwise, the student will receive a WF, which factors into the GPA.

Note: The W, WP, and WF deadlines apply to regular 15-week courses. Courses running for shorter periods of time will have different W, WP, and WF deadline dates.

**X - Audit:** Students must declare their preference for audit at the time of registration.

**I - Incomplete:** An Incomplete may be issued upon the student's request at the discretion of the instructor in situations where a student has not completed the course requirements for medical or personal reasons documented to the instructor's satisfaction. If the student fails to complete the requirements before the end of the fourth week of the semester following the semester in which the Incomplete was assigned, the grade will be changed automatically to an F. For self-paced courses, students must reregister for the course if requirements are not completed by the end of the fourth week of the semester following the semester in which the Incomplete grade was assigned.

**IP - In Progress:** The IP grade is designed to allow a student to reregister for a course in the next sequential semester or session, if the student has made significant progress in the course in the previous semester, but not progress sufficient to demonstrate mastery of the subject matter. Rather than have the student repeat the entire course, the student who receives the IP grade can pick up those learning objectives necessary to complete the course in the next sequential semester or session. Only courses with an approved continuance procedure can utilize the IP grade. Such a procedure spells out the process by which students continue their progress in the next semester or session. The procedure must be approved by the academic standards committee and the academic dean. No instructor will be required to accept IP students whose IP grades were assigned by another instructor. An IP grade will change to an F if a student has not reregistered for and achieved success in the course during the next sequential full semester.

**AW - Administrative Withdrawal:** If a student ceases academic related activity an instructor or the Academic Records Office has the right to administratively withdraw them from class. A grade notation of "AW" will be made on the permanent academic record. The AW grade is not calculated into the student's GPA.

**F - Failing:** This grade will be given to students who have failed to complete course requirements. F is a failing grade and factors into the GPA.

**Pass/Fail:** Students may apply up to six credit hours of coursework toward a degree program on a Pass/Fail basis (in addition to the one FITN elective used for the wellness requirement). A Pass grade will be assigned only if the student earns a minimum grade of C in the course. A written request to take a course Pass/Fail must be approved by the instructor and the program coordinator, and filed with the Academic Records Office by the end of the drop period. Credits earned with a grade of P for courses taken on a Pass/Fail basis are not used in calculating the grade point average.

Note: The most recent grade earned in a repeated course will be included in the final GPA.

**All grades earned will be included on the student's permanent record/transcript.**

## Transferring TC3 Credit

Every college and university has its own policies governing transfer credit. Credit is usually accepted on a course-by-course basis and will vary widely at private colleges and those outside of New York . In some cases, a college may accept some, but not all, of these credits. The credits that students earn while participating in the Concurrent Enrollment Program are, of course, accepted at TC3.

Credits are also accepted throughout the SUNY system, though there may be some variability depending on the program chosen by the student. We recommend that students check with colleges they are interested in to inquire about their policies regarding transfer credits.

## Requesting an Official TC3 Transcript

Students may request an **official transcript** by either of the methods below. Transcript requests will only be processed if the request is submitted by the TC3 student. Student information will not be released to a parent/guardian.

**Note:** Please keep in mind that grades for concurrent enrollment courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, all of their courses/grades may not appear.

### Via the Internet:

1. Go to **www.tc3.edu**
2. Select "**Current Students**"
3. Then select "**myTC3**".
4. Click on "**myINFO**" If you have an account, click on **Login**
5. Once you are logged in, select "**Transcript Request**"
6. If you are a new user, you will have to request access.
  - a. Select "**Request Access**"
  - b. Click on:  
**Members of Tompkins Cortland Community College without myInfo (IQ.Web) access**  
Select this option if you are associated with Tompkins Cortland Community College and do not have access to the myInfo (IQ.Web) system.
  - c. Fill in all information and request an account.
7. Once you are logged in, select "**Transcript Request**"
8. Fill in all information for each section and submit.

### Written Request:

If you do not have access to the Internet or are a student who attended prior to 1985, we must have your request in writing. Please include the following information:

- Current name and any previous names
- Student ID (social security number)
- Current address
- Dates of attendance
- Complete address that the transcript is to be sent to
- Your signature

NOTE: There is no fee charged for a transcript request by a concurrent enrollment student.

Make sure you sign the request and fax it to 607.844.6550. You may also mail the request to:

Academic Records Office  
Attn: Transcript Clerk  
Tompkins Cortland Community College  
170 North Street, P.O. Box 139  
Dryden, NY 13053-0139

Due to the large volume of requests, the college requires at least two business days to send out requested transcripts.

## CollegeNow Online

CollegeNow@TC3 now offers juniors and seniors at our partner high schools the opportunity to take TC3 courses online at a significantly reduced tuition rate. These courses are taught online by TC3 faculty and carry full college credit. They are open to all TC3 students and are offered during the Summer, Fall and Spring semesters.

Some high school students take these classes to get a head start on college credit, while others take courses that are accepted by their schools to meet current high school graduation requirements. These courses also serve as an excellent introduction to college level academic work as well as to online learning, an expanding component of higher education throughout the country.

### **Example Online College Courses taken by area high school students:**

ACCT 101 - Principles of Accounting I

ASTR 101 - Introductory Astronomy

ECON 120 - Principles of Microeconomics

ENGL 101 - Academic Writing II

HLTH 206 - Personal Health

POSC 103 - American National Government

PSYC 103 - Introduction to Psychology

SOCI 101 - Introduction to Sociology

The reduced tuition rate is \$60 per credit hour for high school students, a significant savings over the regular tuition rate. This reduced tuition recognizes the role of our partner high schools in providing a mentor and advising services to participating students.

CollegeNow Online requires a school-based mentor. This can be a counselor or a high school teacher who is willing to commit to this job. Duties include: checking in with students during the first week of class to see that they have logged in and begun work on their course; checking in regularly through the semester to make sure students are managing time and assignments well and completing their work.

## Support Services

### Library:

Most library services are available from the TC3 Library Gateway page: [www.tc3.edu/library](http://www.tc3.edu/library)

Library extensions: Accessible by calling 607-844-8222  
4363 (Reference) 4360 (Circulation/Reserves)

### Library contacts:

Lucy Yang, Circulation/Reserves, Ext 4361, [yangl@tc3.edu](mailto:yangl@tc3.edu)  
Ann Sullivan, User Services Librarian, Ext 4395, [sulliva@tc3.edu](mailto:sulliva@tc3.edu)  
Barbara Kobritz, Instructional Services Librarian, Ext 4362, [kobritb@tc3.edu](mailto:kobritb@tc3.edu)

Hours: Please visit [www.tc3.edu/library](http://www.tc3.edu/library) to view the current semester hours.

### TC3 Online Library Catalog:

The library catalog is accessed from the TC3 Library Gateway page. It provides access to book and media items available at TC3. The catalog also provides easy access to 61 other SUNY Library catalogs.

### Electronic Information Resources:

Nearly 20,000 full text periodicals are included in our database subscriptions. Most of the full text periodical databases are available to students and faculty remotely as well as on campus. To find a current list of databases available from the Library Gateway, go to [www.tc3.edu/library](http://www.tc3.edu/library) and choose "Research." In addition to databases, full-text articles, and other electronic library resources, you will also find pages of links to web resources, such as specific class guides and more general subject guides, providing a rich array of information for student research.

### Reserve Materials:

Concurrent enrollment students who wish to check books out of the library need a library card, which is issued to the student by the library staff (students are required to provide identification.) For students who come to the TC3 library as part of their concurrent enrollment class (e.g. ENGL 101), the library staff prepares cards for students prior to their visit. Cards are then distributed in class by the instructor/librarian.

### TC3 ID Cards:

TC3 ID cards are only issued to students who are taking courses on-campus or at one of our extension centers and who pay associated activities fees.

*Note:* Concurrent enrollment students wishing to obtain access to the TC3 Fitness Center may apply for a Community Membership by contacting the Fitness Center manager. Concurrent enrollment students wishing to use the pool services are charged a minimal fee. Note: Children under 18 years of age must be accompanied by an adult (18 years of age or older) who is responsible for their behavior and safety while at the pool.

## About the College

Tompkins Cortland Community College (TC3) is one of 30 community colleges and 64 campuses in the State University of New York system. Located in Dryden, the college serves more than 3,000 students in credit programs and another 3,000 in non-credit workshops and customized training.

The college offers 39 academic programs in business, computers, health, communications, liberal arts, criminal justice, and human services. Specific degree programs include broadcast production, computer forensics, aviation science, engineering science, new media, sport management, and several liberal arts programs, including education and general studies.

The college attracts a diverse student body from most counties in New York State, several other U.S. states, and nearly 70 countries. The learning environment is enriched by students of all ages and backgrounds. About half of the college's graduates transfer as juniors to bachelor's degree programs at a wide variety of colleges and universities around the world, including Cornell University and Ithaca College.

TC3 students study both full-time and part-time, and the college is a leader in online education. The college operates extension centers in Ithaca and Cortland.

TC3 is extensively involved in our community. The college provides contract training for most major employers and provides an array of non-credit workshops designed to build skills relating to computers, leadership and supervision, personal growth, and many other areas. As a learning-centered college, TC3 is strongly committed to building on strengths to achieve student success.

TC3 offers associate degrees and certificates in 39 program areas. Some of these programs are occupationally-oriented, designed to provide the skills you need to enter the job market immediately upon graduation. Other programs are designed to provide the first two years of study toward a bachelor's degree at a four-year college or university.

### Associate in Arts – Transfer (A.A.)

Liberal Arts and Sciences – Humanities

### Associate in Science – Transfer (A.S.)

Aviation Science

Biotechnology

Business Administration

Communication and Media Arts

- Broadcast Journalism Emphasis

Computer Science

- General Sequence
- Engineering Sequence

Criminal Justice

Engineering Science

Environmental Studies

Graphic Design

International Business

Liberal Arts and Sciences

- Adolescence Education (Teacher Education Transfer)

Liberal Arts and Sciences

- Childhood Education (Teacher Education Transfer)

Liberal Arts and Sciences

- Early Childhood Education (Teacher Education Transfer)

Liberal Arts and Sciences

- General Studies

Liberal Arts and Sciences

- Math/Science

Liberal Arts and Sciences

- Social Science

Liberal Arts and Sciences

- Women and Gender Studies

New Media

Outdoor Recreation\*

Photography

- Digital Emphasis
- Fine Arts Emphasis

Recreation Leadership

Sport Management

\* Pending SUNY and NYS Education Department approval.

## Associate in Applied Science - Career (A.A.S)

Accounting

Broadcast Production

- Radio Concentration
- Television Concentration

Business Administration

- Applied Management Emphasis
- Financial Services Emphasis
- International Trade Emphasis
- Marketing Emphasis

Chemical Dependency Counseling

Computer Forensics

Computer Information Systems

Computer Support Specialist

Construction Technology

Criminal Justice

Creative Writing\*

Early Childhood

- General Sequence
- Transfer Sequence

Electrical Technology: Electronics and Computer Systems

Hotel and Restaurant Management

Human Services

Nursing

Office Management and Administration

Paralegal

Web Design

## Certificates

Accounting

Biotechnology

Building Construction

Business Management

Creative Writing

- Poetry and Prose Concentration
- Screenwriting Concentration

Criminal Justice

Electrical Technology

Electronics & Computer Systems – Level I

Electronics & Computer Systems – Level II

Executive Office Assistant

General Studies

Human Services

Manufacturing Management Technology

## Online Degree Programs

Business Administration

Chemical Dependency Counseling

Hotel and Restaurant Management

Paralegal

## Special Programs

Honors Program

\* Pending SUNY and NYS Education Department approval.



# Appendix A

## Concurrent Enrollment Program 2009-2010 Academic Year

### Timeline

Fall Semester - based on a 19-week semester

**Reminder:** All Affirmation of Attendance and grading must be submitted using myTC3.

High School Classes Start..... Week of September 9, 2009 (W)  
High School Last Day of Classes .....Week of January 25, 2010 (M)

Last Date to Add.....September 30, 2009 (W)  
Last Day to Drop..... October 7, 2009 (W)  
Last Day to Withdraw without Academic Penalty (W)..... November 30, 2009 (M)  
Last Day to Withdraw with Academic Penalty (WP/F) ..... January 13, 2010 (W)  
Grades Due for Fall Classes..... February 5, 2010 (F)

On-line grading will be available week of January 18, 2010

Affirmation of Attendance Due..... October 2, 2009 (F)  
(Census Date = Wednesday, October 7, 2009)

NOTE: Affirmation of Attendance M U S T be submitted by using myTC3.

Spring Semester – based on a 19-week semester

**Reminder:** All Affirmation of Attendance and grading must be submitted using myTC3.

High School Classes Start..... Week of February 1, 2010 (M)  
High School Last Day of Classes .....Week of June 14, 2010 (M)

Last Date to Add.....February 24, 2010 (W)  
Last Day to Drop..... March 3, 2010 (W)  
Last Day to Withdraw without Academic Penalty (W)..... April 28, 2010 (W)  
Last Day to Withdraw with Academic Penalty (WP/F) ..... June 2, 2010 (W)  
Grades Due for Spring Classes ..... July 2, 2010 (F)

On-line grading will be available week of June 14, 2010

Affirmation of Attendance Due..... March 8, 2010 (M)  
(Census Date = Monday, February 15, 2010)

NOTE: Affirmation of Attendance M U S T be submitted by using myTC3.



# Appendix B

## Concurrent Enrollment Course Registration Form

Please provide ALL of the information below. Print clearly.

FALL  SPRING  SUMMER YEAR: 20\_\_\_\_ Check ONE semester only.

High School \_\_\_\_\_

Social Security Number \_\_\_\_\_

Anticipated date of High School graduation \_\_\_\_\_

Have you taken a TC3 course before?  Yes  No

Name \_\_\_\_\_  
(Last) (First) (M.I.)

Date of Birth (Month/Date/Year) \_\_\_\_\_ Gender:  Male  Female

Street Address/P.O. Box \_\_\_\_\_

City/State/Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

E-mail Address \_\_\_\_\_

(Please note: Your e-mail address will be used only to contact you with College information)

Student's Phone Number \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
(Last) (First) (M.I.)

Parent/Guardian Phone Number \_\_\_\_\_

**Citizenship Information:**

- U.S. Citizen  
 Permanent Resident – Country of citizenship \_\_\_\_\_

Not a U.S. Citizen – Country of citizenship \_\_\_\_\_

Visa Type \_\_\_\_\_

Are you Hispanic/Latino? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, check only ONE of the following:**

1. Central American  
 2. Dominican  
 3. Mexican  
 4. Puerto Rican  
 5. South American  
 6. Other Hispanic/Latino

**Please indicate your race (select one or more):**

1. American Indian or Alaskan Native  
 2. Asian  
 3. Black/African American  
 4. Native Hawaiian or Other Pacific Islander  
 5. White

Course Number/Title	Office Use Code	School Number	Office Use Only	Credits
sample: ENGL 101 - Academic Writing II	D	15		3
	D			
	D			
	D			
	D			
I give TC3 permission to release my grade(s) for the above course(s) to my high school: <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>Total Credits</b>

I agree to abide by all campus/college rules and regulations that are in effect.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

High School Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** You must provide your notarized Application for Certificate of Residency and necessary proof of residence with this registration form.

# AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY

Pursuant to Sections \*6301 & \*\*6305 of the Education Law

Appendix C

STATE OF NEW YORK, COUNTY OF _____ _____ (Home County)	Social Security _____ Semester _____ Year _____
--	--

I, \_\_\_\_\_ do hereby swear (or affirm)  
 (Full Name)  
 that I reside at \_\_\_\_\_, in the (City)  
 (Local Address)  
 (Village) Town of \_\_\_\_\_, County of \_\_\_\_\_, State of New York; that I now  
 am, or have been for a period of one year to the date of this affidavit (or affirmation) been a resident of the State of  
 New York; that I now am, or have been for a period of six months prior to the date of this affidavit (or affirmation) a  
 resident of the County of \_\_\_\_\_.

Permanent Address: \_\_\_\_\_

**LIST ADDRESS FOR THE PAST FOUR (4) YEARS**

Address Date (From – To)


Home Phone Number \_\_\_\_\_ Name Listed Under \_\_\_\_\_

Citizenship: United States Citizen  Other  Visa Type \_\_\_\_\_ Resident Alien# \_\_\_\_\_

I further state I plan to enroll in \_\_\_\_\_ and that this affidavit (or affirmation) and application is made for the  
 (College)  
 sole purpose of securing from the Chief Fiscal Office of the County of \_\_\_\_\_ a certificate of  
 (Home County)  
 Residence pursuant to the requirements of Article 126 of the Education Law.

Sworn before me this _____ day of _____ _____ 20_____. _____ (Notary Public, State of New York)	_____ (Your Signature) <span style="float: right;">(Date)</span>
<b>THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY</b>	
Certificate issued _____ Date _____ Certificate not issued _____	

\*Education Law, Section 6301 paragraph 4, defines: "Resident" as a person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district or school district, as the case may be, for a period of at least six months, both immediately preceding the date or such person's registration in a community college, or for the purpose of section sixty-three hundred five of this chapter, his application for a certificate of residence.

\*\*Education Law, Section 6305, provides, "The chief fiscal officer of each county, as defined in section 2.00 of the local finance law shall, upon application and submission to him of satisfactory evidence, issue to any person desiring to enroll in a community college as a resident student, a certificate of residence showing that said person is a resident of said county. Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued no earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance."



IMPORTANT

Necessary documents for MU  
accompanying the Affidavit and  
Application for Certificate  
of Residency

**Appendix D**

## Certificate of Residency Requirements

★ Students MUST complete ALL sections of the Certificate of Residence application (including the center section "LIST ADDRESSES FOR THE PAST FOUR (4) YEARS") . . . even if the student has resided at their current residence since birth, they need to indicate THAT address and the date (10/11/92 - present) for example in the space provided.. ★

### Allegany County:

Required with Certificate of Residence Application:

Letter stating the name of the property owner of the student's residence.

### Broome County:

Required with Certificate of Residence Application:

Letter on school letterhead stating: "I know and attest to the fact that XXXX has been a resident of the State of New York for the past one year and the County of Broome for the past six months."

### Cayuga County:

Residents of Cayuga County must complete a special AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE for Cayuga County, which may also be obtained from the Town Clerk's office.

**NOTE:** Students must take the application to their Town Clerk to be certified (having the bottom portion of the form completed by their Town Clerk). Students will also have to prove their residency to the Town Clerk.

### Chemung County:

Requirements: Students **must** go IN PERSON to the Town Clerk's Office and obtain clerk's signature and seal before the application can be submitted to the County.

### Chenango County:

Requirements: Transcripts are **NOT** acceptable. Student must complete the Affidavit and Application for Certificate of Residency. Guidance Office must complete the Affidavit of Residency for Dual Credit Students for **ALL** students in Chenango County and submit to the CollegeNow office.

**NOTE:** Certificate must be obtained within 30 days from the beginning of the semester. Beginning course date must be written on residency application (i.e. September 9, 2009).

### Cortland County:

Requirement: Students residing in Cortland County M U S T provide one proof of residency (**dated one year prior to start date of class**) along with their Affidavit and Application for Certificate of Residency. All documents M U S T have student's current/permanent address listed. A Post Office Box is **not acceptable**.

Cortland County will now accept a copy of the student's high school report card (dated at least September 2008) or transcript (which may be obtained from the high school guidance office) dated one year prior to the start date of the CollegeNow@TC3 course, (to prove that the student has been a Cortland County resident for one year prior to the start date of the course). For example: Course starts 9/9/09 - so the transcript would need to be dated prior to September 2008 to prove that the student has been a Cortland County resident for one year.

**O V E R**

(for additional county requirements)

### Delaware County

Students must provide a transcript (which may be obtained from the high school guidance office) dated one year prior to the start date of the CollegeNow@TC3 course, (to prove that the student has been a Delaware County resident for one year prior to the start date of the course). For example: Course starts 9/9/09 - so the transcript would need to be dated prior to September 2008 to prove that the student has been a Delaware County resident for one year. A Post Office Box is **not acceptable**.

### Oneida County

Students must provide a copy of their driver's license or permit dated at least one year prior to the start of classes. A parent's income tax return from the previous year showing the student as a dependent at the current address.

### Onondaga County:

Students must provide a transcript (which may be obtained from the high school guidance office) dated one year prior to the start date of the CollegeNow@TC3 course, (to prove that the student has been an Onondaga County resident for one year prior to the start date of the course). For example: Course starts 9/9/09 - so the transcript would need to be dated prior to September 2008 to prove that the student has been an Onondaga County resident for one year. A Post Office Box is **not acceptable**.

### Putnam County:

Students must provide a transcript (which may be obtained from the high school guidance office) dated one year prior to the start date of the CollegeNow@TC3 course, (to prove that the student has been a Putnam County resident for one year prior to the start date of the course). For example: Course starts 9/9/09 - so the transcript would need to be dated prior to September 2008 to prove that the student has been a Putnam County resident for one year. A Post Office Box is **not acceptable**.

### Tioga County:

Requirement: Students residing in Tioga County **M U S T** provide one proof of residency (**dated one year prior to start date of class**) along with their Affidavit and Application for Certificate of Residency. All documents **M U S T** have student's current/permanent address listed. A Post Office Box is **not acceptable**.

The following documents are acceptable:

- Student's high school transcript (preferred)
- Parent's income tax return from the prior year with the student's current/permanent address listed.
- Student's learner's permit with the student's current/permanent address listed.
- Student's bank statement with the student's current/permanent address listed.
- Parent's utility bill with the student's current/permanent address listed.
- Parent's driver's license with the student's current/permanent address listed.

### Tompkins County:

For **CollegeNow@TC3** courses **O N L Y**, students residing in Tompkins County are not required to complete a Certificate of Residence Application.

**Remaining Counties:** Lewis, Madison, Otsego, Oswego, Schuyler, and Seneca Counties require **ONLY** an application at this time, in the event that additional proof of residence is required, students will be contacted.

Please contact your county treasurer or department of finance with questions or concerns.

#### **IMPORTANT**

**Necessary documentation  
M U S T accompany student's  
Affidavit and Application for  
Certificate of Residency**

Year: 20 \_\_\_\_\_



# Appendix E

- Spring
- Summer

## Official Change of Schedule Form

This form should be used to **add**, **drop**, **withdraw (W)**, **withdraw passing (WP)** or **withdraw failing (WF)** from a CollegeNow course. Visit the CollegeNow website at [www.tc3.edu/CollegeNow](http://www.tc3.edu/CollegeNow) to view deadlines for your program.

Social Security Number \_\_\_\_\_ High School \_\_\_\_\_

Name \_\_\_\_\_  
 Last First Middle

Address \_\_\_\_\_  
 Street/PO Box Phone  
 \_\_\_\_\_  
 City State/Zip County

E-Mail Address \_\_\_\_\_

### Course(s) to be DROPPED or WITHDRAWN:

Course Name/No.	Office Use Code	School No.	Office Use Only	Course Title	Credits
<i>sample:</i> ENGL101	D	15		Academic Writing II	3
	D				
	D				
	D				
Total Credits					

### Course(s) to be ADDED:

Course Name/No.	Office Use Code	School No.	Office Use Only	Course Title	Credits
<i>sample:</i> ENGL101	D	15		Academic Writing II	3
	D				
	D				
	D				
Total Credits					

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

High School Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

High School Advisor/Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TC3 Academic Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Original: CollegeNow Office

Copy: Student/High School