

# Collegiate High School

## PARENT ORIENTATION



**Moving in the right direction!!!**

Congratulations, your son or daughter is enrolled in the Collegiate High School and is beginning their post-secondary education, enrolling in college classes. What can you do to assist your child as he/she takes on this new challenge? Hopefully, the following information will be helpful as your child begins and continues on the path of higher education.

## **IMPORTANT DATES & INFORMATION**

### Fall 2019

- First Day of Class – August 26, 2019
- Withdraw “W” Date – November 25, 2019
- Last Class Day – December 13, 2019

### Spring 2020

- First Day of Class – January 6, 2019
- Withdraw “W” Date – April 27, 2019
- COM Graduation Date – May 16, 2020
- Last Class Day – May 22, 2019

## **Registration**

- Students must register and pay tuition each semester (fall & spring) for CHS (with Ms. Wren)

## **Textbooks**

- Students must purchase or rent textbooks for class (unless CHS has the books in the Lending Library). ISBN Numbers...

Rental Sites:

[www.chegg.com](http://www.chegg.com)  
[\\*www.amazon.com](http://*www.amazon.com)  
[www.barnesandnoble.com](http://www.barnesandnoble.com)  
[www.textbookrentals.com](http://www.textbookrentals.com)  
[www.campusbookrentals.com](http://www.campusbookrentals.com)  
[www.abebooks.com/](http://www.abebooks.com/)  
[/www.bookfinder.com](http://www.bookfinder.com)  
[www.campusbooks.com](http://www.campusbooks.com)  
[www.cheapesttextbooks.com](http://www.cheapesttextbooks.com)  
[http://www.collegebooksdirect.com/](http://http://www.collegebooksdirect.com/)  
[www.ecampus.com](http://www.ecampus.com)  
<https://www.slugbooks.com/>  
[www.texasbook.com](http://www.texasbook.com)

\*Check Amazon Prime for students

**Website: [www.com.edu/CHS](http://www.com.edu/CHS)**

## **Privacy Rights - FERPA**

Due to *Family Educational Rights and Privacy Act* (FERPA), colleges cannot release a student’s academic information to anyone, even parents. FERPA calls for the protection of student records once they turn 18 or attend a school beyond the high school level – Dual Credit students fall under this classification.

Records (permanent records housed in Admissions) may be released to parents only if:

- A release form must be filled out by the student in the Admissions Office. Student must provide a photo ID.
- Submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax return.

## **Classroom**

Remember that a dual credit course is a college course in all respects and may contain controversial content. Academic Freedom allows faculty and students to pursue relevant course content that may be adult in nature, this may include adult language and images, different philosophical viewpoints, and belief systems.

## **Syllabus Requirements**

A syllabus is your guide to a course and what will be expected of the student in the course. It will include the instructor's name, contact information, and office hours, grading scale, course policies, rules and regulations, required texts, and a schedule of assignments.

- The course syllabus will be distributed and reviewed by your instructor the first week of class. Students must review and adhere to the instructor course syllabus.
- You can also find a list of all syllabi at [www.com.edu](http://www.com.edu) under "Get Connected – Online Resources."

## **Attendance: students sign-in, in the CHS office by 9:30 to be counted present**

Students at CHS/COM are expected to attend and participate in every session of all classes for which they are registered. The only excused absences recognized by COM are those prescribed by law: religious holy days and military service. CHS students are excused from class for state mandated testing at their high school. Students should consult with their instructors when it becomes necessary to miss a class.

## **Early Alert**

The Collegiate High School participates in the Early Warning Program at College of the Mainland. Faculty will refer students to the CHS office or Early Warning Program throughout the semester if they are having difficulty completing assignments or have poor attendance. Students that are reported will be contacted by the Collegiate High School office to discuss what assistance they can offer in order for the student be successful in the course or to discuss if the student should be withdrawn from the dual credit course.

## **Instructor – Drop**

When, in the judgment of the instructor, a student has been absent enough times so that it is unlikely the objectives of the course can be completed, the instructor may initiate steps to drop him/her by notifying the Admissions and Records Office. When requested to do so by the instructor, the Admissions and Records Office will send this student a notice indicating he/she has been dropped from the course. The student will receive a "W" for that course.

## **Student – Drop**

**CHS students must contact Mrs. Wren or Ms. Belcher before withdrawing from a class.** This action will ensure graduation requirements can still be met without the college course credit. When a student withdraws from a class he/she may no longer attend the class. The instructor will notify students of the final drop date on the syllabus.

When a student withdraws (drops) from a college class before the official withdrawal date, a six drop exemption (WX) will appear on the student's transcript. After the drop date (W-day) only a grade of A, B, C, D, F or I can be awarded.

## Grade Scale

College grades are given in a letter grade form (A, B, C, D, F) compared to high school grades which are numerical. Your child's school district converts your letter grade to a numeric grade, not the college or the professor. You must check with the high school counselor to learn how they convert and weight the grade. Also, ask if it affects your class ranking.

## Navigating COM Online

### WEBADVISOR

**Step #1:** Go to [www.com.edu](http://www.com.edu) click on "WebAdvisor" under Get Connected – Online Resources.

**Step #2:** Click on the "What's My User ID/COM ID" link located on the top right side.

**Step #3:** Type in your last name and Social Security # (or COM ID) – Click "Submit."

**Step #4:** Username: \_\_\_\_\_ COM ID # \_\_\_\_\_, Your Username is usually first initial of first name with your last name and maybe #; exp: sbelcher. Password is your seven-digit COM ID number.

**Step #5:** Click "Log In" on the top, and **enter** the Username and Password (COM ID#).

**Step #6:** Click "Submit" button - You will be returned to the WebAdvisor Main Menu – Your name will appear in the top left corner. Click on "Students."

Grades

Transcripts

1098-T Form

FACTS – Payment Plan

Fee Statement & Schedule

Course Evaluations

Online Payments

### E-MAIL

**Step #1:** Go to [www.com.edu](http://www.com.edu), click on "Office 365 Email" under Get Connected – Online Resources.

**Step #2:** Username and Password are the same as your WebAdvisor Username and Password.

**If you have problems with WebAdvisor or email, contact COM IT Helpdesk at 409-933-8302.**

### BLACKBOARD

To access your courses on Blackboard, go to [www.com.edu](http://www.com.edu) click on "Blackboard" under Get Connected – Online Resources or go directly to <http://de.com.edu>. Your **Blackboard Username & Password are the same** as your WebAdvisor and Email User name/Password.

COM provides an online tutorial to cover the most widely used features; click on the Blackboard Learn Tour including:

[My Dashboard](#)

Tools

Announcements

Online Classes

[My Courses](#)

Grades

Email Instructor

To Do List

[COM Library](#)

Direct Link

## **Resources**

### **Tutorial Assistance**

Tutorial assistance is available to all students. These services can be accessed via the COM website <http://www.com.edu/computer-labs> or students can come to any on campus tutoring center during scheduled hours.

### **Speaking Reading & Writing Center**

The Speaking, Reading and Writing Center offers free tutoring services to all COM students. Tutors can help with a writing, reading or oral presentation for any class, not only English or speech classes. They also offer help with content and grammatical/mechanical questions. Visit their website for more information: <http://www.com.edu/srwc>.

### **Library Resources**

Every COM student is given an ID number by the Admissions Office. All students can use this to access the full resources of the COM library databases. Students may also come in during regular library hours. No effort is made to either censor or filter any materials from its collections. More information can be found at <http://libguides.com.edu/home>.

### **Innovations Computer Lab**

Innovations Computer Lab (TVB 1324) is available to dual credit students. The lab is staffed with experienced personnel ready and willing to instruct users in the operation of the computers and the programs. It is equipped with personal computers and printers that are upgraded continually to reflect industry standards. Wi-Fi access is available. <http://www.com.edu/computer-labs/innovations>

### **Students with Disabilities (students must self-identify)**

The mission of Services for Students with Disabilities is to provide a variety of support services, and supply students with disabilities with the resources needed to enroll and successfully complete their course work and/or degree plan. The office works with each student on an individual basis to determine and implement appropriate and reasonable accommodations. Students requesting services are responsible for contacting the Disability Services Counselor upon admission, and for providing current documentation from a qualified professional verifying their disability and the need for services. Services are coordinated to fit the individual needs of the student and may include, but are not limited to:

- Exam and classroom accommodations
- Academic services: Participation in student success workshops
- Academic advisement and counseling
- Referral to on- and off-campus resources
- Advocacy
- Sign Language Interpreting Services (when requested in advance)

Additional information, along with a brochure describing services and sources of campus support and equipment, is available in the Student Success Center in the Enrollment Center Building. Information may also be obtained by contacting 409-933-8379 or 409-933-8524.

### **Important Phone Numbers:**

<b>CHS Office</b>	<b>409-933-8169</b>	
<b>Campus Police</b>	<b>409-933-8403 (non-emergency)</b>	<b>409-933-8599 (emergency)</b>
<b>Cashier</b>	<b>409-933-8377</b>	

## **STANDARDS OF STUDENT CONDUCT**

College of the Mainland assumes that students eligible to perform on the college level are familiar with the standard rules governing proper conduct and that they will observe these rules. COM accepts the concept that where its interests as an academic community are involved, the legal and ethical authority of the institution should be asserted and maintained. These include Appropriate Dress, Scholastic Dishonesty, Disorderly Conduct, Prohibited Conduct, Federal, State, and Local Law, Prohibited Weapons, Drugs and Alcohol, Debts, Disruptions, Behavior Targeting Others, Property, Directives, Gambling, Tobacco and Misuse of Technology.

The rights and responsibilities are described in FLB (Local) policy on the College website at [www.com.edu](http://www.com.edu) under the "About COM" and "Board of Trustees" links. Click on "COM Policies" and select "Students" under "Browse Sections."