

Cayuga Community College

Cayuga Advantage Program

Student Guide

[http://www.cayuga-cc.edu/academics/cayuga_advantage/
advantage_admin_instructor_guide.pdf](http://www.cayuga-cc.edu/academics/cayuga_advantage/advantage_admin_instructor_guide.pdf)

2011-2012



**Cayuga Community College
Cayuga Advantage Program
197 Franklin Street
Auburn, New York 13021
(315) 255-1743 x2229**

Table of Contents	Page
Welcome Letter	4
Frequently Asked Questions	4-7
What is the Cayuga Advantage Program?	
Is Cayuga Advantage recognized as an accredited program?	
How do Cayuga Advantage courses differ from high school classes?	
What is the minimum class size for a Cayuga Advantage course to run?	
What is the minimum contact time required for 1, 3, and 4 credit courses?	
Are Cayuga Advantage instructors required to use approved course syllabi and textbooks?	
Are Cayuga Advantage courses transferrable?	
How do I send an official academic transcript to another college?	
Who is eligible to enroll in a Cayuga Advantage course?	
What are placement tests and why are they required?	
Are foreign exchange students eligible to enroll in a Cayuga Advantage course?	
Are students permitted to sit in a Cayuga Advantage course if they are not fully registered?	
How much does it cost to register for a Cayuga Advantage course?	
If there is a fee for registering, who do I pay?	
Do non-Cayuga County residents need to complete a Certificate of Residency Application and have it notarized?	
What is the course registration process?	
Why is a social security number required?	
What privileges or benefits are associated with being a Cayuga Advantage student?	
What is the student attendance policy?	
What are the drop/add and withdrawal policies?	
Can students audit a Cayuga Advantage course?	
What happens if students don't maintain good academic standing?	
How are students notified of their final grade?	
How do students view their final grades?	
What happens if a student receives a tuition bill in the mail?	
What happens if a student receives an IRS 1098 Form?	
Who can I contact for more information?	
Cayuga Fast Forward Liberal Arts Sequence	8
Registration Forms	9-10
Certificate of Residency Application	11
Transcript Request Form	12

August 22, 2011

Dear Cayuga Advantage Student,

Welcome to Cayuga Community College and the Cayuga Advantage Program! You've made a smart choice to jump start your college career by taking Cayuga Community College courses while still enrolled in high school. It's a great way to save time, money and build a successful college application portfolio.

This **Student Guide** is designed to answer many of your questions about the Cayuga Advantage Program. I want to briefly highlight a few key points:

- **We are thrilled to consider you a member of the Cayuga Community College family.** Feel free to ask any questions you may have about opportunities at Cayuga or the Cayuga Advantage Program. Visit our Auburn or Fulton campus any time to see our facilities and explore educational options. Think Big. Start Smart . . . at Cayuga Community College.
- As a Cayuga Community College student, **you are entitled to all rights and privileges** associated with being a Cayuga Community College student.
- **You are held to the same expectations and academic standards** as any other Cayuga student. This includes attendance requirements and academic progress standards. If you fail to meet minimum grade point averages for the number of credits attempted, you will be academically dismissed. Appeal procedures are outlined in the College's Student Handbook.
- **You must meet all prerequisites and be recommended** by a high school teacher or guidance counselor to enroll in a Cayuga Advantage course. You must reach your 16th birthday by December 1 in the academic year in which you wish to enroll in a Cayuga Advantage course.
- Students who do not reside in Cayuga County for the required length of time **MUST** complete a **Certificate of Residency Application**. Use the Certificate of Residency Application in this Guide or obtain one from your County's Treasurer's Office.
- **Cayuga Advantage courses are transferrable** to a SUNY institution with a final grade of 'C' or better. Private institutions accept Cayuga Advantage courses on a case-by-case basis.
- Official transcripts of your Cayuga Community College work can be sent to any higher education institution of your choice free of charge. Use the **Transcript Request Form** in this Guide or download one at www.cayuga-cc.edu

Congratulations on your choice to make Cayuga Community College a part of your educational pursuits. We welcome you to our community.

Sincerely,

Jeffrey Rosenthal
Coordinator, Cayuga Advantage Program
Cayuga Community College
(315) 294-8499
rosenthal@cayuga-cc.edu

Note: Students who enrolled in a Cayuga Advantage course last year have already received their **Banner ID # and PIN** to view final grades. For all other students, Banner ID # and PIN will be mailed home following course registration. ***Retain this information for your records!***

Cayuga Community College – Cayuga Advantage Program

What is the Cayuga Advantage Program?

Cayuga Advantage is a partnership between Cayuga Community College and area school districts to award college (transcript) credit for college courses taught in secondary school settings to qualified high school students. It is one of many concurrent enrollment programs in NYS and throughout the country.

Is Cayuga Advantage recognized as an accredited program?

Cayuga Advantage is a provisional member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). The College intends to seek full accreditation.

How do Cayuga Advantage courses differ from high school classes?

Cayuga Advantage courses are college courses taught in high schools. These courses cover material at the college level, are more challenging and academically rigorous than high school courses, and require greater independence of thought and action.

What is the minimum class size for a Cayuga Advantage course to run?

A Cayuga Advantage course must have at least 10 enrolled students by the first day of classes for the course to continue. Fewer students will be permitted only in unusual circumstances, and only with the approval of the Program Coordinator.

What is the minimum contact time required for 1, 3, and 4 credit courses?

Minimum contact time is 15 hrs for a 1 credit course, 45 hrs for a 3 credit course, and 60 hrs for a 4 credit course.

Are Cayuga Advantage instructors required to use approved course syllabi and textbooks?

Yes. Course syllabi have been developed for each CCC course and are available upon request. Instructors must use approved textbooks, *unless* division faculty approve an alternate or no textbooks are mandated.

Are Cayuga Advantage courses transferrable?

In many instances, the answer is yes. Cayuga Advantage courses are listed as Cayuga Community College courses on an academic transcript without any notation of delivery mode or setting, and are accepted by virtually all SUNY institutions. Acceptance of transfer credit by private institutions is determined on a case-by-case basis. Any student who experiences difficulty earning transfer credit from a SUNY institution should contact the Program Coordinator.

How do I send an official academic transcript to another college?

Enclosed you will find a Transcript Request Form. Please complete this form and return it to the Cayuga Community College Registrar's Office, or fax it to: 315 255-9983. There is no cost.

Who is eligible to enroll in a Cayuga Advantage course?

Any high school student whose 16th birthday occurs by December 1 of the academic year in which the student wishes to enroll in a Cayuga Advantage course is eligible. However, only students who meet specific prerequisite requirements and have been recommended by a teacher or guidance counselor are eligible. Students who do not meet these requirements are not permitted to enroll in a Cayuga Advantage course.

What are placement tests and why are they required?

A student must take a placement test if he/she wishes to register for a college-level English or mathematics course. Individuals who have completed high school calculus are exempt from taking the mathematics placement test. Two opportunities are provided to meet cut scores for placement. Students who do not meet minimum scores will not be permitted to enroll.

Are foreign exchange students eligible to enroll in a Cayuga Advantage course?

Students who are not US citizens but are otherwise eligible to enroll in a Cayuga Advantage course may enroll. However, high school officials must inform the Program Coordinator of the student's status and request a waiver of the out-of-county tuition rate to avoid overbilling.

Are students permitted to sit in a Cayuga Advantage course if they are not fully registered?

No. Every student in a Cayuga Advantage course must be registered for the course. Blended courses are not permitted.

How much does it cost to register for a Cayuga Advantage course?

The cost to students varies from school district to school district. Ask your counselor.

If there is a fee for registering, who do I pay?

Schools will determine whether and how much to charge. All fees must be paid to the school district, NOT to Cayuga Community College.

Do non-Cayuga County residents need to complete a Certificate of Residency Application and have it notarized?

If a student does not currently live in Cayuga County, or has not lived in Cayuga County for the past 12 months, a Certificate of Residency must be received within 45 days of the first day of classes. If a notarized Certificate of Residency is not received and processed within the 45 day period, the school district will be charged tuition at the out-of-county tuition rate.

What is the course registration process?

Students will be asked to complete a Cayuga Advantage Registration Form. The form will ask for personal information, including full name, address, date of birth, social security number, residency status, and information related to the course.

Why is a social security number required?

Social security numbers are required for tax reporting purposes, even if students do not pay any fees. Students will not be registered unless/until this information is provided.

What privileges or benefits are associated with being a Cayuga Advantage student?

Enrolled students have access to CCC facilities and computers. Student ID cards will be provided in the future that entitle students to discounts at some business establishments and discounted bus travel.

What is the student attendance policy?

A student who misses 20% of the course will be withdrawn from the course. For example, if a class meets twice a week for 15 weeks, an instructor will withdraw a student who misses 6 class sessions, regardless of reason. The following rules apply:

Class Meetings per Week

1
2
3
4
5

Total Absences Allowed

3
6
9
12
15

What are the drop/add and withdrawal policies?

The drop/add period ends at the conclusion of the first week of classes. If a course is dropped in that first week, no transcript record is made. Any student who wishes to be removed from a course after the first week of classes must notify an instructor or guidance counselor. A “W” will be placed on the academic transcript.

Can students audit a Cayuga Advantage course?

Students are permitted to audit a Cayuga Advantage course. However, an audit does not earn college credit, cannot be converted to a credit or letter grade as a result of later payment of high school tuition fees or other factors, and is permanent. Furthermore, the school district is charged tuition for that student at the regular rate.

What happens if students don’t maintain good academic standing?

Students must maintain good academic standing in order to continue taking Cayuga Advantage courses. Any student who fails to meet academic standing criteria will not be permitted to enroll in any further CCC courses. The current college catalog states that students will be placed on academic probation if these criteria are met:

Academic Probation**Credits Attempted**

12-15
16-30
31-45
46 or more

Grade Point Average

At least 1.00 and less than 1.50
At least 1.50 and less than 1.70
At least 1.70 and less than 1.90
At least 1.90 and less than 2.00

Students will be academically dismissed and thus ineligible to enroll in any additional Cayuga Community College courses (unless reversed on appeal) if these criteria are met:

Academic Dismissal**Credits Attempted**

6-11
12-15
16-30
31-45
46 or more

Grade Point Average

Less than .75
Less than 1.00
Less than 1.50
Less than 1.70
Less than 1.90

How are students notified of their final grade?

A Banner username and password will be generated and mailed home to each Cayuga Advantage student to access final grades. Final grade reports will not be mailed.

How do students view their final grades?

Go to: www.cayuga-cc.edu

Click **Banner Login** at the top of the screen

Click **Login to Self-Service Banner**

Enter your **User ID** (C# or SS#) and **PIN#** (Contact the Registrar at 315 255 1792 x2215 if you forgot your User ID or PIN#)

Click the **Student** tab

Click **Student Records**

Click **Academic Transcript**

Select **All Levels** and **Advising**; Click **Submit**

What happens if a student receives a tuition bill via email?

Occasionally the College will inadvertently email a tuition bill to the students college email address. This bill is sent in error. Students are free to ignore the bill or contact their school. They will not be charged tuition

What happens if a student receives an IRS 1098 Form?

Each Cayuga Advantage student will receive a 1098 Form in January itemizing the tuition amount charged to the school district for their enrollment. This figure does not reflect the total amount paid by the student. Rather, it reflects the tuition charged to the school district. The amount that the student paid varies from school district to school district. Consult a tax accountant for more information on how to treat this form.

Who can I contact for more information?

Jeffrey Rosenthal, Coordinator, Cayuga Advantage Program (315) 294-8499

Linda D'Amato, Administrative Assistant, Cayuga Advantage Program (315) 294-8529

Cayuga Advantage Program

Fast Forward

What is Fast Forward?

Fast Forward is a structured academic program at Cayuga Community College that enables high school students to **earn an associate's degree from Cayuga in one year, attain college junior standing** at a four-year college of your choice, and **graduate with a bachelor's degree** in a much shorter time period.

Fast Forward can save you significant time and money.

How does Fast Forward work?

Step 1: Complete **five** Cayuga Advantage or similar college **courses** while enrolled in high school.

Step 2: Graduate from high school and apply to Cayuga Community College for Fall admission.

Step 3: Enroll in and complete **18** applicable college **credits** during the Fall semester at CCC.

Step 4: Enroll in and complete **3** applicable college **credits** during the January Intersession.

Step 5: Enroll in and complete **19** applicable college **credits** during the Spring semester.

Step 6: Enroll in and complete **7** or more applicable college **credits** during the Summer session.

Total credits earned: 62 credits – fulfilling the requirements of an associate degree in liberal arts*

Who qualifies for Fast Forward?

Any student who is eligible to enroll in a Cayuga Advantage course is also eligible to participate in the Fast Forward Program. Contact the Cayuga Admissions Office at (315) 255-1792 for additional information.

* the student must meet all stated prerequisites and other degree requirements to be awarded the associate degree. Refer to the Cayuga Community College Catalog for more details.



Advantage Registration Form

FALL SEMESTER OR ALL-YEAR

Office Use Only:

INSTRUCTIONS

Student: Please fill out neatly and return to your instructor.

Instructor: Please be sure **all** information is clearly printed. Alphabetize forms, **attach a class roster** and return promptly to the Cayuga Advantage program office.

Today's Date --

Social Security Number --

Student Name *(the name on your Social Security card)*

Last First MI

Date of Birth -- Daytime Phone --

Gender: Female Male High School

E-Mail Address

Are you a U.S. citizen? Yes No Are you a foreign exchange student? Yes No

If No, Country of Birth Country of Citizenship Visa Type

Are you Hispanic/Latino? Yes No

If YES, check one: Central American Dominican Mexican Puerto Rican South American Other Hispanic/Latino

Are you? Am. Indian/Alaskan Native Asian Black/African American Native Hawaiian/Other Pacific Islander White

Current Mailing Address *(Must be a valid street address; no P.O. Boxes)*

*If you have **NOT** been a resident of Cayuga County for the past 6 months **OR** have not resided at a current Cayuga County address for the past 12 months, you **MUST** complete a **Certificate of Residence** application, sign it in the presence of a Notary Public and return it to your instructor immediately. Please check with your County Treasurer's office for the appropriate procedure.*

Number and Street Apt. #

City State Zip Code County

How long have you resided at this address? Years Months

Previous Address *(Complete this section if you have lived at your current address for less than 12 months.)*

Number and Street Apt. #

City State Zip Code County

Course Requests

Dept	Course #	Course Title	Teacher	Fall	All Year
EXAMPLE Hist	101	Write the course name below		✓	

Student Signature: _____



Advantage Registration Form

SPRING SEMESTER ONLY

Office Use Only:

INSTRUCTIONS

Student: Please fill out neatly and return to your instructor.

Instructor: Please be sure **all** information is clearly printed. Alphabetize forms, **attach a class roster** and return promptly to the Cayuga Advantage program office.

Today's Date --

Social Security Number --

Student Name *(the name on your Social Security card)*

Last First MI

Date of Birth --

Daytime Phone --

Gender: Female Male

High School

E-Mail Address

Are you a U.S. citizen? Yes No

Are you a foreign exchange student? Yes No

If No, Country of Birth

Country of Citizenship

Visa Type

Are you Hispanic/Latino? Yes No

If YES, check one: Central American Dominican Mexican Puerto Rican South American Other Hispanic/Latino

Are you? Am. Indian/Alaskan Native Asian Black/African American Native Hawaiian/Other Pacific Islander White

Current Mailing Address *(Must be a valid street address; no P.O. Boxes)*

If you have **NOT** been a resident of Cayuga County for the past 6 months **OR** have not resided at a current Cayuga County address for the past 12 months, you **MUST** complete a **Certificate of Residence** application, sign it in the presence of a Notary Public and return it to your instructor immediately. Please check with your County Treasurer's office for the appropriate procedure.

Number and Street Apt. #

City State Zip Code County

How long have you resided at this address? Years Months

Previous Address *(Complete this section if you have lived at your current address for less than 12 months.)*

Number and Street Apt. #

City State Zip Code County

Course Requests

Dept	Course #	Spring Course Title	Teacher
EXAMPLE Hist	101	Write the course name below	

Student Signature: _____

Do you need a Certificate of Residence? For all Cayuga courses except Leisure Learning or Business / Industry Center Workforce courses * :

- If you have resided in Cayuga County for less than 6 months or live in a New York State county other than Cayuga, you must either enclose a Certificate of Residence with your tuition payment or pay double the tuition rate.
- The Certificate is issued by the treasurer of your county, not by Cayuga Community College. You must submit the application below with proper documentation to your county treasurer's office, according to that office's rules.

* Note: For any Leisure Learning or BIC/Workforce course coded PE or SAC, a Certificate of Residence is needed for new residents and non-residents of Cayuga County.

Application for Certificate of Residence

(Pursuant to Sec. 6305 of the Education Law in connection with community college attendance)

County of _____, State of New York _____ does hereby
(applicant name)

swear/affirm that s/he resides in the city/town/village of _____

at _____, County of _____, State of New York;
(number and street)

that s/he now is, and has been for a period of _____ months within the six months immediately prior to the date of this affidavit/affirmation and application, a resident of the County of _____ and that s/he has lived at the following places during the year immediately prior to the date of this affidavit/affirmation and application:

Addresses	Dates
_____	_____
_____	_____

Applicant further states that s/he plans to enroll at Cayuga Community College and that this Affidavit/Application is made for the purpose of securing from the Chief Fiscal Officer of the County a certificate that the applicant has met the residence requirements of Article 126 of the Education Law.

Applicant's signature _____ Social Security Number: _____

Sworn before me this _____ day of _____ 20 _____

Notary Public/Commissioner of Deeds Signature _____ Date _____

For use by the County's Chief Fiscal Officer only: Certificate issued not issued

NOTE: DO NOT SEND THIS FORM TO THE COLLEGE. YOU MUST SUBMIT IT TO YOUR COUNTY TREASURER.
(See addresses below or contact your county treasurer's office.)

County treasurers' offices for Cayuga and neighboring counties

Cayuga County Treasurer
County Office Building
160 Genesee Street
Auburn, NY 13021

Ontario County Treasurer
Ontario County Municipal Building
20 Ontario Street
Canandaigua, NY 14425

Tompkins County Treasurer
Tompkins County Courthouse
125 East Court Street
Ithaca, NY 14850

Cortland County Treasurer
Cortland County Courthouse
60 Central Avenue
Cortland, NY 13045

Oswego County Treasurer
County Building
46 East Bridge Street
Oswego, NY 13126

Wayne County Treasurer
16 William Street, PO Box 8
Lyons, NY 14489

Onondaga County Treasurer
John H. Mulroy Civic Center
15th Floor, 421 Montgomery Street
Syracuse, NY 13202

Seneca County Treasurer
1 Dipronio Drive
Waterloo, NY 13165





TRANSCRIPT REQUEST

- For fastest processing, deliver in person to
Auburn Campus: Office of the Registrar
Fulton Campus: Main Desk

- Fax to
315.255.9983

- Mail to
Cayuga Community College
ATTN: Registrar
197 Franklin Street
Auburn, NY 13021

Student's Name _____

Social Security Number _____

Street Address _____

Maiden or Other Name _____

City/State/Zip _____

Date of Birth _____

Month, Year Graduated from Cayuga ____-____-____ Month, Year Last Attended Cayuga ____-____-____ Current Cayuga Student? Yes No

In case we need to reach you: Daytime Phone (____) _____ Cell Phone (____) _____

Print address(es) to send transcript(s), including name of official or office. *This request will be kept on file for one year from date received.*

1. Hold in sealed envelope for pickup.
 Mail to the following address.
 Include receipt confirmation postcard.

Select one:

- Hold for grades from current term.
 Process transcript request immediately.

2. Hold in sealed envelope for pickup.
 Mail to the following address.
 Include receipt confirmation postcard.

Select one:

- Hold for grades from current term.
 Process transcript request immediately.

3. Hold in sealed envelope for pickup.
 Mail to the following address.
 Include receipt confirmation postcard.

Select one:

- Hold for grades from current term.
 Process transcript request immediately.

4. Hold in sealed envelope for pickup.
 Mail to the following address.
 Include receipt confirmation postcard.

Select one:

- Hold for grades from current term.
 Process transcript request immediately.

Student's Signature (required for processing of request)

Date

