

**GATEWAY TO COLLEGE  
AT  
MASSASOIT COMMUNITY COLLEGE**

# **STUDENT POLICY MANUAL**



**Gateway to College Graduating Class of 2017**

*Last updated 08/09/17*

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# Welcome to Gateway to College

*Dear Students:*

*It gives me great pleasure to welcome you to Gateway to College at Massasoit Community College! We are excited to have you here and look forward to working with you in the upcoming semester.*

*Gateway to College is an early college high school program. In order to keep your Gateway scholarship, you will hear me say, quite often, you need to maintain “good grades, good attendance and good behavior.” We understand that you may face challenges along the way, but please understand that we are here to help. We have an open door policy here in the Gateway to College program. Staff will make themselves available to talk with you and help work out any obstacles you may come across. We will listen carefully and provide you with helpful ideas, but we can’t help if we don’t know.*

*We are glad that you are with us and wish you every success during your time with Gateway to College.*

*Sincerely,*

*Chris*

*Christina M. Alves  
Director, Gateway to College  
Massasoit Community College  
(508) 588-9100 ext. 1687*

# **Gateway to College at Massasoit Community College**

## **Vision Statement**

The Gateway to College staff at Massasoit Community College envisions our program as an educational leader in early college high school programming. The program's priority is to maximize student learning by setting high academic standards, increasing academic achievement, and developing our students' learning skills by initiating responsible strategies to prepare students for the world of tomorrow.

## **Mission Statement**

To bring this vision to fruition, our objective is to promote student achievement and academic rigor for college and career readiness by fostering educational excellence. To fulfill this mission, we will:

- Provide a cooperative and collaborative educational environment that encourages participation in the community to help students achieve their highest potential and become life-long learners.
- Eliminate barriers to academic and personal success by delivering the necessary wrap-around support services, including individual counseling and necessary community referrals for additional support.
- Offer the necessary components for academic success that include small class sizes, tutoring, academic advising, flexible and part-time class schedules, and a challenging curriculum.

## FINANCIAL AID AND COLLEGE ADMISSION DISCLOSURE

Gateway to College is an early college high school program where students take college courses to satisfy high school requirements. Because they are enrolled in college courses, students in the Gateway to College program are considered college students, and are generating a college transcript.

It is important for students and parents to understand that, even though students in the Gateway to College program are not currently in a college degree-seeking program, **the college transcript students are generating NOW (while in Gateway) is used to determine college admission and financial aid eligibility LATER.**

Students planning to continue their education ***must*** understand that in order to qualify for financial aid, all classes need to be completed and successfully passed. Therefore, once a student begins taking college courses in the Gateway to College program, students need to maintain satisfactory academic progress (SAP).

It is critical that students and parents understand that starting Gateway to College is a commitment with long-term consequences if not successfully completed. Failing and/or withdrawing from college courses can negatively affect college admission and/or financial aid eligibility in the future if he/she does not put forth the effort to complete all courses successfully.

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### **What is expected of me academically?**

Your satisfactory academic progress is defined as passing all classes with a C- or better. If a student receives less than a C-, s/he may be required to repeat those courses and pass with a C- or better before they will be able to register for additional courses the following semester.

Students who receive an Incomplete (I) in any of their courses will need to complete the course prior to the end of the following semester. If the course is not completed, you will receive an F for the course.

At the end of each semester, students will be evaluated to determine continued eligibility of enrollment in the program. Failure to meet the academic, behavior and attendance requirements of the program may result in students being placed on a Student Success Agreement or being terminated from the program. Students who do not meet the responsibilities of the Student Success Agreement may be terminated.

Sharice Miles tracks academic progress

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x1689

### **How long will it take me to graduate?**

Required course work is determined by Accuplacer scores, the sending school district and credits granted on high school transcript. Graduation Plans are subject to change depending on number of classes taken and passed successfully each semester.

The sending district will issue a diploma upon receipt of satisfactory documentation that the student has passed MCAS, completed the required course work, and met Gateway to College completion requirements that include:

- Create and present an online portfolio.
- Perform 10 hours of community civic engagement every semester, or a minimum of 30 hours before completion of the program.

The Director of the Gateway to College Program, or designee, may make exceptions to the above Gateway to College criteria on an individual student basis.

## What type of behavior is expected of me?

All participating students will be subject to the policies and procedures of the College and the Gateway to College program, including but not limited to, the Student Code of Conduct, Sexual Harassment Policy, and Policy on Affirmative Equal Opportunity & Diversity.

MCC has a Student Handbook that includes the Student Code of Conduct that must be followed. It covers conduct violations, such as cheating, plagiarizing, alcohol and drug use, and disruptive conduct and can be found on the Massasoit Community College website. Students should make themselves familiar with these codes of conduct.

In addition, as an early college high school program, we hold our students to a higher standard of behavior.

### **Therefore, we expect students to demonstrate commitment to maintain their scholarship by:**

- knowing and abiding by the MCC Student Handbook of Rights and Responsibilities.
- demonstrating respect for ALL members of the college community to include “network etiquette.”
- showing up to all classes prepared and on time – this means coming to class with required textbooks.
- completing all assignments and tests according to faculty standards.
- communicating with your professors and Gateway to College staff regularly.
- contacting your professors and program staff if you are going to miss class.
- turning off all cell phones, beepers, CD players, removing hats, dressing appropriately, etc. during class time.
- respecting your professors and peers by not carrying on side conversations during class.

Violation of any of these policies may result in termination from the program.

## What is the attendance policy?

One of the goals of the Gateway to College program is to help students have a successful educational experience. In order to do this, regular daily attendance is necessary. We do not want irregular attendance to interfere with educational progress and success.

Therefore, as indicated on the sign-in/sign-out sheet in the Gateway to College offices, and/or as reported by professors, the following policy will be enforced:

### Accelerated Semesters (5 or 7 weeks long):

- **More than 2 absences**, student will be advised to withdraw from the course

### Full Semesters (15 weeks long):

- **More than 6 absences** in classes that meet 3 times a week, student will be advised to withdraw from the course
- **More than 4 absences** in classes that meet 2 times a week, student will be advised to withdraw from the course

### Self-paced Math Classes:

On the first day of class, students will be given a temporary ALEKS code that is good for two weeks. In that two week period, students must remain in good academic standing to earn another ALEKS code and complete the class. To earn the code, students **MUST**:

1. Meet with the professor for at least one tutoring session outside of class.
2. Complete two modules/tests by end of second week.
3. Maintain minimum attendance requirement—no more than 4 hours absent\*

**\*\*Please note: students can make-up hours to decrease absences in this class\*\***

In addition to time spent in class, students are also required to work on the course in their own time for a designated number of hours for each module, which is carefully monitored by the professor teaching the course. At the end of the second week, the professor will deem whether a student has earned a new code by taking into consideration all of the above criteria. If the student **HAS NOT** met all of the above criteria to earn an ALEKS code, s/he will have the opportunity to purchase the code for the reduced price of \$60 and continue in the class.

**\*\*Please Note: How poor attendance may affect you\*\***

- Failing a course, which may suspend enrollment status
- Exceeding the maximum allowable absences in two or more classes in the same semester is grounds for termination from the program
- One failed course may result in a failed course fee of \$250, students taking a reduced course load the following semester, and/or extending the potential graduation date
- More than one F in the same semester may result in termination

Balbina Cardoso tracks attendance

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### **What happens if I need to withdraw from the program?**

We understand students face many challenges. Students who voluntarily withdraw from the program for approved reasons may be reinstated without completing a reinstatement application. Students must request to meet with program staff to discuss wrap-around support services, if necessary, and to agree upon a return date. The timeframe for reinstatement shall not exceed 1 year or 2 semesters.

### **What if I get terminated from the Program? Can I reapply?**

To be reconsidered for enrollment, the student can pick up a reinstatement application in the Gateway to College offices. Once a completed application is submitted, an individual interview will be scheduled. Keep in mind that **re-admittance is not guaranteed.**

**\*\*Please Note: Any of the changes below could affect eligibility\*\***

- Move to a school district that does not partner with the College/Gateway to College program
- Sending school district does not make a referral for you to participate in the program
- Enroll in another diploma granting school or program
- Turn 22 years old before earning a high school diploma

### **What about meals and transportation?**

Students are responsible for providing their own meals, as well as their own transportation.

### **What am I expected to pay?**

While the Gateway to College program will pay for tuition, fees and books for approved courses on your academic plan, students are financially responsible for:

- \$57 registration fee **every** semester (**must bring ID to register for classes**)
  - failure to pay fees will result in student being unable to register for courses
- Lunch—microwave available for use in the cafeteria
  - Transportation—BAT bus student pass for Brockton is \$35 monthly
- School supplies—pens, folders, notebooks, highlighters, calculators, etc.

**\*\*Please Note: Other Possible Fees below \*\***

**Books:** The College will provide to Gateway to College students all textbooks and supplemental instructional materials required for classes. Students will be required to return all textbooks and supplemental instructional materials to the College and the end of each semester/course or will be charged for replacements. Students who do not pay for replacements (or return the textbooks and supplemental instructional materials) may become ineligible to continue in the program.

**Failed Courses:** You may be responsible for paying \$250 for failed courses or for withdrawing from a course without the permission of the Director, or designee.

Students who receive an Incomplete in any of their courses will need to complete the class prior to the beginning of registration for the next semester. If the course is not completed, you will receive an F and may have to pay the \$250 course fee before being able to register for the next semester.

Students will not be able to register until all fees are paid in full.

### **What are mandatory meetings? Do I have to attend?**

Mandatory meetings are designed to get important information to students over the duration of the semester. Since there is no homeroom period in college, program staff schedules meetings during the College activity hour when there are no classes running to provide students with important updates, and to introduce activities and opportunities.

Unless approved by Program Director, or designee, every student is expected to attend – they are **mandatory!** Attendance is taken at each meeting, and a missed meeting will count as absence.

### **What if I had an Individual Education Program (IEP) or 504 Plan in high school?**

The District retains all obligations under the Individuals with Disabilities Education Act (“IDEA”), including but not limited to Child Find and Individual Education Programs for Gateway to College students. The College will cooperate with the District regarding the District’s IDEA obligations to the extent legally permissible. For example, the Gateway to College Program Director or designee may participate in TEAM meetings as appropriate.

The College may provide services and accommodations to eligible Gateway to College students with disabilities consistent with the College’s policies and procedures. Students with disabilities who believe that they may need accommodations in the classroom are encouraged to contact a Disability Counselor; Andrea Henry at x1805, Julie McNeil-Kenerson at x1424 or Cathy Brogna at x1425, as soon as possible, in order to ensure that such accommodations are implemented in a timely fashion.

### **What do I bring to class?**

- Paper, pen and pencil, and other basic school supplies
- Your textbooks
- Your class schedule so that you know where to locate your classes
- A winning and positive attitude

## What **NOT** to bring to class!

- Food or beverages
- Visitors—**NO FRIENDS** allowed
- Negative attitude

## To whom do I talk to if I have questions about these policies?

The staff in the Gateway to College program is your primary contact. All questions regarding academics and program policy should be directed to a Gateway to College staff member.

Maintaining regular and effective communication with Gateway to College staff will be the key to your success in the program. It is your responsibility to make sure that Gateway to College has your current and accurate contact information **AT ALL TIMES**.

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## Advice for New Students from Gateway to College staff, program graduates and college professors:

- Accept 100% accountability for your actions and decisions.
- Work on being honest with *yourself* and take ownership for your shortcomings. Do not blame the faculty for being “boring” when you are not getting good grades in class. Faculty is not here to entertain you; they are here to present the information that you need to learn in order to succeed in your studies and in your private lives.
- Recognize that mistakes are a stepping-stone to great achievement.
- Be punctual.
- Never miss a class. If you find yourself with many reasons for missing classes, you have a problem. Talk to program staff to collaborate on ways to improve your attendance.
- Do all of your assignments and submit them on time because assignments count toward the final grade.
- Help is available, but you must take the initiative and be your own advocate by talking to your professors first to let them know that you need help. Then, talk to program staff to get more help.
- Visit faculty and let them know that you value their classes and you want to do well. Research indicates that the number one success indicator for college students is contact with faculty members. Take a moment before or after class to introduce yourself, and tell the faculty what you hope to achieve in the class. If you need detailed explanations, schedule an appointment during office hours.
- Remember that many faculty members consider student's effort and participation when determining a final grade.
- Even if you are Einstein reincarnated, always take notes. Read ahead in the text and review your notes. If you can recall information from the textbook and your notes, you have mastered it.
- No cell phones in class!

## And remember...

“If you don’t go after what you want, you’ll never have it.  
If you don’t ask, the answer is always no.  
If you don’t step forward, you’re always in the same place.”  
~Nora Roberts

## Student/Parent Acknowledgement

By signing below, I am acknowledging that:

- ❖ I have received the Gateway to College Policy Manual.
- ❖ I am aware that failing and/or withdrawing from courses will negatively affect my satisfactory academic progress.
- ❖ I understand the impact that satisfactory academic progress has on future college admission, as well as financial aid eligibility.
- ❖ I am responsible for abiding by the policies and procedures of this policy manual while participating in the Gateway to College program.
- ❖ It is my responsibility to seek clarification from Program staff should I have any questions or concerns about the policies and procedures outlined in this manual.

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Student Name Printed

Student Signature

Date

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Parent/Guardian Signature (if student is under 18 years old)

Date