High School Partnership Program

Orientation Package

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GatewayCT.edu
What you should know

- GCC and high school holidays and breaks may differ.
- High school students and Gateway students are held to the same academic and behavioral standards. Please see Student Handbook.
- Although they don’t pay tuition, all high school students must purchase textbooks for the class they take at Gateway Community College.
- High school students may only take one course per semester.
- All HSP students must obtain a Gateway ID. GatewayCT.edu/ID-cards
- Students must wear the GCC photo ID at all times while on campus.

High School Partnership students are expected to:

- Attend all scheduled classes.
- Hand in all assignments on time and take all exams as scheduled.
- Respect and obey the rules of the college and those of the professor. Schedule classes that do not conflict with their high school schedule.
- Communicate any conflicts or issues to an ISSP Coordinator or high school counselor.

Academic Integrity

Gateway Community College faculty and staff adhere to the highest standards of academic honesty.

Academic dishonesty is prohibited in accordance with the Board of Regents’ Proscribed Conduct Policy in Section 5.2.1 of the Board of Regents’ Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, zero tolerance for threatening, intimidating, and violent behavior, and other proscribed activities.

Plagiarism is defined as the use of another’s idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally. (Excerpted from the Board of Regents’ Policy 5.2.1, amended 2/22/10).

In addition, unauthorized use of any electronic device to convey information during examinations and all other forms of assessment is considered academic dishonesty.

Course Modalities: Spring 2022

Due to Covid-19, a great number of our courses are being converted to a virtual format. We are offering fully online, LRON, and hybrid courses. A handful of courses will remain on ground. To learn more about how classes are being taught go to GatewayCT.edu/course-modalities
Course Selection

The Following are the ways That HSP students will be placed into math and English courses:
• High School GPA via High School Transcript
• SAT’s
• Accuplacer testing
• Scores on the ACCUPLACER Test, along with SAT’s /Act’s scores, determine placement in Math and English classes.
• High school students must enroll in online or LRON class due to COVID-19.
• Students may not select classes that have prerequisite requirements that they have not fulfilled.
• High School Transcripts

A Change in Plans:
Dropping and Withdrawing from a Class

GatewayCT.edu/Course-Withdrawal-Grading-Options
• Dropping a course will not effect your academic standing if you do so within the first 14 days of the semester .
• To drop a course, fill out and return the HSP drop form to the Registrar’s Office (N214) within the first fourteen calendar days of the fifteen-week semester.
• Students may officially withdraw from a credit course using the HSP Withdrawal form, which must be returned to the Registrar’s Office .
• Students who withdraw after 14 days will receive a grade of “W”. A student with a grade of “W” will be ineligible for academic honors for that semester.

Transcript Requests

Students wishing to send official transcripts to other educational institutions must obtain Request of Transcript forms. There are two ways to do this:
• Find the form in your “my.commnet.edu” account.
• Visit GatewayCT.edu/registrar and download the form which must be completed by the student and submitted to the GCC Registrar Office.
myCommNet & NetID

At Gateway we utilize a state-of-the-art software portal called myCommNet that allows you to access your grades, schedule, online coursework and library databases, all with the same user name and password: your NetID. You can access the software portal at http://my.commnet.edu.

Your NetID

Your user name and password is referred to as your NetID. As a student, your NetID is composed of the following two items:

1. Username: Banner ID (without the “@”)
2. Domain: @student.commnet.edu

For Example: A student with a BannerID of @87654321 will have the following NetID: 87654321@student.commnet.edu

Setting up your password on the first use

The initial password for all new NetIDs will be based on a combination of personal information of your birth date and social security number. Specifically, the following three items will makeup the initial password:

1. 1st three characters of birth month (with first letter capitalized)
2. The Ampersand character - &
3. Last 4 digits of your Social Security Number (if do not have Social Security Number then go to IT N323)

For example, a user with a birth date of 10/24/79 and social security number of 123-45-6789 will have the initial password of: Oct&6789

You will be forced to change your password the first time you logon. The system will ask you to change your password every 6 months.

All on-site services will be done by telephone or appointment. In order to maintain proper social distancing, walk-in services are not available.

You can call 203-285-2040 for assistance. This phone number is remotely monitored and calls will be picked up until 8 pm, Monday through Friday.

During off hours, please contact the 24 hour help desk by scanning the QR code below or by calling 860-723-0221
**Academic Support Services**

**Center for Educational Services (CES)**
[GatewayCT.edu/Center-for-educational-services](GatewayCT.edu/Center-for-educational-services)
*(Room: S205) / (Phone: 285-2217)*
Students enrolled in courses at the college may receive free tutoring. Individual and group tutoring is provided for many entry-level courses at the college. Sign up early, space is limited.

**Library**
[GatewayCT.edu/Library](GatewayCT.edu/Library)
*(Room: L200) / (Phone: 285-2057)*
The library has a variety of services available to students including online academic databases, information literacy instruction and space available for group and project work.

**Student Accessibility Services**
[GatewayCT.edu/student-accessibilities-services](GatewayCT.edu/student-accessibilities-services)
*(Room: S202) / (Phone: 285-2231)*
Students with a documented disability are encouraged to contact the Student Accessibility Services Office as soon as possible to request any necessary accommodations.

**The Writing Center**
[GatewayCT.edu/Writing-Center](GatewayCT.edu/Writing-Center)
*(Room: S212) / (Phone: 285-2245)*
The Writing Center provides students support across the curriculum. Students are able to work with individuals who will help them improve their writing or work on specific writing assignments.
Family Educational Rights and Privacy Act (FERPA)

This brief explanation of the Family Educational Rights and Privacy Act (FERPA) is intended to assist parents of High School Partnership students to better understand the relationship between the college, the student and their parent(s). It is important to know that FERPA laws restricts access to information that is maintained in the college records to anyone but the appropriate college officials and the student. GatewayCT.edu/Registrar/FERPA

What is FERPA?
FERPA is the acronym for the Family Educational Rights and Privacy Act. This federal law was adopted by Congress in 1974. As a condition of receiving federal funds, including student financial aid. Gateway Community College is required to maintain the confidentiality of personally identifiable student information maintained in college records.

Do I, as a parent, have rights under FERPA?
FERPA applies to all schools that receive federal funds, from kindergarten through postsecondary education. The rights provided by FERPA are held by the parent of students in the K–12 setting. However, in the postsecondary (college) setting, FERPA rights transfer to the student.

What rights does FERPA provide?
FERPA provides college students with three (3) basic rights regarding information maintained in college records. These rights are: 1) to inspect and review records (not receive copies); 2) to generally control disclosure/access to such information (with some limited exceptions where the student’s consent is not required); and, 3) to seek correction of erroneous records.
Does my parent/guardian have access to my college information?
Once a student is admitted to college, regardless of age and regardless of whether or not the student has graduated from high school, the rights provided by FERPA belong to the student. As such, the parent of a high school partnership student at Gateway Community College is not entitled to receive information maintained in College records.

Can my parent/guardian receive information if I authorize the college to release the information to them?
While FERPA allows a college student to consent to the disclosure of personally identifiable information maintained in college records, the college is not required to disclose such information. Under FERPA, the college reserves its right to decline to disclose such information when, in the exercise of the college’s judgment, it determines it is appropriate not to disclose student information.

The Gateway Community College faculty and staff hope that this brief introduction to FERPA will assist parents of High School Partnership students to better understand the legal restraints placed on the College regarding its duties to restrict access to student information.

Tips For Success (Online Learning)
- Review the syllabus for each course, create outlines and track due dates for papers, projects, and tests.
- Access educational support early in the semester such as tutoring, the writing center, and library.
- Meet with an academic advisor at the mid-point of the current semester to plan for the next semester.
- Meet with your professors at least once during their posted office hours.
- Social Media, TEAMs, WebEX for the most up to date information on Gateway Community College.
Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record in its programs and activities.