



Congratulations on your decision to accept the challenge and joy of teaching a College Jumpstart course.

St. Norbert College (SNC) provides several options for high school students to experience, and earn credit for, college courses prior to high school graduation. For each of these options, students are considered to be in a “non-degree seeking” status.

- An Early College Credit Program student is a student who is enrolled in high school and is also enrolled in SNC courses—on SNC’s campus.
- A College Jumpstart student is a student who is enrolled in high school and is also enrolled in SNC courses—held at the high school (high school teachers deliver the course on behalf of SNC).

A student’s acceptance into College Jumpstart and admittance into your course(s) means that he or she is an exemplary student with great potential for achievement. More will be expected from you and your students when compared to a typical high school course. Your students will experience the pace, rigor and demands of a college-level course. After completing College Jumpstart courses, your students will be better prepared for full-time college study than their fellow students who did not participate in a dual credit course.

This handbook outlines policies and procedures that you are responsible for as a St. Norbert College Jumpstart instructor. If you have any questions along the way, please talk with me or the faculty liaison for your discipline (listed on page 8).

Contact us for more information.

St. Norbert College
College Jumpstart
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De Pere, WI 54115

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College Jumpstart Mission Statement

- To expose academically qualified high school students to the challenges of college course work, expectations and standards.
- To provide students a first step toward the wonderful transition to the collegiate experience by introducing them to the Mission and educational values of St. Norbert College's liberal arts tradition and offering rigorous college-level work while remaining in the high school setting.

What is College Jumpstart (CJ)?

St. Norbert's College Jumpstart started in 1963. It is a concurrent or dual enrollment partnership with fifteen participating high schools. Each course covers the same content, has the same expectations and awards the same credit as courses taught on the St. Norbert College campus. High school faculty, who meet HLC requirements and have been approved by the corresponding college disciplines, teach the classes.

College Jumpstart dual credit courses are taught on the high school campus during high school hours. A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit at the same time. By participating in College Jumpstart, you can make substantial progress toward your college degree before finishing high school.

The Program

More than 25,000 high school seniors have participated in College Jumpstart since it began in 1963. Currently, more than 600 students a year take St. Norbert College courses at participating high school campuses in northeast Wisconsin and Michigan's Upper Peninsula.

Qualified instructors, specially selected and approved by St. Norbert College, teach classes in English, mathematics, theology, and leadership studies.

St. Norbert College's history and reputation for academic excellence have earned College Jumpstart credibility among major colleges and universities across the country. Many of those colleges and universities accept St. Norbert College credits.

Benefits of College Jumpstart Courses for students

- Students take a college level course gaining college level skills and knowledge while still in high school.
- Students gain a competitive edge over other college applicants,
- Students save on tuition and room and board: College Jumpstart students pay less than 5 percent of the standard cost of a 4-credit course. Students who transfer in credits can reduce the number of semesters spent in college OR can take more electives in college if they stay the full four years.

How is College Jumpstart Different than Advanced Placement (AP)?

Overall, St. Norbert College College Jumpstart provides talented students with many more benefits than an AP course. The courses that College Jumpstart provides are college courses, listed in the official SNC course catalog. Students are assessed throughout the course by exams, papers and presentation and receive a St. Norbert College transcript to transfer the course to most colleges and universities.

Of course, College Jumpstart students may also take the AP exam, but no college will grant credits from St. Norbert College AND from the AP exam.

Also, about 25 percent of the schools transfer not only the credits but also the GPA. This depends on their college transfer policy.

The two programs are compared in the table below.

St. Norbert College courses	AP course
Students are enrolled in actual college courses as St. Norbert College special students.	Students participate in one high school course taught to include the content that will be tested on the A.P. exam.
Students receive a St. Norbert College transcript with the grade they receive in the course.	Students take a high stakes exam at the end of the course, which some colleges may use to waive certain credits.
Students earn college grades and a college GPA in some cases.	No college grades are assessed.
Teachers go through a screening process in order to be accepted as adjunct SNC instructors. A set curriculum is in place with required texts.	Anyone can teach AP courses. In addition, the student does not need to take any formal class in order to take the test.
As students enrolled in a SNC course, students have complete access to the SNC library.	No special privileges.
Instructors meet regularly with a SNC faculty liaison to discuss curriculum.	No required curriculum or required meetings.

<p>Students have an entire year of assessment and teacher feedback for improvement. The grading reflects a year's worth of student achievement.</p>	<p>The credits depend on the student's performance on one test. This high stakes testing does not necessarily reflect student achievement because of test anxiety or poor health on test day.</p>
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The Instructors

High school faculty who teach College Jumpstart courses are evaluated, selected and supported by St. Norbert College academic disciplines and faculty liaisons. The faculty have a Masters degree that includes at least 18 graduate credits in the discipline that is being taught.

The Courses

The course work in each subject follows the syllabus designed for the college students taking the course at St. Norbert College. The content, assignments, projects and assessments for courses are held to the same standards as those taught on the St. Norbert College campus. As a College Jumpstart student, you will work toward the same outcomes as on-campus students. Students who successfully complete courses offered through College Jumpstart earn St. Norbert College credit, verified by an official transcript.

College Jumpstart Course Descriptions and Learning Outcomes

**ENGL 101 English Composition (Core: WI)
4 credits (Semester-long)**

This course introduces the basics of college-level writing. In it, students will learn effective strategies of argumentation, including: creating a coherent claim or thesis; analyzing and responding to others' arguments; handling and citing evidence; and adapting written work to different audiences and subjects. Students will also learn how to make their ideas clear and coherent at the level of sentence, paragraph and document. Writing assignments may be on a variety of topics and students should expect to draft and revise their writing.

Upon completion of ENGL 101, students will be able to:

1. Offer a thesis that is contestable, supportable with available evidence, and conceptually specific.
2. Defend that thesis using coherent reasoning and appropriate evidence.
3. Consider objections and alternative viewpoints.
4. Use sources of information appropriately.
5. Organize their writing clearly at the level of document and of paragraph.
6. Display competency in basic mechanics—punctuation, spelling, grammar.

ENGL 150 Introduction to Literary Studies (Core: EI, WI)

4 credits (semester-long)

In this course, students cultivate an appreciation for literature and develop the skills of close reading and analysis of selected works from the genres of poetry, fiction, drama and nonfiction prose according to the various principles and techniques of literary criticism.

Upon completion of ENGL 150, students will be able to:

1. Distinguish between the major types of literary writing: poetry, prose, and drama.
2. Offer a thesis appropriate for the field of literary studies.
3. Provide convincing close readings of literary texts to defend that thesis.
4. Find and use sources appropriate for literary studies.
5. Consider alternative interpretations.
6. Develop a clear voice and style that is appropriate for literary studies.
7. Display competency in basic mechanics—punctuation, spelling, grammar.

LEAD 100 Leadership Theory and Practice

4 credits (semester-long or year-long)

Introduces and acquaints students with the history of leadership studies, past and current leadership theories and styles, and their practical implementation in the daily operational activities in the fields of health studies, engineering/manufacturing, international business or education. The course focuses on definitional issues (What is leadership?) and explanations (How does it work?). At the end of the course students are expected to demonstrate basic knowledge in various approaches, frameworks and activities of leadership theory, particularly within their chosen field of study and be able to give practical examples of leadership within those fields.

Leadership Studies Learning Objectives

- Understand that leadership is a process, a skill, a commitment, and an action.
- Develop comfort in considering the theoretical underpinnings when observing leadership in action.
- Assess the credibility of leadership studies scholarship and key scholars in the field.
- Be exposed to different local leaders and their concepts and philosophies of leadership.

MATH 131 Calculus and Analytic Geometry 1 (Core: QR)

4 credits (year-long)

Pre-calculus mathematics will be presumed but reviewed as needed. Topics include limits and continuity of functions; the derivative, its meaning, computation and applications; the definite integral, its meaning, computation and applications; differentiation and integration of logarithmic, exponential and trigonometric functions; and the fundamental theorem of calculus. Prerequisite: four years of college preparatory math in high school, MATH 115, or through CCP math placement test.

MATH 132 Calculus and Analytic Geometry 2 (Core: QR)

4 credits (year-long)

Topics include applications of integration, methods of integration, indeterminate forms and improper integrals, elementary differential equations, and series. Prerequisite: MATH 131

College Jumpstart Math 131 Objectives

As a result of taking this course, students will be able to

1. Limits

a. Definitions:

- i. Identify whether or not a one sided or two sided limit exists both analytically and graphically.
- ii. Identify the three behaviors that cause a limit not to exist (oscillation, unboundedness, and mismatched one-sided limits) both analytically and graphically.
- iii. Describe the end behavior and asymptotes of functions given graphically or as an equation in terms of limits involving ∞ .
- iv. Define continuity in terms of graphical information and limit statements.
- v. Identify whether or not functions are continuous at a point given a graph or an analytic definition. If the function is not continuous at the point, they will be able to identify the type of discontinuity (jump, removable, or infinite).
- vi. Draw the graph of a function with given properties described in terms of continuity or limit statements, including those involving ∞ .

b. Applications

- i. Understand and use the Intermediate Value Theorem and the Extreme Value Theorem.
- ii. Understand and use the Sandwich/Squeeze theorem when given functions which meet its hypothesis.

2. Derivatives

a. Definitions:

- i. Interpret the derivative as the rate of change of a function, both at a specific input and as a function in its own right.
- ii. Understand the definition of the derivative both graphically (the limit of the slopes of secant lines is the slope of the tangent line) and analytically (both limit definitions, $h \rightarrow 0$ and $x \rightarrow a$).
- iii. Interpret limits as derivatives when they are in the appropriate algebraic form.
- iv. Understand the relationship between continuity and differentiability.
- v. Understand the relationship between the slope of the tangent line of a function at a point and the slope of the tangent line at the corresponding point on the inverse function.

b. Computations:

- i. Memorize and use the derivatives of standard functions (polynomials, trigonometric functions, exponentials, and logarithms) when needed.
- ii. Use the product, quotient, chain, and power rules to find the derivative of a function.

- iii. Implicitly differentiate functions and equations, including using logarithmic differentiation when appropriate.
 - c. Applications:
 - i. Solve related rates problems.
 - ii. Solve optimization problems.
 - iii. Solve problems using the relationship between the position, velocity, and acceleration functions.
 - iv. Linearly approximate a function (by differentials and/or using the tangent line's definition as a function).
 - v. Identify local and global extrema, critical points, inflection points, intervals where a function is increasing/decreasing, and intervals where a function's graph has consistent concavity both graphically (given the graph of the function or the graph of its derivative) and analytically.
 - vi. Understand and use the Mean Value Theorem (for derivatives).
- 3. Integrals
 - a. Definitions:
 - i. Understand the definition of the definite integral analytically (as a limit of Riemann sums) and geometrically (as the signed area under a graph).
 - ii. Understand and use the basic properties of the definite integral, including additivity and linearity.
 - iii. Understand the value of the definite integral of the rate of change of a quantity as the change in the original quantity.
 - iv. Understand that the indefinite integral refers to a function's antiderivative(s) and write this using the usual notation.
 - b. Computations:
 - i. Know antiderivatives of standard functions including polynomials, exponentials, logarithms, and trigonometric functions.
 - ii. Use the Fundamental Theorem of Calculus to compute the value of a definite integral.
 - iii. Use geometric area formulas to compute the value of definite integrals when the relevant region is a familiar geometric shape (triangle, rectangle, circle, etc.).
 - iv. Use u-substitution to compute indefinite and definite integrals.
 - c. Applications:
 - i. Find the area between curves.
 - ii. Find the volume of a solid of revolution using disks, washers, and shells.
 - iii. Solve initial value problems, including those related to position, velocity, and acceleration.
 - iv. Compute the length of the graph of a function (arc length).

This course will explore the place of the Hebrew Scriptures in both Catholic theology and practice. Students already know that the Old Testament is part of the Christian Bible, but what exactly is its role in Catholic theology? How does it function in the life of the Church? How might it function in the spirituality of the individual believer?

This course will engage with both primary and secondary source materials in trying to answer these questions. Various Old Testament texts will be read to understand the theological perspectives/claims expressed therein. Secondary sources will assist us in reading these Scriptural books in context, and with connecting the contributions of these books to the rest of the Catholic faith.

Students will also come to understand the potential of the Old Testament for the spiritual growth of the believer through scholarly resources that describe the role of various readings in the liturgical life of the Church. Students will also experience something of the Old Testament's impact on individual spirituality through the writing of a *Lectio Divina* journal.

Students will also examine the manner in which Old Testament concepts are taken up in the New Testament.

THRS 116 Catholic Theological Explorations

This course will serve as an introduction to the discipline of theology as it is studied at the collegiate level. Students will reflect deeply on the nature of faith. What exactly is faith? How do people come to have faith? How do people detect God's presence/action in their lives?

Students will also examine the potential benefits of pursuing a faith journey. What is sin? How can the effects of sin be managed/overcome? If I believe that God is 'there,' do the specifics of what I believe really matter, or is moral/just conduct enough? If salvation is possible, does that mean I simply need to do more good than evil during my life?

Students will also deepen their understanding of what makes Catholicism distinctive. Over the course of the semester, students will consider Catholic history, Catholic doctrine, the Catholic imagination, Catholic liturgy, Catholic social teaching, and more. Students will emerge from this course better able to articulate how these (oftentimes) seemingly unrelated things might fit together in a single faith tradition.

Students will develop a robust theological vocabulary through readings, class discussions, and writing. Students will be able to more clearly articulate their own religious sensibilities and better understand the faith tradition which has permeated their high school experience.

New Instructor Information

The administration at a high school may request a College Jumpstart course be established on the high school campus. The first step is to determine if there is a faculty member at the high school who meets the minimum requirements. The curriculum, grading procedures, syllabus will all be reviewed to substantiate that the course at the high school meets the same academic standards as if it were taught on the SNC campus. While textbooks do not have to be exactly the same in all sections of the course, the content of the textbooks must be approved by the College. Final approval for a new course rests with the SNC faculty liaison for that specific discipline. Potential new dual credit instructors should forward the appropriate documents (updated resume/ C.V. and copies of undergraduate and graduate college transcripts) to the

Jumpstart Director for review. If approved, new College Jumpstart instructors and their principals are notified in writing as to their approval to teach a dual credit course. When approved, the new instructor is assigned a faculty liaison and meet with him or her and the Jumpstart Director an on-campus orientation. This orientation will include the development and approval of a syllabus for the course taught at the high school, approval of the textbooks used on the high school campus, course philosophy and curriculum and administrative responsibilities and procedures. New instructors will be provided with a sample syllabus by their liaison.

Faculty liaisons are available to answer curricular questions for instructors, vet new instructors and in some cases, conduct workshops with instructors. Currently those liaisons are:

- Dr. Seth Meyer, Math seth.meyer@snc.edu
- Dr. Kat O'Meara, English kat.omeara@snc.edu
- Dr. Howard Ebert, Theology howard.ebert@snc.edu
- Dr. Gabe Licht, Leadership gabe.licht@snc.edu

Instructor's Responsibilities

- Develop or update a Course Syllabus each term and distribute to students. The updated or new syllabus must be submitted to the College Jumpstart office each term the course is taught.
- Once students are registered, verify the accuracy of the class lists. Accurate class rosters are vital to ensuring students get college credit for work done in dual credit classes. This roster is used as the official record of enrollment and determines who is eligible to receive college credit. Assuring the accuracy of the class roster is one of the College Jumpstart instructor's administrative responsibilities.
- Teach the class using the same level of rigor expected on campus.
- Maintain regular contact with the faculty liaison and the College Jumpstart Office.
- Participate in discipline specific workshops when scheduled.
- Attend an annual meeting in September to receive Jumpstart policy updates and sit down with faculty liaisons from their disciplines.
- Follow SNC policies regarding plagiarism, add/drops, withdrawals, etc.
- Provide grades to the Jumpstart Director within a week of the end of your class term via email or postal mail. You must use the A, AB, B, BC, C, CD, D, F grading scale.

Student CJ Application Process

The Importance of Academic Advising

We encourage students to be introduced to the possibilities of College Jumpstart classes as early as middle school. Students should know what options are available to them at the their high school. The director of College Jumpstart would be happy to meet with eighth graders and their families at a "welcome to high school" event, for example.

Once in high school, students should visit their high school guidance counselor to find out what SNC College Jumpstart courses are offered by the high school for the following school year.

This sometimes changes from year-to-year. Guidance counselors can also let students know if the course or courses will work with their high school schedule and if College Jumpstart courses are a good fit for them.

College courses taken by high school students become part of the permanent College record and may affect subsequent admission to postsecondary institutions. Please be aware that a poor grade earned in a dual enrollment course could have a negative impact on a future admissions decision.

Please consider inviting SNC representatives to come to talk to students about the opportunities they will have. This can be done as early as 8th grade as students begin to map their high school education plan!

Eligibility Requirements

All students must have:

- a minimum of 3.0 overall GPA,
- A's and B's in previous classes in the subject area of the prospective course,
- Appropriate pre-test scores (for Math courses)
- Teacher recommendation.

These requirements are subject to change by the College Jumpstart office. In addition, some courses may also require the student to have completed particular courses in high school.

Placement Tests

All students enrolling in the Math courses must take the Calculus readiness test. This test will provide important information to the teacher and the student about their readiness for Calculus at the college level. These tests are typically done in the previous spring semester for the upcoming school year at the high school. Students should check with their guidance counselor on what date and time this will be given at the school.

The College Jumpstart Director will review all applications to make final approval or denial decisions. Students will receive notice of this decision via a letter. This will be distributed to them by email, and teachers will be cc'd.

Student CJ Registration Process

Course Registration

Once a student is accepted in a College Jumpstart course, it's time for them to register for their course. They should speak with their guidance counselor or instructor about completing the online CJ registration form. This process is free and there is no obligation to take a course. Students will receive an email with a link to the registration form in late spring of the previous semester. Our system will prompt this same email to be sent to them once every two weeks

until the registration is completed or they let us know in writing that they are no longer interested in the course.

The registration form should be completed no later than September 1 (for fall classes). After receiving the student's completed registration form, SNC will create a student record and assign an SNC identification number. This will also prompt our system to enroll the student in the specific course he or she requested.

All online registration forms must be submitted by the required dates for enrollment to occur. Students who fail to complete the registration process in a timely manner will lose the opportunity to earn college credits for the course.

Each student must complete an online registration form for enrollment.

Paying College Jumpstart fees

Each high school/ District office will collect the \$190 per course fee from students during the first three weeks of the semester. Sometimes this is done by the individual College Jumpstart instructor; sometimes by the District's Business Office; it is up to the individual school. These checks or money orders will need to be written to the school district, **not** St. Norbert College. Please talk with your school for the specific due date of this payment. The district will then pay SNC for the entire class's fees.

Since the fees are being collected by the school district, not the college, 1098-T forms will not be available from St. Norbert College during tax time.

Dropping a College Jumpstart course

All requests for schedule changes, withdrawals, or transcripts must be sent directly to the appropriate SNC office or dualenrollment@snc.edu

A student may not enroll for subsequent semesters until all accounts are paid in full. No copies of transcripts will be issued or further enrollments confirmed if any financial obligations are outstanding to the College.

After the drop deadline date each semester, a drop may be available for good cause but without tuition refund, except in unusual circumstances. Students must talk with the College Jumpstart Director and supply a documented reason or reasons for the request. Reasons for approving a late drop may include: medical emergency, family emergency, mental health emergency or problem.; or other situations that cause significant disruption to a student's semester. In no event will reasons related solely to academic performance be considered to justify a late drop of the course.

Grading System & Grading Policies

Grading System

The St. Norbert College grading system is as follows:

Grade	Quality Definition	Points
A	Excellent performance	4.0
AB		3.5
B	Good performance, high pass	3.0
BC		2.5
C	Satisfactory performance, pass	2.0
CD		1.5
D	Marginal performance, pass	1.0
F	Fail	0.00
W	Withdrew	
I	Incomplete	
IP	In progress	

It is the College Jumpstart instructor's responsibility to assign grades for each student and forward to the Jumpstart Director in a timely fashion. All semester course grades may be entered directly into Knightline by the instructor. The Jumpstart Director will enter grades for year long courses into Banner, SNC's official grade recording system. All grades are entered on the student's permanent record. No grade may be changed after one year from the date the grade is originally given.

The grading system at St. Norbert College is based on the assumption that a student either receives credit or does not receive credit for work undertaken. Credit can be earned for the same or equivalent course of study only once. The quality of a student's work is expressed in grades and grade points. A 4.00 grade point system is used under which a student earns grade points for each course successfully completed. If credit is denied, the marks of "F," "W," "WF," "U," "NT," "NR" or "I" are shown next to the work undertaken. If credit is earned a range in evaluation from A to D and S is given to denote the quality of the work done.

Incomplete Grades

The designation of "Incomplete" is used when a student has not completed some work or the final examination for a serious reason beyond his or her control. The work must be completed and a grade received by the registrar within six weeks after the final exam. Otherwise, the "Incomplete" will automatically become a "Failure."

FERPA

Contrary to popular belief, FERPA, or the Family Educational Rights and Privacy Act, **does** apply to College Jumpstart students. This means that the College may not share grade or performance information with parents. However, as a high school instructor, you may do so. The U.S. Department of Education defines FERPA below:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 **or attends a school beyond the high school level**. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Resources for CJ students and instructors

College Jumpstart and College Admission

SNC Campus visits, applications and College admission decisions are handled through the SNC Admission Office. While acknowledging a student's accomplishments, being a College Jumpstart student does not automatically mean that you will be admitted to St. Norbert College as a regular student. Students are urged to arrange a campus visit if they would like to learn more about the admission process. They can contact the Office of Admission at 920-403-3005 or 800-236-4878 or visit their website at www.snc.edu/admission.

Student ID number

A student ID number is a very important number to keep safe. The student will receive that number when the College Jumpstart Director visits in the Fall or you as an instructor can give it to them. It is a 10-digit number and is needed to identify the student at St. Norbert College. They will need that number whenever contacting anyone at SNC or when ordering transcripts.

Mulva Library Access

As a SNC College Jumpstart instructor you enjoy full library privileges. Mulva Library can be accessed remotely (at your school or home) or on campus. You can access databases and many full-text articles from academic journals. You may use these resources for any of your courses, not just your College Jumpstart courses, as long as you are enrolled as a College Jumpstart instructor.

A login ID and password for your school will be given to you each semester. This is what you will need to access the proxy server for the library resources from off-campus. Feel free to give this information to all of your College Jumpstart students. Multiple students can use this at the same time. Keep in mind, this is for off-campus use only. Each time you are in the Mulva library, you will need to ask the reference librarian for a special guest login which will only be good for that one visit.

To access the library proxy server from off campus:

- First, go to <http://www.snc.edu/library/searchfind/>
- You will see a link to databases. Click on that. A list of databases will pop up. Click on the database you would like to use.
- A screen will pop up and ask you for your login.
- Then it will ask you for your password.
- This should get you into the system and allow you to access any database available through the library website.

The Mulva Library opened its doors to the St. Norbert Community in July 2009. It is a state-of-the-art facility and is the center of student academic life on the St. Norbert College campus. The library has study space for students, including group study rooms, a quiet study and reflection area, a practice presentation room, a cafe and study area which, during the academic year, is

open 24/5. The library building is wireless. Laptops and netbooks are available for checkout. Macs and PCs are available for use throughout the building, some with dual monitors.

The library houses more than 244,000 volumes, including books, journals and other serials, microforms, DVDs, videocassettes, LPs, CDs, maps and charts. Approximately 3,500 volumes are added to the collection each year. Library materials may be checked out by students with the exception of journals, microfilm and reference books.

The library catalog is a fully integrated automated online catalog providing descriptive information and status of materials available at the Mulva Library, Career Services and Faculty Development. The catalog is available on the campus network and can be searched worldwide via the Internet. Included in the catalog are links to hundreds of databases and thousands of e-books (netLibrary). The library website is www.snc.edu/library. The library also maintains a curriculum collection of K-12 textbooks, other curriculum materials and a collection of children's and young adult literature for use by Education majors. The newspaper collection includes local and state titles as well as several national newspapers of college catalog 2014-2016 307 COLLEGE SERVICES record and major international newspapers. A collection of the latest bestsellers are also available for checkout.

The archives of St. Norbert College are located in the library in order to provide the college community, alumni, students and friends of the College with accurate and easily-accessible materials about the College. The library provides access to a vast amount of periodical literature in all available media and formats. In addition to the journal subscriptions held locally, the library subscribes to a number electronic databases. Full text access is available to approximately 126,000 journal titles.

In an age of global networking, St. Norbert College Library participates in several interlibrary loan agreements, if the library does not own material needed for student research, the Interlibrary Loan department (ILL) will locate and borrow the item from another library in the United States. For this purpose, the library maintains memberships in Northeast Wisconsin Intertype Libraries (NEWIL), the Wisconsin Library Services (WiLS) and the Online Computer Library Center (OCLC). All facilitate the exchange of materials between libraries — locally, regionally, statewide and nationally. Most transactions are executed electronically and response time is quick. Students should allow two weeks from the time the request is submitted for delivery of material. ILL makes available to students literally millions of books and journal articles owned by the consortia members. Library users may set up an ILLiad account for interlibrary loan service. Desktop delivery for articles is often available.

Academic Honor Policy

All College Jumpstart students are required to read and sign a pledge upholding the SNC College Jumpstart Honor Policy. Please collect these pledge cards and keep them throughout the course in case a plagiarism situation arises.

Academic dishonesty is defined as the submission for academic credit any work using unauthorized or unacknowledged resources, or the fabrication of any information that might affect the credit one receives. Examples of academic dishonesty include, but are not limited to:

1. Cheating on an examination, including using cheat sheets or other unauthorized materials, or copying from peers.
2. Collaborating with others on work to be presented, contrary to the stated policy of the course.
3. Plagiarizing, including the submission of another's ideas or papers.
4. Submission of another's computer-related assignment as one's own.
5. Stealing examination or course materials or knowingly using such stolen materials. (This includes stealing library or other College resources.)
6. Obtaining prior information about a test from someone who has previously taken the test.
7. Falsifying records, laboratory reports, or other data.
8. Submitting work previously submitted in another course, unless specifically authorized by the faculty member of the current course.
9. Knowingly and intentionally assisting another student in any of the above,
10. including assisting any arrangement whereby work is submitted or performed by a person other than the student who is getting credit.

FIRST VIOLATION

Student receives a zero for the assignment compromised, and a reduction by a full grade for final grade.

SECOND VIOLATION

Student will be dismissed from College Jumpstart.

Requesting a St. Norbert College Transcript

Most students receive college credit upon successful completion of their college-level class (with a grade of C or above).

Final grades for dual credit courses will be reflected on both the student's high school transcript and on the college's permanent record. Because dual credit coursework becomes a permanent part of the student's college transcript, it is important for student to fully apply themselves in these courses; the grades earned under dual credit are permanent and cannot be removed for a student's academic record.

If a student attends St. Norbert College, their College Jumpstart grade will become part of the permanent record. If they have questions about how their grades earned in CJ will transfer, they should be sure to contact the registrar at the college they wish to attend. In addition to transferring credits, many institutions do use grades accepted for transfer credit in their determination of a student's GPA.

Obtaining an Official Transcript

Courses students take through College Jumpstart will appear on a St. Norbert College transcript. This is the official record of enrollment at the College and is maintained by the Office of the Registrar. A student must request an official transcript from St. Norbert College to be sent to the university or college they are attending (unless they are coming to SNC, then no transcript is needed) in order to transfer their credits. They should contact the university they are attending to find whether the transcript can be sent hard copy or electronic. The fee for each transcript is \$12.

St. Norbert College transcripts are ordered online through the National Student Clearinghouse. A link to this request form can be found at www.snc.edu/registrar. On the left hand side of that page, click on "Transcript Requests". Very important! When filling out the request form, students need to remember to mark the box "hold for grades". This will ensure that only complete transcripts will be sent to their institution, saving them both time and money.

DELIVERY OPTIONS

- **Electronic PDF** (sent via email) only available for transcripts showing all attendance **after** 2003.
- **Mail** (sent via USPS) available for all domestic transcripts, delivery time varies, allow 7-10 business days for your transcript to be delivered once your order has been processed.
- **Hold for Pickup** (Held in the Registrar's office for pickup) Please order 24 hours or one business day prior to picking up your order.
- **International FedEx** (International Order Only) All transcripts with destinations outside of the United States must be sent via International FedEx.

PROCESSING TIMES

- Please allow up to 1-3 business days for processing of mailed transcripts with additional 7 -10 days for delivery.
- Electronic transcripts transmit within 30 minutes.
- International FedEx are processed the following business day, delivery times depend on destination. Tracking information can be obtained by contacting the SNC mail center 24 hours after you place your order.

IMPORTANT

- Transcripts will not be released until all financial obligations at St. Norbert College have been met.
- Please submit your request well in advance of any deadlines to ensure a timely delivery. Some institutions may take additional time before they can confirm receipt of a transcript.

- Once we place your transcript in the US Mail, we have no control over the time it takes to be delivered nor can we track your order. The fastest and most efficient delivery method is via Electronic PDF.
- PDF transcripts transmit within 30 minutes of your order. However, we have no control over when the recipient opens the email containing your transcript. Please contact the recipient when inquiring about the receipt of an electronic PDF transcript.

Students can pay for your transcript order with any major credit or debit card. A credit or debit card is not charged until your school sends your transcript(s). However, if a debit card is used, the bank may put a hold on your funds when we pre-authorize your payment. If your students should have questions on the pre-authorization, please tell them to contact their bank. Order updates will be sent to the student via email and, if they choose, text messages. They can also track the transcript order online.

Advocating for credit recognition at other colleges and universities

Sometimes College Jumpstart students attend schools that are unfamiliar with SNC and the College Credit Program. In these situations, it is necessary for students to advocate for recognition of their credits. To increase a student's chances that credits will transfer, students are advised to do the following:

- Send the SNC transcript to the correct office at the prospective college or university.
- Refer to the credits in the application as St. Norbert College credits, not as College Jumpstart credits or high school credits.
- If a student's credits are not at first accepted, they should find out who makes credit transfer decisions at their college. This is most often the Registrar's office or the department chairperson that the course would fall under.
- Keep the class syllabus, all exams, papers, after the course has ended. Having this information may help secure credit recognition if there is ever a question.
- Contact the College Jumpstart office so we can clarify any misunderstanding about the program.

Placement exams at your selected college or university

Despite having taken English or Math courses through College Jumpstart, a college or university may ask the student to take placement exams during or before orientation. These are often used for placement for other classes such as writing intensive subject areas and should not be reflected on credit transferability.

Contact Information:

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Jennifer.hockenbery@snc.edu

SNC Registrar's Office:
registrar@snc.edu
www.snc.edu/registrar