ROCKET HIGH STUDENT HANDBOOK

SAU TECH Rocket High

2023-2024

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Rocket High

Rocket High, Southern Arkansas University Tech's concurrent enrollment program, is a partnership with school districts within the region to provide an opportunity for qualified students to earn college credit while still in high school, allowing students to get a head start on their college career before graduation. Classes are taught by approved high school teachers during the regular high school schedule. The course materials, assignments and grading standards used in the courses must meet the same standards as regular SAU Tech courses. Courses vary by high school based on the qualifications of the high school instructors. Early College Initiative students attend classes on SAU Tech's campus. High school students may take up to eleven college credit hours each semester.

Benefits

Concurrent enrollment programs encourage more students to continue education beyond high school and improve student success in transitioning from secondary to post-secondary education. Other benefits of concurrent enrollment are:

- Get a jump start on college.
- Save money by reducing the time and cost of obtaining a college degree.
- Learn college level skills before your freshman year.
- Prepare students for college and reduce the need for remedial coursework.

Guidelines

ACT 1097 of the General Assembly provides for students who are enrolled in an accredited high school and meet admission standards of SAU Tech to concurrently enroll for academic courses. High School students who meet the following criteria and procedures may enroll in college classes concurrently with their high school classes:

1. The student must have completed the eighth (8th) grade.

2. Only those students who have the ability to benefit from college-level classes will be enrolled.

3. High school students are subject to all other college regulations, including those related to academic progress, financial responsibility, conduct, adherence to the substance abuse policies, and others as described in the college catalog and student handbook.

4. All arrangements for receiving concurrent high school/college credit and/or arrangements for third party payment of tuition and fees are the responsibility of the student.

5. Prior to enrollment in a math, English, or a college level reading course, students are required to submit the appropriate ACT, Accuplacer Next Generation, ACT Aspire 10th Grade, or SAT test scores or have necessary prerequisite courses.

6. All high school students receiving college credit will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.

SAU Tech expects its students to conduct themselves as responsible members of the college community. Students are expected to assume responsibility for their actions, to respect the rights of others, to conform to the ordinary rules of good conduct, to protect private and public property, and to make effective use of their time in pursuing an education.

Payment Policy

Tuition for concurrent courses taken at the high school is $55 per credit hour. Tuition for classes taken on SAU Tech's campus is $110 per credit hour. Tuition for Internet classes is $55 per credit hour, an Internet fee of $25 per credit hour and $15 for Learning Strategies (this fee applies to first time online students only). Full payment of tuition and fees is required by the specified due date. Tuition and fees can be paid with credit card (Visa, MasterCard, Discover or American Express) via telephone. Payment can also be made in person or by mailing a personal check. If mailing a check, please ensure it arrives before the payment deadline to avoid being dropped from class. Homeschooled and students enrolling in summer courses may set up a payment plan through FACTS Tuition Management Company's e-Cashier at www.sautech.edu. In some instances, students are required to reimburse the high school for tuition paid.

Policies and Procedures

All high school students receiving college credit will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.

A student will not be allowed to register until all admissions requirements are met. Students are only allowed to enroll in a maximum of eleven college credit hours per semester.

A student will not receive college credit for a course he/she in not eligible for. A student who does not register by the deadline or does not have all information submitted will not receive college credit for that course(s).

Students who are not eligible to receive college credit for a class taken at their high school are still able to receive high school credit.

All courses taken will be for college credit and will be posted on the student's college transcript. Poor performance in a concurrent credit course may negatively impact your future college admissions and financial aid.

SAU Tech *does not* award high school credit for a college course taken online or on SAU Tech's main campus. The student must see the high school principal or counselor to discuss this option.

Any new student who is admitted into the school or career center after the registration deadline will not be added to any roster and will not receive college credit.

For repeated courses, the higher of the two grades is the grade that will be used in computing a student's college grade point average.

Students who are not making satisfactory progress (C or better) at the end of the semester may be administratively dropped.

Students will receive the course syllabus from their instructor. Concurrent courses must meet the same outcomes as SAU Tech on-campus courses.

Academic Standing

To be in good academic standing, students must maintain the following standards:

Hours Attempted 1-29   Required Cumulative GPA 1.50
Hours Attempted .... 30 +   Required Cumulative GPA 2.00

A student who does not earn the required cumulative GPA according to the number of semester hours attempted will be placed on academic probation. A student who has been placed on academic probation will have until the end of the next regular semester to show significant improvement in grades or be suspended from SAU Tech.

Significant improvement shall be defined as follows:

Total Hours Attempted 1-29   GPA Earned in Probationary Semester.......................... 1.75
Total Hours Attempted ....30 +   GPA Earned in Probationary Semester.......................... 2.00

Honor Code

The Vice Chancellor for Academics is responsible for processing all matters pertaining to academic misconduct, including honor code violations. The Honor Code is based on the philosophy of mutual trust and honesty that is inherent in the SAU Tech mission and goals statements. Academic violations of the Honor Code consist of the following:

Cheating – The actual giving or receiving of any unauthorized aid of any form on any academic work.

Plagiarism – Direct copying of the language, ideas, and/or thoughts of another and representing the same as one's own work.

Falsification – The statement of any untruth either verbally or in writing with respect to any circumstances relating to one's academic work.

Attempts – Attempts toward the commission of any act which would constitute an academic violation as herein defined (that is, cheating, plagiarism and/or falsification) shall be deemed to be a violation of the honor code and may be punishable to the same extent as if the attempted act had been completed.
Any student who is found by SAU Tech to have either given or received or to have attempted to give or receive information that compromises the intent of a test, quiz, examination, or other form of academic work shall be deemed guilty of a violation of the honor code. The Vice Chancellor for Academics will review all cases and make decisions concerning honor code violations.

Registration Process

Online Admission Application - All new students (students who have never taken a concurrent credit course through SAU Tech) must complete an online application for admission at www.sautech.edu. This must be completed before any paperwork will be processed.

Registration - After being admitted to the college, each student must work with their high school counselor/administrator to register for Rocket High courses. The high school counselor serves as the main academic advisor in collaboration with the Rocket High Coordinator. Homeschooled and students enrolling for summer classes work with the Rocket High Coordinator to register for classes.

- Students must complete the Registration/Consent Form. Forms can be obtained from your school counselor, online, or from the Rocket High Coordinator. The Registration/Consent Form is incomplete if it does not have the proper signatures (student, parent, school representative). Forms without all required information will not be processed or accepted.
- The Registration/Consent Form must be returned to the school counselor or Rocket High Coordinator by the registration deadline. Forms submitted after the deadline will not be accepted or processed.
- Test scores must be submitted along with the Registration/Consent form unless they are already on file in our system. Students without test scores will not be registered.
- Students not meeting all course requirements will not be registered for class.

Payment – Students must pay all tuition and fees not covered by the school district by the payment deadline. Payment is required each semester.

Drop Process

To drop a class, a written request from either the student or instructor stating the student's name, course to be dropped, mailing address, birth date, social security number, reason for dropping, and a signature from the student and/or the instructor should be submitted to the Office of Concurrent Enrollment at SAU Tech. Requests can be submitted by mail, email, or fax.

The student must officially drop the class within the prescribed time allowed for dropping. Students who stop attending a class and fail to follow drop procedures will receive an "F" as their final grade in the course. It is the student's responsibility to drop; however, upon persistent nonattendance, the instructor may administratively drop the student from that class. A drop form needs to be submitted for any student whose schedule changes or who moves.

Course Evaluations

End-of-term student course evaluations will be administered for each course section offered through the Concurrent Enrollment Program. The intent of this evaluation is to provide instructors with student feedback regarding the course. The evaluation is strictly anonymous.

CONCURRENT PLACEMENT MEASURES

ENGLISH ASSESSMENT					
COURSE ENROLLMENT	**ACT** English	**Accuplacer Next Generation** Writing	**SAT** ERW	**ACT Aspire 9th & 10th Grade** English	**PSAT** Writing
ENGL1113 Composition I	19+	263+	510+	428+	26+

READING ASSESSMENT					
COURSE ENROLLMENT	**ACT** Reading	**Accuplacer Next Generation** Reading	**SAT** ERW	**ACT Aspire 9th & 10th Grade** Reading	**PSAT** Reading
ENGL1113 Composition I	19+	259+	510+	428+	26+

MATH ASSESSMENT					
COURSE ENROLLMENT	**ACT** Math	**Accuplacer Next Generation** Math *QAS	**SAT** Math	**ACT Aspire 9th & 10th Grade**	**PSAT**
MATH1023 College Algebra	19+	264+	510+	432+	25+
MATH1063 Math Reasoning	13+	234+	330+		

*QAS = Quantitative Reasoning, Algebra, and Statistics

GRADING

Unsatisfactory Progress

Courses in which high school students are enrolled for concurrent or dual credit enrollment purposes will adhere to SAU Tech's academic policies. A student will be notified when he/she enters unsatisfactory progress status and will be advised to drop that class.

Grading System

Grades are reported at the completion of each semester/summer term. Midterm progress grade reports are mailed out during the fall and spring semesters. Students receiving less than average mid-term grades will be sent notification letters by the counseling staff. Final grades are mailed to the student's permanent mailing address. The final grade report becomes a part of the student's official transcript. A final grade that has been allowed to stand unchallenged for a period of five (5) years is final.

Grading Symbols

A   Excellent
B   Good
C   Average
D   Lowest passing grade (some institutions may not accept as transfer credit)
F   Failing
W   Withdrawal (no credit)
I   Incomplete
AU   Audit (no credit)
P   Passing
NC   No Credit

Grade Point Average (GPA)

The grade point average (GPA) at SAU Tech is calculated as outlined below:

1.   To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
         A = 4 quality points
         B = 3 quality points
         C = 2 quality points
         D = 1 quality point
         F = 0 quality points
         I, W, and AU are not considered in determining GPA.

2.   Add these grade points to arrive at the total grade points earned during a semester.

3.   Divide this grade point total by the total number of credit hours pursued that semester. The cumulative GPA is calculated the same way as the GPA for each term except that all of the student's course work (excluding developmental) is taken into account.

Incomplete Grades

A grade of Incomplete ("I") will be issued only when a student has been unable, because of illness or other circumstances beyond his/her control, to finish assigned class work, papers, or take the final examination. In order to receive a grade of "I," a student must make arrangements with the instructor. The student and the faculty member must sign an Incomplete Grade Contract form. The student and faculty member will receive a copy and the original will be placed on file in the Concurrent Enrollment Office along with a copy of the final grade roster. A grade of "I" not made up within eight (8) weeks after the beginning of the following semester will automatically become an "F." Any additional extension of time requires approval by the Vice Chancellor for Academic Affairs. An "I" or Incomplete is not given in Internet courses. However, a two-week extension to complete work in Internet courses may be granted for extenuating circumstances by the Vice Chancellor for Academic Affairs.

Academic Due Process Guidelines

Grievance or Appeals Process

Grade Appeals

A student has four weeks after a final grade is issued to appeal that grade. The appeals process is as follows:

A. The student must meet with the particular instructor to challenge the grade. Should the outcome be unsatisfactory to the student, the student may petition, in writing, to the Vice Chancellor for Academics.

B. If the Vice Chancellor for Academics is unable to resolve the matter between the instructor and the student, or denies or upholds the written grade appeal of the student, the instructor or the student may appeal in writing through the Vice Chancellor for Student Services to the Grade Appeals Committee.

C. The Grade Appeals Committee will consist of four instructors, a counselor, and two students. The two students and the counselor are appointed by the Vice Chancellor for Student Services. The instructors are appointed by the Vice Chancellor for Academics.

   Each party to the grievance may speak for him or herself or herself, or be represented by an SAU Tech employee. Any procedural disputes arising during the hearing shall be settled by a majority vote of the committee members. The person filing the request for hearing shall present written evidence and speak first. The other side will present second. Each side will then be given an opportunity to sum up its position in the order in which the evidence was presented. This is an internal due process procedure, not a court of law.

D. The Student and the instructor must be advised that the decision of the Grade Appeals Committee is final. The committee should request all pertinent materials for the grade in question. The chairperson of the committee will invite the student and the instructor to meet. Notes on the proceedings must be made and filed with the Vice Chancellor for Student Services. The committee chairperson should inform the Vice Chancellor for Student Services of the decision in writing, and the Vice Chancellor will inform both the instructor and the student.

E. If the committee decides that the grade should be changed, the instructor will change the grade in the registrar's office, according to the committee's decision.

STUDENT SERVICES

Transcripts & Student Records

A college transcript is a complete and unabridged academic record. It is used to communicate information concerning a student from one institution or agency to another. Official transcripts of a student's work may be obtained from the Registrar's Office in accordance with the federal guidelines. Requests may be made in person, by fax, or by written request in the mail; no telephone requests will be honored. Requests for a transcript by mail or fax should include the full legal name of the student (include birth name, if applicable), Social Security number, dates of attendance at SAU Tech, signature, and name and address of the person or institution to which the transcript is to be sent.

Transcripts will not be released when a student has any outstanding financial obligations with SAU Tech. Transcripts from other institutions submitted to SAU Tech become property of SAU Tech and are not reproduced and/or mailed to other institutions, agencies or individuals. Requests for copies of test results, immunization records, or other information from a student's personal admission file should be made to the Registrar's Office.

Transcript Request

To request a free transcript:

Written Procedure	Faxed Procedure	In Person Procedure
Print and complete the Transcript Request Form. This request cannot be honored without the student's written signature. Mail the signed form to: Southern Arkansas University Tech Office of the Registrar P.O. Box 3499 Camden, AR 71711 Email: registrar@sautech.edu	Print and complete the Transcript Request Form. This request cannot be honored without the student's written signature. Fax the signed form to: 870-574-4442	Come to Administration Building 124, AD 126, or AD 130 during normal business hours.

Transfer of Credit

Through the Arkansas Course Transfer System (ACTS), students and parents may view how general education courses transfer among Arkansas' public colleges and universities by selecting the appropriate institutions from the list provided. The Arkansas Course Transfer System may be found at http://acts.adhe.edu/. Please note that the ACTS program is designed to ensure the transfer of "core" courses. However, some majors have specific requirements. It is always important to consult the college you plan to transfer about these issues. Most institutions require a C or better for transfer. Courses with a "D" frequently do not transfer and institutional policies may vary.

Student IDs

Student IDs are issued to SAU Tech students upon request. The IDs may be used in a number of ways: library, student activities, personal IDs for check writing, etc. Student IDs are required in order to have access to the computer commons lab. There is a $5.00 replacement fee for IDs. IDs have to be obtained on campus at the Rocket Success Center/Library.

College Bookstore

Internet students, students taking classes on SAU Tech's campus, and/or students taking classes at their high school after regular school hours are responsible for purchasing their own textbooks. They may purchase their textbooks, supplies, and other personal items in the bookstore. The bookstore is located in the student center and online at https://bookstore.sautech.edu/home.

Rocket Success Center & Library

The Rocket Success Center/ Library provides students access to traditional library resources and student success services. The Center is a one-stop for tutoring, mentoring, career assessment and job placement services. Come by and see what we have to offer! The Rocket Success Center is here to provide you with the support you need to be a successful student.

The Rocket Success Center/ Library provides students with one-on-one tutoring, group tutoring, and online tutoring. The services are provided in the Center and through a service called Upswing. Through this service, students will also be able to see all the tutors available at any given time.

HOURS FOR FALL/SPRING:

Monday-Thursday
8:00 a.m. – 6:00 p.m.

Friday
8:00 a.m. – 12:00 p.m.

HOURS FOR SUMMER:

Monday-Thursday
8:00 a.m. – 6:00 p.m.

Free Online Tutoring for SAU Tech Students

Anytirne, Anywh ere

sautech.upswing.io

Online tutoring ot

Rocket Success Center & Library provides not only in-person session but also online 24/7. Upswing is available for all SAU Tech students. Located between the administration building and student housing. All services are FREE.
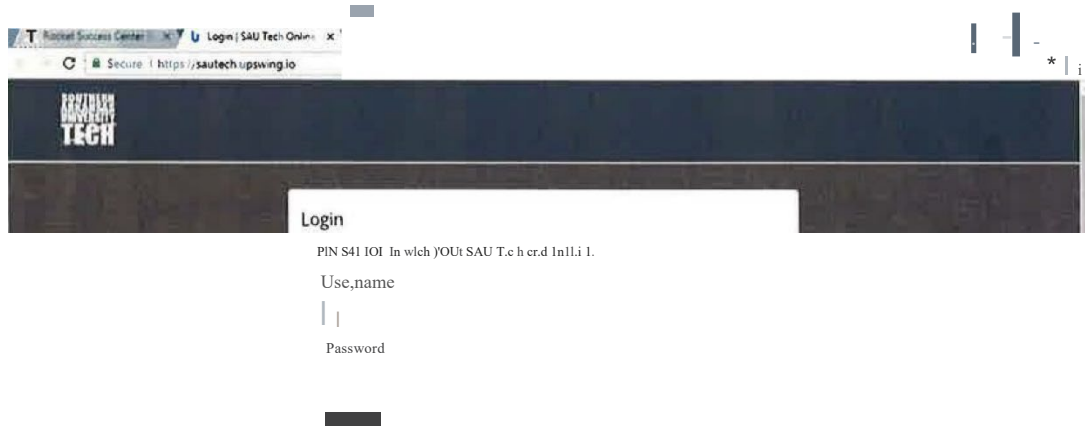
How to Access Upswing

There are two different ways to get to Upswing.

1) Visit sautech.edu

    a. Click "Campus Life" or "Quick Links" tab

    b. Click "Rocket Success Cent r & Library"

    c. Click the word "Upswing"

2) Visit *sautech.upswing.io*

Your screen looks like this:

Login

PIN S4I IOI In wlch)'OUt SAU T.c h cr.d 1n1l.i 1.

Use,name

Password

Welcome to SAU Tech online tutoring!

Student Log-in information:

<u>Username=</u> lastname(first letter capitalized)+first letter of first name (capitalized)+ last four digits of student ID

<u>Password=</u> Saut +last four digits of your Social Security Number (SSN 123-45-6789 is Saut6789)

To schedule with a tutor

a. Click the icon "Meet with a t ut or " or Click "Tutoring" on the blue panel on the left side of the screen

You can search either by subject or tutor

Exam ple : " Co ll ege Algebra"

Once you select your subject, you will get a choice of either in-person SAU Tech tutors or online Upswing tutor.

Ahmed Essam
Upswing Tutor

Rating ●●●●●

Status Of!hne

Q FluentLanguages

Arabic

English

0 Avallablllty

January 2018

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700AM 1130PM

THURSDAY

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FRIDAY

600PM·9 30PM

SATURDAY

7 00 AM 11 30PM

& About Me

AhighlyqualifiedMathematics Physics. ChemistryTutor, andWebAsSllln Expert asl

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A Pop-Up box will appear for you input the subject, time, duration (30 or 60 minutes), and any files or assignments you want the tutor to look at beforehand.

Subject: Subject -,rea•

oa t• : Jan 1S.2018

Time: 4:00 PM

Dur at ion :

Location : Virtual LearningCenter (Online)

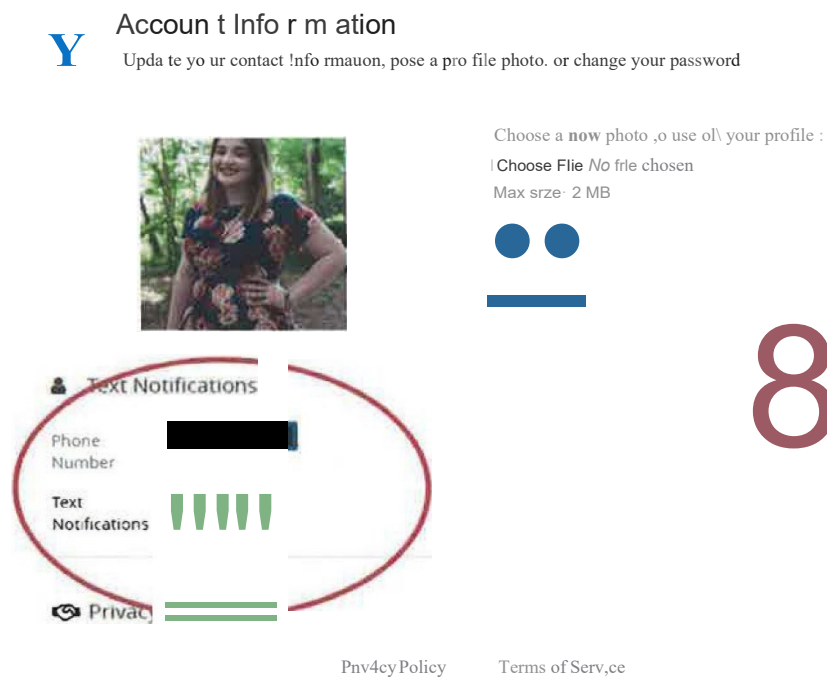# Uifiiii

Get text alerts to your phone!

Click "Account" on the left side of the screen to view your profile. You may upload a picture of yourself and add your phone number to receive a text to remind you of a tutoring session coming up within an hour before. Be sure that your text notifications are "Enabled" like below.

STUDENT LOG-IN WORKSHEETS

MyCollege {htt p:/ / mycollege.saut ech.edu)

Username: Student ID Number

Password: Campus Connect PIN

-If you have never logged in to Campus Connect:

- • Your password will be the last four digits of your SSN without leading zeros.
- • You will be prompted to set a PIN.
- • Once you set a PIN, you will use this for your password to log in from that point forward.
- • To get your student ID number, contact the Registrar's Office.

Write your student ID number here:_____

Write your new PIN here:_____

Computer Log-In, Upswing Log-In, and Brightspace

(htt p:/ / mycollege.saut ech, edu) "For Brightspace click Brightspace on the left side of the page." "For Upswing Click Quicklinks then Upswing."

- • Username: Last name (first letter capitalized)+ first letter of first name (capitalized)+ last four digits of student ID
- • Password: Saut + last four digits of your SSN Number. (SSN 123-45-6789 is Saut6789}
- • For help with Brightspace, contact the Center for Online Learning at 870-574-4453

Write your Computer/Upswing/Brightspace username here: _ _ _ _ _ _ _ _ _ _ _ _

Write your Computer/Upswing/Brightspace password here:_____

Email (htt p:/ / mycoll ege.saut ech.edu) "then click Student Email on the left side of the page"

- • Username: last name+ first letter of first name+ last four digits of student ID@mymail.saut ech.edu
- • Password: The default password for the first time you access is "Passwordl." For some students, the default password may be "password."
- • New password has to be a minimum of 8 characters and contain at least one capital letter and one number.
- • To reset your email password, contact Laura Johnson at 870-574-4513 or ljohnson@sautech.edu

Write your student email address here:_____@mymail.sautech.edu

Write your email password here:_____

SOUTHERN ARKANSAS UNIVERSITY TECH
Academic Calendar
2023-2024

Fall 2023

Classes Begin………………. August 23(SAUT Campus)
Campus Closed (Labor Day) …...........……. September 4
Roster Certification…..........…..........…...September 6
Fall Break……………...........………...…...October 11-13
Mid-Term Grades Due……...............……...October 18
Last Day to Drop……............……….…… November 1
Last Day for Instructor Drops..............…..November 10
Campus Closed (Thanksgiving)............November 22-24
Online Final Exam Deadline................……. December 13
Last Day of Final Exams/Semester Ends......December 14
Final Grades Due…………................…......December 17

Spring 2024

Dr. Martin Luther Jr. Holiday (No Classes) ..…...January 15
Classes Begin………………..................…........January 17
Roster Certification………....................……..... January 30
Mid-Term Grades Due……...............................March 11
Last Day to Complete "I" Grades.................…......March 11
Spring Break……………...................…............March 18-22
Last Day to Drop…...............................………........April 3
Last Day for Instructor Drops…...............................April 25
Online Final Exam Deadline…....................................May 8
Last Day of Final Exams/Semester Ends..........…......May 9
Final Grades Due…………...................…............May 12

Rocket High
Contact Information

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