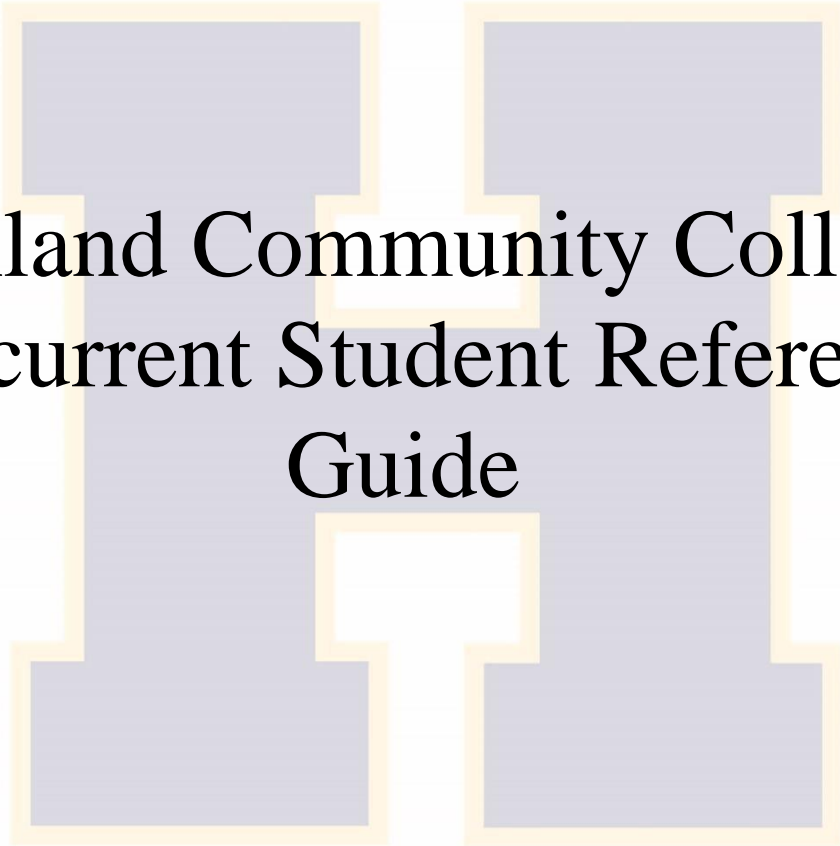# HIGHLAND
COMMUNITY COLLEGE
CONCURRENT INSTRUCTION

Highland Community College Concurrent Student Reference Guide

785.442.6141 • concurrent@highlandcc.edu

From here, you can see anywhere!

Welcome to Highland Community College!

Dear Concurrent Student:

It is our pleasure to welcome you to Highland Community College (HCC). We think you made a good choice in joining the HCC academic community, and we look forward to helping you attain your educational goals. As a high school/college concurrent student, you are to be commended on challenging yourself and getting a jump-start on your college education. One of our goals at HCC is to deliver each student with the guidance and support needed to have a positive educational experience. As an HCC concurrent student, you are a key part of our educational institution and we look forward to serving you.

This reference guide is designed to be a supplement to the Kansas Board of Regents concurrent enrollment policy. You will find here basic information about the college and its operations and policies, which are well established, continually assessed, and updated to reflect changes at the college and in higher education as well. The board of trustees, administration, faculty, and staff are all involved in determining policies and operating procedures. This guide and all updates to it are posted on the HCC Web site at www.highlandcc.edu.

We hope you will find this a useful guide. We promise to do our part to make your educational experience with us a good one, and we wish you all the best for your future.

Sincerely,

Sara M. Smith
Director of Concurrent Instruction
Highland Community College

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Overview & Benefits

Concurrent classes are offered within the high school setting for students at that high school only, during their regular school day. Concurrent credit is given to students for one curriculum that the student is already taking through the high school. Students take one course but receive both high school and college credit.

Concurrent classes are completed in the high school classroom, a setting that students are familiar and comfortable with, and therefore they are more apt to perform better. This also allows for smaller student to instructor ratios than if the course was taken at a college or university

Students get a jump start on the college experience, which will allow for more flexibility in their post-secondary education. Classes are affordably priced – the current cost of tuition and fees can be found at https://highlandcc.edu/pages/tuition-costs_1.

Students are not required to purchase textbooks; instead, the student rents books during the enrolled semester. Most college textbooks range from $50-130 each. Students may be required to purchase consumable books (lab manuals, supplemental books, study guides).

Concurrent Enrollment Requirements

**Concurrent Enrollment of High School Students in Eligible Public
Postsecondary Institutions through Concurrent Enrollments Partnerships**

It is the policy of the Kansas Board of Regents to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling. K.S.A. 72-11a01 through 72-11a05 provide for these opportunities through the Kansas Challenge to Secondary School Pupils Act. The act commonly is known as concurrent enrollment of high school students in eligible postsecondary institutions. Statutory language provides conditions under which secondary schools and eligible postsecondary institutions may establish cooperative agreements, defined as a Concurrent Enrollment Partnership.

While various forms of dual enrollment may be offered under the statute, this policy applies only to Concurrent Enrollment Partnerships formed between a high school and eligible postsecondary education institution in which a high school faculty member teaches a college-level course to high school students at the high school during the regular high school day. These partnerships must conform to paragraph b. of this policy.

Concurrent Enrollment Partnerships do NOT include the following: (1) programs in which the high school student travels to the college campus to take courses prior to graduation during the academic year or during the summer; (2) programs in which college faculty travel to the high school to teach separate courses to high school students; and (3) the College Board Advanced Placement Program and the International Baccalaureate Program, which use standardized tests to assess the student's knowledge of a curriculum developed by a committee consisting of both college and high school faculty.

a. Purposes of Concurrent Enrollment Partnerships
As established by the Kansas Board of Regents, the system-wide purposes of Concurrent Enrollment Partnerships are threefold:
  i. To Reduce Time-to Degree and Lower Costs

Concurrent Enrollment Partnerships enable students to get an early start on their college education, thus potentially reducing the time required to complete a degree and lowering the costs borne by parents, students and taxpayers.

ii. To Challenge High School Students and Promote College-Level Success

Concurrent Enrollment Partnerships are aimed at providing a college-level learning experience for qualified students by enhancing the amount, level and diversity of learning in high school beyond the traditional secondary curriculum. First year experience courses, performing and visual arts courses and advanced science, mathematics and language offerings not available in high school are especially encouraged.

iii. To Foster Improved Relationships Between Kansas Public Postsecondary Education Institutions and Kansas Secondary Schools

Concurrent Enrollment Partnerships are intended to foster improved relationships among stakeholders by clarifying expectations, roles, and responsibilities.

b. Procedures and Standards for Implementing Concurrent Enrollment Partnerships

i. Definitions

For purposes of this policy:

(1) "Concurrent Enrollment Partnership student" means a person who is in grades 10, 11, or 12, or who is gifted and is in grade 9 (see paragraph b.v.(2)); has been admitted to an eligible postsecondary education institution as a degree-seeking or non-degree seeking student; and is enrolled in courses at a high school at which approved high school faculty teach college credit courses during the normal school day.

(2) "Concurrent Enrollment Partnership agreement" means a written memorandum of understanding between an eligible postsecondary institution and a school district for the purpose of offering college-level learning to students who are eligible to enroll in college courses offered at a high school at which approved high school faculty teach said college courses during the normal school day. "Eligible postsecondary institution" means any state university, community college, technical college, municipal university or affiliated institute of technology.

ii. Agreement between Eligible Postsecondary Institutions and School Districts

A Concurrent Enrollment Partnership agreement shall be established between the eligible postsecondary institution and the school district. Such agreement shall satisfy the requirements of K.S.A. 72-11a04 and contain the essential elements provided in this policy. The agreement shall contain, at a minimum:

(1) the names and contact information of the liaisons for both parties, term of the agreement and any provisions for early termination, the individual and joint responsibilities of both parties, information, guidelines and necessary directions for curriculum, faculty, students, assessment, and a listing of principles for assuring quality in programming;

(2) an implementation plan for ensuring high school faculty teaching concurrently enrolled partnership students are integrated into the postsecondary partner institution through orientation, professional development, seminars, site visits, annual evaluations and ongoing communication with the postsecondary partner institution's faculty;

(3) a clause addressing issues of compensation, awarding of credit and course listings for each party;

(4) acknowledgement that the academic credit shall be granted for course work successfully completed by the student at the postsecondary partner institution, which shall qualify as college credit and may qualify as both high school and college credit;

(5) acknowledgement that such course work shall qualify as credit applicable toward the award

of a degree or certificate at the postsecondary partner institution;

(6) acknowledgement that the student shall pay to the postsecondary partner institution the negotiated amount of tuition, fees and related costs charged by the institution for enrollment of the student except in the case of tiered technical courses. Secondary students admitted to postsecondary tiered technical courses conducted by a community college, technical college or institute of technology may be charged fees, but shall not be charged tuition; (K.S.A. 72-4417, as amended)

(7) a plan for ensuring that courses offered through a Concurrent Enrollment Partnership are annually reviewed by college faculty in the discipline at the postsecondary partner institution according to the criteria described in iii. (5); and

(8) a statement indicating the Concurrent Enrollment Partnership agreement shall be reviewed at least every five years by the postsecondary partner institution to assure compliance and quality considerations as outlined in this policy.

iii. Curriculum Standards, Course Content/Materials, and Assessment of Students

Courses administered through a Concurrent Enrollment Partnership shall be university/college catalogued courses with the same departmental id, course descriptions, numbers, titles and credits.

(1) Courses must have been approved through the curriculum approval process of the postsecondary partner institution.

(2) The high school and college-level prerequisites, the content of courses, course goals and objectives, must be the same as those for the same courses offered to students at any location or by any delivery method.

(3) Materials such as textbooks must be comparable to those used in the same course throughout the postsecondary partner institution. Procedures for selection of textbooks and related material by high school faculty who teach concurrently enrolled students must follow the postsecondary partner's institutional policies.

(4) If a course has been approved by Board staff as competency-based, the competencies for the courses must be the same as those for courses not taught to concurrently enrolled students.

(5) College faculty at the postsecondary partner institution shall annually review Concurrent Enrollment Partnership courses in their discipline to ensure that:

    a. Concurrent Enrollment Partnership students are held to the same grading standards and standards of achievement as those expected of students in on-campus sections;

    b. Concurrent Enrollment Partnership students are being assessed using the same methods (i.e., papers, portfolios, quizzes, labs) as students in on-campus sections;

    c. high school faculty are utilizing the same final examination for each Concurrent Enrollment Partnership course as is given in a representative section of the same course taught at the public postsecondary institution awarding the course credit; and

    d. high school faculty are applying the same scoring rubric for the assigned course as is used in the on-campus course; and that course management, instructional delivery and content meet or exceed those in regular on-campus sections.

(6) Remedial/developmental course work shall not be offered as a Concurrent Enrollment Partnership course.

iv. Definitions

(1) Qualifications

    a. High school faculty teaching college-level, non-tiered Concurrent Enrollment Partnership courses shall attain instructional eligibility by meeting the standards established by the Higher Learning Commission of the North Central Association, as

stated that the body's Criteria for Accreditation and Assumed Practices regarding faculty roles and qualifications.

   b. Faculty teaching college-level tiered technical courses through a Concurrent Enrollment Partnership shall attain instructional eligibility by meeting the academic standards addressed above or possess a valid/current industry-recognized credential and a minimum of 4,000 hours of work experience in the specific technical field.

   c. Postsecondary partner institutions may set higher standards.

(2) Orientation, Professional Development and Evaluation

   a. Before approving high school faculty to teach college-level Concurrent Enrollment Partnership courses, the postsecondary partner institution shall provide the high school faculty with orientation and training in course curriculum, assessment criteria, course philosophy, and Concurrent Enrollment Partnership administrative requirements.

   b. The postsecondary partner institution shall provide the high school faculty with ongoing professional development opportunities.

   c. Orientation and/or professional development activities shall include collaborative faculty development programming such as pedagogy, instructional design, course

   d. management, instructional delivery skill improvement, curricular reform initiatives, and student success assessment strategies.

   e. The postsecondary partner institution shall annually conduct evaluations of high school faculty teaching Concurrent Enrollment Partnership courses to ensure compliance with the state expectations for Concurrent Enrollment Partnership courses.

v. Student Eligibility for Enrollment, Advising and Student Guides

(1) High school students enrolled in courses administered through a Concurrent Enrollment Partnership shall be enrolled as degree or non-degree/non-matriculated students at the postsecondary partner institution. Each Concurrent Enrollment Partnership student must meet the postsecondary partner institution's requirements for admission as a degree-seeking or non-degree/non-matriculated student. Concurrently enrolled students shall have met institutional enrollment requirements; satisfied course prerequisites; and followed institutional procedures regarding assessment/placement. In order to enroll in a Concurrent Enrollment Partnership course, students shall achieve the same score or subscore on a standardized placement test as is required for students enrolled in the same on-campus course. Postsecondary partner institutions may establish higher standards.

(2) Students who are enrolled in grade 9 and are classified by a school district as "gifted" according to the State Department of Education's definition, K.A.R. 91-40-1(bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.

(3) The student must be authorized by the high school principal to apply for enrollment.

(4) Advising of students who desire to enroll in Concurrent Enrollment Partnership courses must be carried out by both the high school and postsecondary institution.

(5) Students shall be provided with a student guide created as part of the Concurrent Enrollment Partnership that outlines their rights and responsibilities as university/college students. The student guide shall also provide a description of how courses may be transferred in the Kansas public postsecondary education system.

vi. Concurrent Enrollment Partnership Courses that Include Students Enrolled for Secondary and/or Postsecondary

A course may include students enrolled for postsecondary and/or secondary credit. The postsecondary partner institution is responsible for ensuring that academic standards (course requirements and grading criteria) are not compromised.

Updated May 2021

c. **Reporting of Concurrent Enrollment Partnerships**
    i. **Institutions will report the following as a part of the regular Kansas Postsecondary Database collection:**
        (1) Directory information for each high school student enrolled;
        (2) Credit hours generated by each high school student;
        (3) Credentials of faculty teaching Concurrent Enrollment Partnership courses; and
        (4) Concurrent Enrollment Partnership credit hours generated by each high school student.

    ii.**By January 31 of odd-numbered years, each public postsecondary institution shall provide to Board staff a list of high schools with which it has Concurrent Enrollment Partnership agreements.**
    For each institution, Board staff will select no more than two high schools for reporting. For each high school selected, each institution will submit the following to the Board office:

        (1) Copy of the Concurrent Enrollment Partnership agreement that includes the criteria described in b.ii.;
        (2) Student Guide for Concurrent Enrollment Partnership students as described in b.v.(5); and
        (3) Report resulting from the annual review of Concurrent Enrollment Partnership courses by postsecondary partner institution, aggregated by discipline (as described in section b.iii.(5).

    iii. **By January 31 of odd-numbered years, each institution shall forward to the Board office a copy of all reports resulting from the five-year institutional review of Concurrent Enrollment Partnerships (as described in b.ii.(8)).**

    iv. **All reports shall be reviewed for compliance and the results will be reported to the Board President and Chief Executive Officer.**

Admissions & Preparing for Enrollment in Concurrent Classes

HCC has an open admission policy. To be admitted, each student must complete an application for admission or enrollment form. Any high school student having a gifted IEP or who is classified a sophomore, junior, or senior may be admitted as a student upon written approval from the high school principal. Students should complete the following to get started.

1. Complete at least one of the following tests: ACT, SAT, Asset, or Accuplacer test.
   Students should see their counselor for more information and to sign up for testing.
       a. The ACT and SAT are given periodically throughout the year at various locations in Kansas. An application packet can be picked up in the Counselor's Office
       b. The Asset test is given by HCC to interested sophomores and juniors during the school day at your school around April. There is no fee for this test.
       c. The Accuplacer test is given by HCC at the main campus and regional centers. Other colleges often offer this test and test results can be used for HCC classes.
2. Check scores for placement (refer to Chapter 3 for details)
3. Identify plans to enroll in concurrent classes when completing class schedule with counselor.
4. Start saving money to pay for concurrent classes. Tuition and fees will be due in August/September for fall semester classes and January/February for spring semester classes.

HCC Website, MyHCC & Email Account

The college website is www.highlandcc.edu. In addition to general information about the college, nearly every document in this packet is available on the website.

For more information on the Concurrent Program for High School Students please visit: HCC Concurrent Program. There you will find an overview of our concurrent program, how to get started as a student, information on eligibility and prerequisites, tuition and payments, important dates for the semester, the student handbook, and much more. This website will be a helpful resource to the school counselor, building representative, students, and parents. We encourage that persons participating in concurrent programming visit this site as it was created as a resource for those needing questions answered about this program.

HCC utilizes an online interface for both students and instructors to view course information. The online system is called MyHCC. Students may use MyHCC to enroll, drop, and add concurrent (if instructed to do so), online, regional and on-campus classes, check grades, and pay tuition.

Students will log in to the homepage and enter the user name and temporary password in the HCC Login Box. The first-time user will be required to verify identity with the HCC User ID number and birthdate before accessing their MyHCC account. Upon successful verification, a "Congratulations" screen opens, and the account is ready for access.

Upon accessing the account for the first time, students should change the temporary password to a personal password that they will remember. To change your password, click on the "My Profile" in the HCC myLogin page. Please be sure to read and follow the password guidelines listed and enter your old and new passwords, and then click on save. For assistance, contact the Concurrent Instruction office or the college IT Help Desk at 785-442-6060.

Every student is issued an e-mail account through HCC. After successfully logging into your HCC account, choose the e-mail application from the option screen.

Your e-mail address is lastname.firstname@highlandcc.edu. It is a good idea to check this account periodically as it is the college issued email account. All college information will be sent to this address.

Textbooks

The book rental program is a service provided by HCC. For a nominal fee, textbooks are furnished to each student. This does not include consumable books such as workbooks. Books are distributed by the Concurrent Instruction office and must be returned at the end of the semester.

Any student who fails to return books in accordance with this policy will be assessed the current replacement cost of the book(s). All academic transcripts will be held until payment is received.

Student Placement Testing

Placement testing may be required for College Algebra and Composition I. Proper placement ensures that students have the best chance of successfully completing the course work. HCC encourages all prospective concurrent enrollment students to complete the ACT test during the spring

semester of their sophomore or junior year and have the results sent to HCC. This helps to ensure accurate reporting and provides the necessary placement data for the courses.

The ASSET test is a pen and paper placement test created by the ACT Corporation and used by HCC Concurrent Instruction for placement testing of students who have not completed an ACT test or who need to test for a higher score equivalent. The Concurrent Instruction office conducts these tests by appointment and schedule testing at their respective high schools at least once a year for those needing to be tested to meet placement score requirements. Students are allowed to test twice prior to the semester enrollment to qualify for placement. There is no fee for these two test sessions; additional testing sessions may require a $25 testing fee. There is a minimum two-week wait between tests. The Concurrent Instruction office may test for other institutions; however, there will be a $25 per test charge for that service.

Students may also schedule an Accuplacer placement test at our main campus or regional centers.

Students must have one of the following minimum scores:

TEST	*Composition I	College Algebra	Trigonometry	^Calculus
ASSET	39 Writing	46 Elementary Alg.	NA	NA
ACT	18 English	22 Math	23 Math	25
Accuplacer NextGen	255 (SS)	263 (QR)	260 (AAF)	276 (AAF)

* In some circumstance, a 3.0 Junior English GPA may be considered.
^Also requires High School Trigonometry/Pre-Calculus.

Placement Testing for Students Requesting Accommodations

Both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act require that tests be administered in a manner that does not unlawfully discriminate against individuals based on disability. Under the ADA and Section 504, accommodations are designed to neutralize the effects of the individual's disability.

Common accommodations for students during placement testing are extended time for testing, not to exceed time and one-half, or distraction-free testing. Appropriate testing accommodations are determined based on a student's disability and individual needs. However, an institution is not required to provide any academic adjustments that would lower standards, fundamentally alter the nature of the program, or impose an undue burden on the college.

Students requesting accommodation during placement testing must request such accommodation by completing the HCC online form and provide appropriate documentation from the student's

Individual Education Plan (IEP). The form and documentation must be submitted to HCC one week prior to testing. The Concurrent Instruction office will then work with the school to schedule appropriate testing conditions for the student.

If a student does not notify HCC that accommodations are needed or the accommodations have not been verified, the student may need to schedule an ASSET testing appointment off site at a time convenient for the student and the Concurrent Instruction office.

Updated May 2021

During the COVID-19 Crisis, HCC is making positive changes to impact student enrollment. To view the full placement score chart, please visit [HCC Placement Score Requirements](#). Virtual placement testing will also be available via Zoom. If you need to schedule a virtual Accuplacer test, please visit [Placement Test Scheduling Form](#).

Student Enrollment & Payment Policies

The Concurrent Instruction office or the high school counselor initiates concurrent enrollment in college classes. Each high school has specific procedures, but generally, they will follow one of the following enrollment processes:

1. The Concurrent Instruction office distributes enrollment forms to the high school and then these are given to students along with instructions and payment information. The forms are then collected by the Concurrent Instruction office or high school counselor at a scheduled time at the school after the start of classes, or
2. The high school counselor assists student with online enrollment through their MyHCC account. The student will first fill out the High School Application for Admission. The student will then receive an acceptance email from admissions that will allow them to log into a personal HCC email and website account. From their HCC account the student will be able to register for classes, view a statement of fees they owe, set up payment plans, and email Concurrent Instruction with questions or concerns. The student will also receive an email from Concurrent Instructions with instructions to set up their courses for the semester.

Following enrollment, HCC will confirm student eligibility, placement testing scores, and any prerequisite requirements to complete the enrollment process. Students with a hold on their account from previous semesters will not have their forms processed until the issue is resolved. Possible holds on the account could be due to missing account information or unpaid tuition and fees.

Enrollment is completed at the beginning of the fall and spring semesters or at the end of the previous semester. Some courses, such as science lab classes, may be taught the entire academic year with tuition and fees collected during the spring semester enrollment. The student must complete enrollment and submit payment in a timely manner to ensure college credit for the courses.

Payment for concurrent enrollment classes is typically due mid-September for the fall semester, early February for the spring semester or by the payment due date for students enrolling online through their MyHCC account. High school students are not eligible for federal financial aid until they have achieved a high school diploma. HCC offers a payment plan for all students.

Payment plans are another way HCC makes college more affordable. Payment plans are set up to be made in 3-5 payments throughout the current semester. There is a $25 non-refundable fee plus 10% of the total anticipated balance due immediately to establish a payment plan for all fall and spring semesters.

Guidelines for Use of Payment Plans

1. Students must be paid in full or signed up for the Payment plan by registration day each semester. Contact your counselor or building representative for registration dates.
2. Students who have not signed up for the plan or paid in full by close of business on registration day may be dropped from classes.
3. Students may finance 90% of their semester bill and must *pay 10% of their semester bill upon signing up for the payment plan (*for fall and spring semesters only).
4. Students defaulting on payments may be dropped from classes upon default. (Note: Drops will be made after the second try to debit the card; equivalent to about the 27th of each

month.)
5. Students defaulting on payments may not be allowed to access the payment plan for subsequent semesters.
6. A $30 late fee will be charged for non-sufficient funds.
7. Balances more than 90 days past due may be sent to collections.

If a student is unable to make a payment to their payment plan on time, they should contact Trey Collins in HCC Financial Services at (785) 442-6001. Visit [Payment Plans](#) to review payment plan options and directions for establishing a payment plan.

Dependents of full-time HCC employees are eligible for a waiver of fees. The employee must complete the Dependent Waiver of Fees form with the President's office each semester to confirm eligibility. The waiver is then forwarded to the Concurrent Instruction office to be attached to the student's completed enrollment form.

Final Grades

Final grades represent your instructor's evaluation of your academic work. These grades will be posted to your official transcript. Grade reports are available online by accessing your MyHCC account at www.highlandcc.edu. Your GPA will have an effect on Federal financial aid as well as scholarships and scholastic standing.

An HCC transcript is the record of a student's academic work. It contains a list of courses taken and the grades earned. To request an official transcript, please visit your MyHCC account. Transcripts are free of charge for HCC students

Grade Appeals

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the consistent evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:
1. The assignment of a grade to a particular student on some basis other than documented performance in the course;
2. The assignment of a grade to a particular student by applying more exacting or demanding standards than were applied to other students in the course;
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Step 1: A student who wishes to appeal a course grade must notify the Vice President for Academic Affairs' (VPAA) office within 30 working days of the date on which the grade was posted. The VPAA's office outlines the allowable criteria for appealing a grade (see above) and, if appropriate, provides the student with the grade appeal form and assists in contacting the instructor to begin the process.
Step 2: The student meets with the instructor to review assignment grades, attendance, and any other factors that affected the final grade. The instructor should check all calculations and ensure that any assignments accepted for credit have been posted and included. This meeting must take place within 30 working days of the end of the term for which the grade was posted. The result of

the meeting will be to leave the grade as posted or raise the grade. The instructor will notify the VPAA's office of the result of the meeting. If a grade change is necessary, the instructor submits a grade change request to the Registrar with a copy to the VPAA's office. The VPAA's office will notify the student of the decision via email.

Step 3: If the student is unsatisfied with the decision from step 2 and wishes to file a formal grade appeal, the student must notify the Vice President for Academic Affairs within 10 working days of the decision. The student and the instructor will receive an email from the VPAA requesting all documentation pertinent to the grade appeal. This will include copies of assignments, documentation of absences due to college events, tests, and any other material that is relevant. These materials must be received by the VPAA's office within 10 working days of the date of the request.

Step 4: The VPAA (or designee) reviews all materials from the student and instructor. Within 10 working days, emailed notification is sent to student and instructor of the decision to uphold the grade as posted or change the grade. If a grade change is necessary, the VPAA submits a request to the Registrar.

Step 5: If the student chooses to appeal the Step 4 decision, he or she must notify the VPAA within 10 working days of the notification. A 3-panel review committee, composed of two instructors and an academic advisor/regional director, is convened to review the appeal. This committee may decide to uphold the grade as posted or raise the grade; the committee must send its decision to the VPAA within 15 working days of being convened. The decision is emailed by the VPAA's office to the student, instructor, and Registrar (if a grade change is required). The decision of the committee is final and may not be appealed.

Academic Advising

Academic advising is available to HCC concurrent students in order to make the transition from high school to college. Academic advisors help students explore careers, learn about college majors, and obtain information regarding course prerequisites, graduation requirements, and course load limits. Please contact the Concurrent Instruction office if you need assistance.

Degree Planning & Course Selection

You can find Associate Degree and General Education Requirements in the Appendix. Degree planning can be difficult so we encourage students, even those in high school, to look at our degree planning sheets so they can choose the classes that best fit their goals for the future. Please visit Degree Planning & Course Info for more information on course descriptions, syllabi, and a full list of the academic disciplines offered at HCC. With the help of HCC, high school students have the opportunity to complete anywhere from their general education requirements to an associate degree while obtaining their high school diploma.

Transferability of Courses

The Kansas Board of Regents has now approved over 90 courses for guaranteed transfer among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential.
Course Equivalency Guides can be found at the Kansas Board of Regents website.

HCC has developed transfer guides to assist HCC students in making the smoothest possible transition to other institutions of higher learning. In transferring, nothing will substitute for sound

planning. Students should consult closely with their advisor and the college they are transferring to ensure they enroll in courses that transfer. More information can be found at [HCC Transfer & Credit for Prior Learning](#).

Tutoring

Student Support Services offer tutoring on campus Sunday through Thursday during the regular college semester. Students who are taking courses on campus are the ones most likely to utilize these services, but students not taking courses on campus are welcome to call Student Support Services for assistance during office house, 8:00 AM- 5:00 PM, Monday through Friday. Tutoring sessions are available by Zoom video connections for student not located near the Highland Campus. Students services can be arranging by appointment by calling (785) 442-6058.

Americans with Disabilities Act

Guidelines for Requesting Accommodations
Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the "[Disabilities Self-Identification Form](#)" at [Disability Services](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator. *Concurrent Instructors may state, "**The USD Student Handbook policies and procedures will be followed.**"

Classroom Disruption Policy & Academic Integrity

No acts of disruption in the classroom will be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the College, and/or being insubordinate to College authorities.

Every instructor will:
1. State clearly in the First Day Handout their personal policy about disruptive acts in accordance with their expectations of their students.
2. List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated, and this list is not all inclusive).
3. Send his/her policy (First Day Handout) to the Vice President for Academic Affairs or appropriate Regional Center Director for review and acceptance.

First Offense
For disruptive acts that do not require immediate removal, instructors will warn the student on the first offense to discontinue the offending behavior in all future class sessions. After the instructor has given warning, if the behavior continues, the student may be removed from that class session and directed to the classroom readmission process. The instructor will send a notification of the offense and relevant documentation through the Maxient conduct system. To be readmitted to class, the student must go to the Office of Academic Affairs. The student will meet with the Vice President for Academic Affairs/designee and complete the Classroom Readmission Form with the VPAA/designee. The student should not be allowed back into the classroom until the instructor has received the Classroom Readmission Form or direct communication from the VPAA, VPSS, or Director of Student Life. The instructor is not obligated to allow the student to make up any work that is missed after removal from a class session and before readmission.

Second Offense
When an instructor observes a second incident of classroom disruption (possible immediate removal from class), the instructor will send a notification of the offense and relevant documentation through the Maxient conduct system and the student will enter the Student Conduct Process. The student will not be allowed to return to class until the Student Conduct Process is completed.

Incidents of classroom disruption recorded in the student conduct system are cumulative; multiple or repeated incidents of classroom disruption will ordinarily result in a medium-level sanction which may include removal from the course and forfeiture of any remaining points. However, repeated or severe violations may result in high-level sanctions, such as a loss of scholarship or expulsion from the College.

Immediate Removal
Situations that demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated. If this happens in the classroom, the instructor will immediately ask the student to leave the classroom and the instructor will forward an incident form to the Student Conduct Office for entry into the Student Conduct Process. The student will not be allowed to return to the classroom until the process has been completed. This offense will result in a medium to high consequence which may include removal from the course with an F.

A student may appeal all decisions of classroom disruption through the Student Conduct Process.

*Concurrent Instructors may state, "**The USD Student Handbook policies and procedures will be followed.**"

Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, including cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. This includes but is not limited to giving, receiving, or using unauthorized help on individual and group academic exercises through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and College electronic devices.

Examples of plagiarism include but are not limited to: representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation,

or complete use of someone else's work in any form. Students should submit their own academic work. Faculty should not allow or leave unreported academic dishonesty by the student.

Cheating affects more than just the cheat; it frustrates the honest efforts of other students, degrades the learning environment, and reflects poorly on any institution that tolerates it. At HCC, a record of cheating does not go away at the end of the course or semester. Integrity violations become part of the violator's record. Multiple violations may result in more serious penalties, including possible dismissal from HCC.

Every instructor will:
1. State clearly in the First Day Handout his/her personal policy about academic dishonesty and the consequences for such actions.
2. List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated, and this list is not all inclusive).
3. Send his/her policy (First Day Handout) to the Vice President for Academic Affairs or appropriate Regional Center Director for review and acceptance.

First violations of academic integrity will generate sanctioning by the classroom instructor and will be entered into the database system for tracking of multiple academic integrity issues.

Subsequent violations will generate an institutional response via the student conduct process.

Additionally, a meeting with the instructor is required for first offense academic integrity violations. After more than one academic integrity violation, the student must also meet with the Vice President for Academic Affairs.

Incidents of academic dishonesty recorded in the student conduct system are cumulative; multiple or repeated incidents of academic dishonesty will be turned over to the Conduct Officer and ordinarily result in a medium-level sanction, which may include removal from the course with an F. However, repeated or severe violations may result in high-level sanctions, such as loss of scholarship or expulsion from the College.

A student may appeal decisions of academic dishonesty for the following reasons:
1. There were procedural errors made which significantly impacted the sanction or the findings.
2. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
3. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.

Academic integrity appeals will go through the Student Conduct Process.
*Concurrent Instructors may state, "**The USD Student Handbook policies and procedures will be followed.**"

Academic Integrity

Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which includes but is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. Students should submit their own academic work. Faculty should not facilitate or leave unreported academic dishonesty by the student.

All instructors will state clearly in the first-day handout their policy on academic dishonesty. They will list examples of academic dishonesty and state how such acts will be dealt with (not all acts

of academic dishonesty can be anticipated and this list is not all inclusive). Instructors will also send their first-day handout to the chief academic officer or appropriate concurrent coordinator for review and acceptance

Student Support Services & Reference Guide

A [Concurrent Student Reference Guide](#) can be found on the [HCC Concurrent Program](#) webpage.

Adverse Weather

HCC concurrent classes will follow the high school administration's decisions for adverse weather cancellations. Students should refer to their high school handbook.

HCC Mission, Vision Statement, History, Equal Opportunity

MISSION STATEMENT
HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve.

Vision Statement
Highland Community College is recognized as the college of choice in Northeast Kansas.

History
Highland Community College began in 1858 as Highland University, making it the first college in Kansas. After eight name changes, the college has now provided higher education opportunities to the people of Northeast Kansas for more than 160 years. The college has traditionally prepared students to continue their studies at baccalaureate institutions. Studies conducted at the Regents universities in Kansas show that students who begin their college careers at HCC and then transfer do as well or better academically as all other students who transfer to those universities and those who start there. In 2007, the College expanded its technical offerings when it merged with Northeast Kansas Technical College in Atchison.

Approximately 3,000 students are enrolled on the main campus in Highland, Kansas, at one of HCC's four regional locations in our nine-county service area, or online. Highland Community College offers associate degrees and 18 certificates of achievement in specialized areas. The following associate degree options are available: Associate in Arts (AA), Associate in Science (AS), and Associate in General Studies (AGS), as well as Associate in Applied Science (AAS) degrees in Accounting; Agribusiness; Business Administration; Commercial Photography; Criminal Justice; Graphic Design; Medical Coding; Nursing; Personal Fitness Trainer; Precision Agriculture; or Technical Programs. Certificates are available in Automotive Collision Repair, Automotive Technology, Business Technology, Computer Support Technology, Construction Technology, Diesel Technology, Early Childhood, Electrical Technology, Engineering Graphics & Technology, Enology, HVAC & Plumbing, Industrial Welding Technology, LPN to RN Completion Program, Medical Coding, Medical Office Assistant, Practical Nursing, Precision Agriculture, and Viticulture.

Whether as a conduit to a four-year degree, technical training, professional enhancement, or personal development, the College has continued its mission to provide affordable access to higher education to the citizens of Northeast Kansas.

The college is governed by a six-member Board of Trustees elected from Doniphan County and is coordinated by the Kansas Board of Regents

Updated May 2021

Equal Opportunity Statement
Highland Community College is an equal opportunity institution and does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies or Title IX may be referred to the Vice President for Student Services or Human Resources Manager at 785-442-6000, 606 West Main, Highland, KS 66035. Inquiries concerning the College's compliance with Section 504 and its policies may be directed to the Vice President for Academic Affairs at 785-442-6000, or 606 West Main, Highland, KS 66035.

Philosophy of the Institution & Accreditation

Highland Community College practices an open-door admissions policy and believes it must provide high quality, comprehensive programs that respond to the needs and desires of many different individuals and groups within the service area. Because we are an open-door institution, we serve a wide variety of students: recent high school graduates, nontraditional students, students completing their junior or senior year of high school, and other residents of our service area for which we provide educational and cultural opportunities.

Highland Community College is authorized to operate by the Kansas Board of Regents and is regionally accredited by the Higher Learning Commission (HLC). HLC offices are located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, hlcommission.org, (800) 621-7440/(312) 263-0456. We are authorized by the U.S. Department of Education to participate in the Title IV, HEA programs listed in our Program Participation Agreement available on file in the Financial Aid Office at Highland Community College, 606 W Main, Highland, KS 66035. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS. HCC's Auto Technology Program is ASE Education Foundation (formerly NATEF - National Automotive Technician Education Foundation) certified. HCC Nursing Programs are approved by the Kansas State Board of Nursing (KSBN). The curriculum for both the LPN - RN Program and the PN Program support the statewide alignment as outlined by the Kansas Post-Secondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN. TThe associate degree nursing program at Highland Community College at the Highland Community College Technical Center located in Atchison, KS is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

The college is approved by the Veterans Administration for the training of veterans and veterans' children.

Highland Community College is listed in the United States Office of Education Directory Part 3: Higher Education. The College is also authorized by the Immigration and Naturalization Service to admit non-immigrant students.

Updated May 2021

Location & Delivery Methods

Highland, Kansas, is a rural Northeast Kansas community surrounded by agricultural land and is an easy drive to several large metro areas including St. Joseph, Missouri, Kansas City, and Topeka. The Highland campus is home to over 500 students with 22 apartment-style residence halls, 14 competitive athletic programs, and an active student life including numerous student clubs, music and theatre performances, intramurals, and campus events. The majority of classes are taught by full-time faculty members in a face-to-face setting with a 17:1 student to teacher ratio.

The College serves nine counties in Northeast Kansas. HCC operates Regional Centers in Atchison, Perry, Wamego, and the Western Center is in Baileyville, Kansas. All administrative services for students — advising, placement testing, and enrollment are available at each regional center and online. Regional Centers offer day, evening, and weekend class options to meet our students' schedules.

The IDL system allows students to complete courses being taught at other HCC sites without having to travel to that location. Through a TV, camera setup, and microphone, students are able to physically attend class at one location and fully participate and interact with the instructor and classmates located at other sites. Instructors utilize lecture, board work, videos, and computer sharing to provide a high-quality learning environment.

Hybrid classes combine face-to-face classroom learning with computer-assisted online learning. Time in a hybrid course is divided between classroom learning activities and online classroom participation in the HCC Online platform. Students benefit from the quality instruction delivered through different modes and the flexibility of both the online and classroom learning environments through independent and collaborative work.

The College has an active online program which offers courses in 8-week and 16-week sessions. Several degree programs are available entirely online, offering students the opportunity to pursue their educational goals, such as earning transfer credit or achieving personal and career growth. Online courses are an excellent option when attending college in a traditional classroom is not convenient. Courses taught in the online format meet the same competencies as those in a classroom yet fit the student's schedule.

Contact Information

Ms. Deb Fox	President	dfox@highlandcc.edu
Mr. Randy Willy	Vice President of Finance	rwilly@highlandcc.edu
Dr. Eric Ingmire	Vice President of Student Services	eingmire@highlandcc.edu
Dr. Erin Shaw	Vice President of Academic Affairs	eshaw@highlandcc.edu

Concurrent

Sara M. Smith
Director of Concurrent Instruction
(785) 442-6027
ssmith@highlandcc.edu
concurrent@highlandcc.edu

Tessa Allen
Concurrent/Online Student Services Specialist
(785) 442-6141
trallen@highlandcc.edu

Online

Denise Peters
Director of eLearning
626 Nebraska Ave
Holton, KS 66436
(785) 442-6170
dpeters@highlandcc.edu
hcconline@highlandcc.edu

Erin Carlson
Online Student Services Specialist/Advisor
(785) 442-6171
ecarlson@highlandcc.edu

Highland Main Campus

Admissions (Campus Visits)
(785) 442-6106
admissions@highlandcc.edu

Student Services (Applicants)
(785) 442-6020
admissions@highlandcc.edu

Business Office (Payments)
(784) 442-6001
payments@highlandcc.edu

Registrar (Transcripts)
(785) 442-6025
registrar@highlandcc.edu

Bookstore
(785) 442-6009
bookstore@highlandcc.edu

IT HelpDesk (MyHCC Account)
(785) 442-6060
helpdesk@highlandcc.edu

Regional & Technical

Lucas Hunzinger
Atchison Director
1501 W. Riley
Atchison, KS 66002
(785) 442-6180
lhunzinger@highlandcc.edu
atchison@highlandcc.edu
hcctc@highlandcc.edu

JD Koons
Wamego Director
500 Miller Drive
Wamego, KS 66547
(785) 442-6280
jkoons@highlandcc.edu
wamego@highlandcc.edu

Cara Baker
Western Center Director
313 Nemaha
Baileyville, KS 66404
(785) 442-6240
cbaker@highlandcc.edu
western@highlandcc.edu

Amy DuLac
Atchison Student Services
adulac@highlandcc.edu

Darlene Lee
Allied Health Director
dlee@highlandcc.edu
alliedhealth@highlandcc.edu

Lindsey Milburn
Wamego Student Services Coordinator
lmilburn@highlandcc.edu

Angela Schmale
Western Center Student Services
aschmale@highlandcc.edu

Jennifer Gay
Perry Director
203 W. Bridge
Perry, KS 66073
(785) 442-6400
jgay@highlandcc.edu
perry@highlandcc.edu

Appendix

1) Recommended Courses Based on Interest Area

HIGHLAND IS YOUR POST-SECONDARY EDUCATION PARTNER!

HIGHLAND
COMMUNITY COLLEGE

Students can take college courses in conjunction with regular high school class offerings to earn college credit while in high school.

High school students can earn college credits completely online through Highland Community College's online program. High school students who have completed their freshman year can enroll in HCC courses; however, the Excel in CTE funding is available only to juniors and seniors. Courses are taught by experienced faculty and provide students the opportunity to get a head start on their college degree or jump start their career.

AGRICULTURE
*AB 108^	Principles of Animal Science
AB 126	Principles of Agronomy
*AB 207	Fundamentals of Animal Nutrition
*AB 224^	Range Management

ALLIED HEALTH
BS 104+	Human Anatomy
BS 105+	Human Physiology
*BS 109+	Medical Terminology
BS 110	Nutrition
*NUR201	Certified Nurse Aide *(hybrid)*
PSY205	Human Growth & Development

BUSINESS
*BUS101	Intro to Business
*BUS103	Accounting I
*BUS105^	Accounting II
*BUS116	Intro to Accounting
*BUS210	Marketing
*BUS216^	Managerial Accounting

CRIMINAL JUSTICE
CJ 100	Intro to Criminal Justice
*CJ 105	Intro to Corrections
*CJ 110	Fundamentals of Investigation
CJ 120	Juvenile Delinquency & Justice
*CJ 140	Criminal Procedures

* Excel in CTE funded course.
^ Prerequisite required–visit online.highlandcc.edu for details.
+ Course requires consumable item, additional charges are applicable.

EARLY CHILDHOOD
*ECH100	Early Childhood Fundamentals
*ECH101	Recognizing Child Abuse, Neglect & Head Trauma
*ECH150	Creative Experiences
*ECH180^	Literacy & Language Development
*ECH220^	Principles of Inclusion

GENERAL EDUCATION
A 101	Art Appreciation
BS 101	College Biology
ENG101^+	Composition I
ENG102^	Composition II
M 103+	Music Appreciation
MAT104^+	College Algebra
POL100	US Government
PSY101	General Psychology
SOC101	General Sociology

HUMAN SERVICES
PSY101	General Psychology
PSY205	Human Growth & Development
SOC102	Marriage & Family
SOC104	Intro to Social Work

MEDICAL CODING
BS 104+	Human Anatomy
BS 105+	Human Physiology
*BS 109+	Medical Terminology
*HS 101	Intro to Health Information
*HS 105+	Insurance & Health Information Compliance
*HS 110+	Pathopharmacology

*Excel in CTE Funded course. Tuition is waived and student is responsible for a $15 per credit hour textbook rental fee. Approval of these courses is subject to change. To find out which Excel in CTE will be offered, including career and technical programs not listed, please contact the HCC location nearest you. All class options may not be offered every session.

Highland Community College
Associate in Arts
(60 total credit hours)

BASIC SKILLS (14 Credits)
- ❑ **ENG 101 Composition I (3)**

- ❑ **ENG 102 Composition II: Literature & Research**
  OR ENG 103 Composition II: Rhetoric & Research (3)

- ❑ **SP 106 Public Speaking**
  OR SP 101 Oral Communications (3)

- ❑ **MAT 108 Contemporary Math**
  OR MAT 104 College Algebra
  OR Higher level mathematics (3)

- ❑ **Computer Literacy (1)**
  ___ AB 227 Agriculture Microcomputer I (3)
  ___ A 113 Typography (3)
  ___ A 121 Design Software Applications (3)
  ___ A 139 Computer Graphics: Web Design (3)
  ___ A 215 Graphic Design (3)
  ___ A 223 Computer Graphics: Illustration (3)
  ___ A 224 Computer Graphics: Enhanced Photo (3)
  ___ BUS 130 Microcomputer Applications I (3)
  ___ BUS 132 Micro App. I: Outlook (1)
  ___ BUS 133 Micro App I: Spreadsheet (3)
  ___ BUS 136 Micro App I: Desktop Publishing (3)
  ___ BUS 139 Micro App I: Word Processing (3)
  ___ BUS 181 Micro App I: Word Processing (1)
  ___ BUS 182 Micro App I: Database Manage (1)
  ___ BUS 183 Micro App I: Spreadsheet (1)
  ___ BUS 185 Micro App I: Desktop Publishing (1)
  ___ BUS 186 Micro App I: Integrated Software (1)
  ___ BUS 188 Computer Applications I: Windows (1)
  ___ BUS 189 Micro App I: Electronic Bus Pres (1)
  ___ BUS 246D Micro App I: Web Design (2)

- ❑ **Orientation (1)**
  ___ COL 103 College Success (1)
  ___ AB 114 Agriculture Orientation (2)

HUMANITIES and FINE ARTS (9 Credits)
Select from 3 DIFFERENT areas
- ❑ **Art**
  ___ A 101 Art Appreciation (3)
  ___ A 107 Drawing I (3)
  ___ A 201 Art History Survey: Prehistoric to Medieval (3)
  ___ A 202 Art Hist Survey: Renaissance to Contemporary (3)
- ❑ **Foreign Language**
  ___ LG 101 Spanish I (5)
  ___ LG 102 Spanish II (5)
  ___ LG 201 Spanish III (3)
- ❑ **History**
  ___ HIS 101 United States History to 1877 (3)
  ___ HIS 102 United States History since 1877 (3)
  ___ HIS 103 History of Western Civilization I (3)
  ___ HIS 104 History of Western Civilization II (3)
  ___ HIS 202 Introduction to Ancient History (3)
  ___ HIS 204 Readings in Western Civilization I (3)
- ❑ **Library Science**
  ___ LS 102 Children's Literature (3)
- ❑ **Literature**
  ___ ENG 104 Introduction to Literature (3)
  ___ ENG 202 American Lit: Pre-Colonial to Civil War (3)
  ___ ENG 208 Introduction to Short Story (3)
  ___ ENG 209 American Lit: Reconstruction to Pres (3)
  ___ ENG 210 World Lit: Beginnings to Renaissance (3)
  ___ ENG 211 World Lit: Enlightenment to Present (3)
  ___ ENG 212 British Literature: Middle Ages to 1800 (3)
  ___ ENG 213 British Literature: 1800 to Present (3)
  ___ ENG 215 Diverse Voices in Literature (3)
- ❑ **Music**
  ___ M 103 Music History/Appreciation (3)
  ___ M 146 Musical Theatre History (3) (= to TH 146)
  ___ M 162 Introduction to World Music (3)
  ___ M 223 History of Jazz (3)
- ❑ **Philosophy**
  ___ PHI 101 Introduction to Philosophy (3)
  ___ PHI 102 Introduction to Ethics (3)
  ___ PHI 103 Logic & Critical Thinking (3)
  ___ PHI 105 Religions of the World (3)
- ❑ **Photography**
  ___ PHO 107 History of Photography (3)
- ❑ **Speech**
  ___ SP 103 Oral Interpretation (3)
  ___ SP 105 Interpersonal Communication (3)
- ❑ **Theatre**
  ___ TH 105 Introduction to Drama (3)
  ___ TH 108 History/Appreciation of Theatre Arts (3)
  ___ TH 146 Musical Theatre History (3) (= to M 146)
  ___ TH 208 Film Appreciation (3)

SOCIAL & BEHAVIORAL SCIENCES (9 Credits)
Select from 3 DIFFERENT areas

❑ **Anthropology**
___ ANT 112 General Anthropology (3)

❑ **Criminal Justice**
___ CJ 100 Intro to Criminal Justice (3)
___ CJ 120 Juvenile Delinquency and Justice (3)

❑ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

❑ **Geography**
___ GEO 212 World Regional Geography (3)

❑ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

❑ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

❑ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

ELECTIVES (Must take 19 credits)

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NATURAL & PHYSICAL SCIENCES (9 Credits)
Select 1 from EACH area-must have two labs

❑ **Natural Sciences**
___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness and Sports w/lab (5)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

❑ **Physical Science**
___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

Revised 8/19

Highland Community College
Associate in Science
(60 total credit hours)

BASIC SKILLS (14 Credits)
- ❑ **ENG 101 Composition I (3)**

- ❑ **ENG 102 Composition II: Literature & Research**
  OR ENG 103 Composition II: Rhetoric & Research (3)

- ❑ **SP 106 Public Speaking**
  OR SP 101 Oral Communications (3)

- ❑ **MAT 104 College Algebra**
  OR Higher level mathematics (3)

- ❑ **Computer Literacy (1)**
  - ___ AB 227 Agriculture Microcomputer I (3)
  - ___ A 113 Typography (3)
  - ___ A 121 Design Software Applications (3)
  - ___ A 139 Computer Graphics: Web Design (3)
  - ___ A 215 Graphic Design (3)
  - ___ A 223 Computer Graphics: Illustration (3)
  - ___ A 224 Computer Graphics: Enhanced Photo (3)
  - ___ BUS 130 Microcomputer Applications I (3)
  - ___ BUS 132 Micro App. I: Outlook (1)
  - ___ BUS 133 Micro App I: Spreadsheet (3)
  - ___ BUS 136 Micro App I: Desktop Publishing (3)
  - ___ BUS 139 Micro App I: Word Processing (3)
  - ___ BUS 181 Micro App I: Word Processing (1)
  - ___ BUS 182 Micro App I: Database Manage (1)
  - ___ BUS 183 Micro App I: Spreadsheet (1)
  - ___ BUS 185 Micro App I: Desktop Publishing (1)
  - ___ BUS 186 Micro App I: Integrated Software (1)
  - ___ BUS 188 Computer Applications I: Windows (1)
  - ___ BUS 189 Micro App I: Electronic Bus Pres (1)
  - ___ BUS 246D Micro App I: Web Design (2)

- ❑ **Orientation (1)**
  - ___ COL 103 College Success (1)
  - ___ AB 114 Agriculture Orientation (2)

HUMANITIES and FINE ARTS (6 Credits)
Select from 2 DIFFERENT areas.
- ❑ **Art**
  - ___ A 101 Art Appreciation (3)
  - ___ A 107 Drawing I (3)
  - ___ A 201 Art History Survey: Prehistoric to Medieval (3)
  - ___ A 202 Art Hist Survey: Renaissance to Contemp (3)
- ❑ **Foreign Language**
  - ___ LG 101 Spanish I (5)
  - ___ LG 102 Spanish II (5)
  - ___ LG 201 Spanish III (3)
- ❑ **History**
  - ___ HIS 101 United States History to 1877 (3)
  - ___ HIS 102 United States History since 1877 (3)
  - ___ HIS 103 History of Western Civilization I (3)
  - ___ HIS 104 History of Western Civilization II (3)
  - ___ HIS 202 Introduction to Ancient History (3)
  - ___ HIS 204 Readings in Western Civilization I (3)
- ❑ **Library Science**
  - ___ LS 102 Children's Literature (3)
- ❑ **Literature**
  - ___ ENG 104 Introduction to Literature (3)
  - ___ ENG 202 American Lit: Pre-Colonial to Civil War (3)
  - ___ ENG 208 Introduction to Short Story (3)
  - ___ ENG 209 American Lit: Reconstruction to Pres (3)
  - ___ ENG 210 World Lit: Beginnings to Renaissance (3)
  - ___ ENG 211 World Lit: Enlightenment to Present (3)
  - ___ ENG 212 British Literature: Middle Ages to 1800 (3)
  - ___ ENG 213 British Literature: 1800 to Present (3)
  - ___ ENG 215 Diverse Voices in Literature (3)
- ❑ **Music**
  - ___ M 103 Music History/Appreciation (3)
  - ___ M 146 Musical Theatre History (3) (= to TH 146)
  - ___ M 162 Introduction to World Music (3)
  - ___ M 223 History of Jazz (3)
- ❑ **Philosophy**
  - ___ PHI 101 Introduction to Philosophy (3)
  - ___ PHI 102 Introduction to Ethics (3)
  - ___ PHI 103 Logic & Critical Thinking (3)
  - ___ PHI 105 Religions of the World (3)
- ❑ **Photography**
  - ___ PHO 107 History of Photography (3)
- ❑ **Speech**
  - ___ SP 103 Oral Interpretation (3)
  - ___ SP 105 Interpersonal Communication (3)
- ❑ **Theatre**
  - ___ TH 105 Introduction to Drama (3)
  - ___ TH 108 History/Appreciation of Theatre Arts (3)
  - ___ TH 146 Musical Theatre History (3) (= to M 146)
  - ___ TH 208 Film Appreciation (3)

SOCIAL & BEHAVIORAL SCIENCES (6 Credits)
Select from 2 DIFFERENT areas.
❏ **Anthropology**
___ ANT 112 General Anthropology (3)
❏ **Criminal Justice**
___ CJ 100 Intro to Criminal Justice (3)
___ CJ 120 Juvenile Delinquency and Justice (3)
❏ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)
❏ **Geography**
___ GEO 212 World Regional Geography (3)
❏ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)
❏ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)
❏ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

ELECTIVES (Must take 14 credits)

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MATHEMATICS OR SCIENCES (20 Credits)
❏ **Natural Sciences**
___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 109 Medical Terminology (3)
___ BS 110 Nutrition (3)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)
___ PE 250 Exercise Physiology (3)
❏ **Physical Science**
___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 105 World Physical Geography (3)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)
❏ **Mathematics**
___ MAT 105 Trigonometry (3)
___ MAT 106 Calculus I (5)
___ MAT 107 General Calculus and Linear Algebra (3)
___ MAT 110 Calculus II (5)
___ MAT 201 Calculus III (5)
___ MAT 202 Differential Equations (5)
___ MAT 203 Basic Statistics (3)

Revised 8/19

Highland Community College
Associate in General Studies
(60 total credit hours)

BASIC SKILLS (14 Credits)
- ❑ **ENG 101 Composition I (3)**

- ❑ **ENG 102 Composition II: Literature & Research**
  OR ENG 103 Composition II: Rhetoric & Research (3)

- ❑ **SP 106 Public Speaking**
  OR SP 101 Oral Communications (3)

- ❑ **MAT 100 Beginning Algebra**
  OR higher level mathematics (3)

- ❑ **Computer Literacy (1)**
  - ___ AB 227 Agriculture Microcomputer I (3)
  - ___ A 113 Typography (3)
  - ___ A 121 Design Software Applications (3)
  - ___ A 139 Computer Graphics: Web Design (3)
  - ___ A 215 Graphic Design (3)
  - ___ A 223 Computer Graphics: Illustration (3)
  - ___ A 224 Computer Graphics: Enhanced Photo (3)
  - ___ BUS 130 Microcomputer Applications I (3)
  - ___ BUS 132 Micro App. I: Outlook (1)
  - ___ BUS 133 Micro App I: Spreadsheet (3)
  - ___ BUS 136 Micro App I: Desktop Publishing (3)
  - ___ BUS 139 Micro App I: Word Processing (3)
  - ___ BUS 181 Micro App I: Word Processing (1)
  - ___ BUS 182 Micro App I: Database Manage (1)
  - ___ BUS 183 Micro App I: Spreadsheet (1)
  - ___ BUS 185 Micro App I: Desktop Publishing (1)
  - ___ BUS 186 Micro App I: Integrated Software (1)
  - ___ BUS 188 Computer Applications I: Windows (1)
  - ___ BUS 189 Micro App I: Electronic Bus Pres (1)
  - ___ BUS 246D Micro App I: Web Design (2)

- ❑ **Orientation (1)**
  - ___ COL 103 College Success (1)
  - ___ AB 114 Agriculture Orientation (2)

HUMANITIES and FINE ARTS (6 Credits)
Select from 2 DIFFERENT areas.
- ❑ **Art**
  - ___ A 101 Art Appreciation (3)
  - ___ A 107 Drawing I (3)
  - ___ A 201 Art History Survey: Prehistoric to Medieval (3)
  - ___ A 202 Art Hist Survey: Renaissance to Contemporary (3)
- ❑ **Foreign Language**
  - ___ LG 101 Spanish I (5)
  - ___ LG 102 Spanish II (5)
  - ___ LG 201 Spanish III (3)
- ❑ **History**
  - ___ HIS 101 United States History to 1877 (3)
  - ___ HIS 102 United States History since 1877 (3)
  - ___ HIS 103 History of Western Civilization I (3)
  - ___ HIS 104 History of Western Civilization II (3)
  - ___ HIS 202 Introduction to Ancient History (3)
  - ___ HIS 204 Readings in Western Civilization I (3)
- ❑ **Library Science**
  - ___ LS 102 Children's Literature (3)
- ❑ **Literature**
  - ___ ENG 104 Introduction to Literature (3)
  - ___ ENG 202 American Lit: Pre-Colonial to Civil War (3)
  - ___ ENG 208 Introduction to Short Story (3)
  - ___ ENG 209 American Lit: Reconstruction to Pres (3)
  - ___ ENG 210 World Lit: Beginnings to Renaissance (3)
  - ___ ENG 211 World Lit: Enlightenment to Present (3)
  - ___ ENG 212 British Literature: Middle Ages to 1800 (3)
  - ___ ENG 213 British Literature: 1800 to Present (3)
  - ___ ENG 215 Diverse Voices in Literature (3)
- ❑ **Music**
  - ___ M 103 Music History/Appreciation (3)
  - ___ M 146 Musical Theatre History (3) (= to TH 146)
  - ___ M 162 Introduction to World Music (3)
  - ___ M 223 History of Jazz (3)
- ❑ **Philosophy**
  - ___ PHI 101 Introduction to Philosophy (3)
  - ___ PHI 102 Introduction to Ethics (3)
  - ___ PHI 103 Logic & Critical Thinking (3)
  - ___ PHI 105 Religions of the World (3)
- ❑ **Photography**
  - ___ PHO 107 History of Photography (3)
- ❑ **Speech**
  - ___ SP 103 Oral Interpretation (3)
  - ___ SP 105 Interpersonal Communication (3)
- ❑ **Theatre**
  - ___ TH 105 Introduction to Drama (3)
  - ___ TH 108 History/Appreciation of Theatre Arts (3)
  - ___ TH 146 Musical Theatre History (3) (= to M 146)
  - ___ TH 208 Film Appreciation (3)

SOCIAL & BEHAVIORAL SCIENCES (6 Credits)
Select from 2 DIFFERENT areas.

❑ **Anthropology**
___ ANT 112 General Anthropology (3)

❑ **Criminal Justice**
___ CJ 100 Intro to Criminal Justice (3)
___ CJ 120 Juvenile Delinquency and Justice (3)

❑ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

❑ **Geography**
___ GEO 212 World Regional Geography (3)

❑ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

❑ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

❑ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

NATURAL & PHYSICAL SCIENCES (5 Credits)

❑ **Natural Sciences**
___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness and Sports w/lab (5)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

❑ **Physical Science**
___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

Revised 8/19

ELECTIVES (Must take 29 credits)

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