Articulation Handbook
High School Students & Parents
2013 - 2014

Putting the pieces together for Wisconsin youth

The Center for College and Career Transitions
madisoncollege.edu/welcome-cct
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Welcome and Introduction

Madison College is proud to partner with area high schools in delivering dual (transcripted) credit and/or advanced standing opportunities for students. These courses enable high schools to offer students more academic options than are available in the regular high school curriculum. Furthermore, dual credit courses provide students with career options not available to them with high school preparation only. We are proud to be able to offer these options to our school districts. When your students move to Madison College, they will already have acquired the confidence they need to succeed in college. We look forward to working with you as partners in the preparation of Wisconsin youth to move forward in reaching their educational and career goals.

Juanita Comeau
Director, Center for College & Career Transitions
Madison College

We are delighted you are considering Madison College to help you meet your educational needs. Madison College offers chances for our young adults to get a jump-start on a college education by participating in our articulation partnerships. There are many ways high school students can participate in college courses while still in high school. This booklet discusses dual credit and advanced standing offerings which are available to high school juniors and seniors. We hope you choose to take advantage of one of these opportunities and allow us to serve you as you pursue your education.

Terrance Webb
Provost
Madison College
The Center for College & Career Transitions

Madison College has a rich history of serving the residents in our district. There has been a recent push to better serve our under-prepared and motivated high school students. The Center for College & Career Transitions has a departmental focus on serving the high school students residing in our district and assisting them in making successful transitions after high school. Whether their next steps are continued education or direct to the workforce, our goal is to help students prepare and plan for their future. To accomplish this they need to have tools to plan and opportunities to explore while in high school and the skills and knowledge to succeed after. A major goal for us is to provide a logical, unbroken sequence of study that begins in high school and continues in college through entry into the world of work.

Early College Achievement Program (ECAP) for High School Students

As a high school student in Wisconsin, you have the opportunity to gain early college credit while still attending high school. These options are part of the Early College Achievement Program (ECAP) at Madison College and are formed through articulation. Articulation is the process of linking high school courses and Madison College courses so students can gain credit and advanced standing for taking a college-equivalent course while still in high school. Your ECAP options range from taking a dual credit class taught at your high school, attending class at a Madison College campus, or even gaining retroactive college credit for use towards your degree at a Wisconsin technical college. Each articulation option is explained in depth below. The courses available vary between schools and school districts, so be sure to speak with your high school counselor to find out the current options your school offers.

The Advantages of Becoming an ECAP Student

Students who participate in early college opportunities leave high school and move forward having acquired the confidence to succeed academically in college. The educational experience gained through Madison College’s early college achievement program will aid you in your college success and throughout your professional life. Advantages to being an ECAP student include:

- Develop and use valuable study habits and critical thinking skills before you start college.
- Get a head start on college and possibly graduate from college earlier by using transferable credit.
- Gain a competitive edge and become a more appealing college candidate by challenging yourself with college courses in high school.
- Lightening your first year of college course load by taking introductory courses in high school.
- Have time to take more electives, earn a double major, participate in an internship, or study abroad by earning early college credit in high school.
- Save money by lowering future college costs!

“The best thing about this course is that I learned a lot about myself and what it takes to be successful in both college and life.”

- ECAP student, completed ‘College Success’ course in 2013
Dual Credit

Would you like to take a college course, but remain within the walls of your own high school? Dual (or transcripted) credit allows a student to receive technical college credit upon successful completion of a college-level course taken while in high school. The course is taught at the high school by a high school teacher who has been approved and trained by the college as an adjunct instructor. The course is identical to the Madison College course as described in the Madison College course catalog. Upon successful completion of the course, students will have an official Madison College transcript with their grade and credits recorded. There is no cost for dual credit classes; no expenses will be passed on from the college to the student. Students participating in dual credit courses must be admitted to and registered for the college course by following Madison College procedures.

Dual credit options focus on introductory-level courses or courses that could be considered developmental at the college-level. Due to the rigorous nature of college courses, dual credit is only available for high school junior and senior students. At the end of the class, if you do not successfully complete the course (C or better), then the class will be completely removed from your record; you will maintain your student ID but no courses will show on your official student transcript. See the final page in this handbook for a list of participating high schools.

Youth Options

Want to attend a college course at a Madison College campus? Youth options allow eligible students to take college courses at Madison College while still attending high school. The youth options program is available only to Wisconsin public high school students and is a great way to learn beyond what is offered in your local high school. It is also a way for students to take college-level classes at no financial obligation to you or your family – it is completely paid for by your local school district. Youth Options classes are available to juniors and seniors who are on track toward graduation. The student must petition the school district by filling out the PI-8700a form (page 16). Students in the youth options program are allowed to take any class at the college approved by their high school as long as there is room in the class and prerequisites for the course have been met. A list of approved classes is available online at: http://madisoncollege.edu/youth-options-course-catalog. For any Madison College program that currently has a wait list, the classes within the program are not available to youth option students.

It is the student’s responsibility to ensure all prerequisites for the class have been met. Prerequisites may include previous courses, COMPASS assessment*, etc. If prerequisites have not been met you will not be able to register for the class, so be sure to verify that all necessary prerequisites have been completed. All youth option course descriptions and their prerequisites can be found online. (See the link in the paragraph above.)

A youth options student is seen as no different from any other college student. You will be expected to follow the same policies and procedures as all Madison College students, which may include dropping the class if necessary. If the class is dropped any time prior to the first day of class, no fees will be incurred. However, if the class is dropped after it has met once or more, fees may be incurred and the student will ultimately be responsible for those fees should your school decide to charge you.

The PI-8700a form is due to your school district by March 1 for fall semester and October 1 for spring semester. This form, along with a high school transcript and any testing documentation must be submitted to the college. Please verify with your school who will be responsible for sending documentation to the college – the high school or the student. Each school has different policies so please be sure to check with your high school guidance staff.

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* COMPASS is the assessment and placement test used for students at Madison College. See page 6 for more information on the COMPASS test.
Advanced Standing

Hoping to attend Madison College (or any other Wisconsin technical college) after high school? You can gain retroactive, tuition-free credit from past high school courses through advanced standing options. In order to receive credit at a technical college, you must complete the course according to specific conditions (i.e. grades, attendance requirements, etc.) and enroll into a Wisconsin technical college within 27 months of graduation. The course must have a valid agreement between the high school and Madison College (See the final page in this packet for participating high schools). Advanced standing agreements are developed between Madison College and a high school when a high school course contains competencies that are recognized as equivalent to those in a technical college course. If an advanced standing agreement for a course was in effect at the time you attended high school and took the course, you may be granted technical college credit after enrolling at the college.

It is your responsibility to initiate the advanced standing process by presenting documentation related to the advanced standing course(s) to your college academic advisor. Prior to granting college credit, college faculty may evaluate your completed high school course work to determine the extent to which the work will apply to current program requirements, general education requirements, or other graduation requirements of the specific program. The student must present appropriate documentation of high school course completion which meets the conditions stated in the articulation agreement. Documentation may include the course syllabus, completed work, handouts, exams, or anything else pertaining to the course. The final decision to grant advanced standing credits lies with the technical college instructor upon the student’s enrollment at Madison College. In most cases, credit is granted. No fees are charged to the either the student or the school district for advanced standing courses. Advanced Standing agreements are transferrable to all schools within the Wisconsin Technical College System (but not necessarily the UW system).

ECAP Eligibility

In order to participate in Madison College’s ECAP options, you must be in good academic standing with no record of significant disciplinary problems and must be enrolled in a participating high school. (Participating school list on page.)

Dual credit and youth options are available to junior and senior students; however more introductory or exploratory courses may be open to lower grade levels. Enrolled students must meet course prerequisites as stated in the Madison College course catalog, which is available online at: http://programs.madisoncollege.edu/courses/all/.

Eligibility for advanced standing classes will vary between high school and school district, check with your counselor to learn your advanced standing class options and grade level restrictions.

Related Costs of ECAP Courses

There is no cost associated with taking ECAP courses. If you receive a bill from Madison College, it was a mistake on our part so be sure to take the bill to your counselor to have it sorted out. Youth Options students may be accountable for any fees that incur if you withdraw from a class after the class has met at least once; it is up to your school district to decide if they will charge you or not. Youth Options students may be required to purchase their own textbooks and class materials.

The federal government requires students to have a high school diploma (or equivalency) in order to qualify for federal grants or loans, therefore ECAP students are not eligible for financial aid.
Prerequisites and COMPASS
A prerequisite is criteria that must be successfully completed before you may take a course. Not all ECAP courses have prerequisites; you are responsible for ensuring you can complete the prerequisites for your desired course. The prerequisite coursework must be completed before you can register for your ECAP course. A list of current ECAP courses and their prerequisites is available online at http://madisoncollege.edu/college-credit-opportunities-cct.

Youth option students may be required to take the COMPASS test in order to prove they meet the skill level required for a class. COMPASS is an untimed, computerized placement test used to evaluate students’ skills. COMPASS is a key element in assessing course readiness, as well as placing students into the appropriate course level. There are three testing areas to the COMPASS: reading, writing, and mathematics. The test is for placement purposes only – the results do not affect any student records or appear on transcripts. Test results are delivered immediately upon completion of testing.

Transferring ECAP Credits
A student earning a grade of C or better may transfer the credit to many two- and four-year colleges. You are encouraged to contact the prospective colleges to discuss the transferability of credits. Each institution has its own policies concerning the transfer of credits; Madison College cannot guarantee that credits will be accepted by any institution other than our own.

When transferring credits, you should be prepared to present the course syllabus to college officials. Many colleges will want information about the course before determining the transfer of credits. Therefore, it is recommended that you maintain a folder of all course materials to verify the quality of work covered in the course. This includes all work you completed as well as the course syllabus, any instructor handouts and notes you may have taken pertaining to the class.

Various Types of Credit Recognition
Recognition of your earned ECAP credits can come in many forms. It is your responsibility to be aware of these distinctions as you apply to colleges in the future.

Your earned credits may:
- Be directly transferred toward your chosen degree/program;
- Be accepted as elective credits;
- Exempt you from a required course;
- Allow you to be placed into a higher level course.

What to Expect from your ECAP Class
Your ECAP class is a college class. You will receive the same content as on-campus students, and your instructor will be using the same teaching methods and assessments as on-campus faculty. You should expect a faster pace, more personal responsibility and higher standards than a typical high school course. Sometimes college courses may deal with controversial issues or subjects high school courses may not; this may provide a new challenge for you. You will be expected to obtain signatures, fill out forms accurately, meet deadlines, and comport yourself as a college student.

Expectations for college students are far greater than what is expected of high school students. It requires a high level of responsibility, motivation and self-discipline to complete the course successfully. Often times these classes require students to complete their coursework on their own – doing research and reading, studying or preparing for class.

College courses are much more rigorous than high school courses. You will be expected to make a significant time commitment in order to be successful in the course. The general rule for most college courses is that for every 1 hour spent in class each week, you will need to find at least 2 hours outside class to keep up with the course work. You will be expected to review and understand the course syllabus and grading criteria.
ECAP Registration Process

Your First Step
Think you are up for the challenge of a college course? Your first step is to discuss your options with your high school counselor. Your counselor will help you determine what classes are available for you to take within your school district and how those classes will benefit your future post-high school plans. Dual credit and advanced standing courses offered vary between high school and school district. Check to see what classes are available to you on our Articulation Credit Agreements List, available online at: http://madisoncollege.edu/college-credit-opportunities-cct or check out the participating schools on the final page of this packet. You, the student, must register for your class by the stated deadlines. Registrations received after the deadline will be returned to you and you will not be able to receive college credit for the course.

Remember: once you register for an ECAP course, you will be expected to fulfill all the responsibilities as a normal college student. You will receive no special treatment or leeway as a high school student.

Class Registration Tutorial
Dual credit and youth option students are expected to register for their own class, just like any other Madison College student. We have prepared a step-by-step visual tutorial for high school students, which explains the process and walks through the entire class registration process. These tutorials are available online:

   Dual Credit Tutorial: http://madisoncollege.edu/files/users/Kubala/Student_DualCredit_Tutorial.pdf
   Youth Options Tutorial: http://madisoncollege.edu/files/users/Kubala/Student_YouthOptions_Tutorial.pdf

Class Registration Process Outline

Dual Credit:
1. Talk to your high school counselor and state your interest in earning early college credit. Learn what classes are available for you to take at your high school.
2. Apply as a new student following our class registration tutorial.
3. Set up your 'New Student Account' through the myMadisonCollege portal.
4. Enroll in your class using the Student Center.
5. Attend your class at your high school.

Youth Options:
1. Talk to your high school counselor and state your interest in earning early college credit. Check the Madison College course catalog for available classes. (Online at: http://madisoncollege.edu/youth-options-course-catalog)
2. Take care of all class prerequisites, if necessary.
3. Fill out and submit PI-8700a form to your school district.
4. Create an ApplyWeb account online and apply as a new student.
5. Wait 72 hours for the application to be processed.
6. Set up your 'New Student Account' through the myMadisonCollege portal.
7. Enroll in your class using the Student Center.
8. Attend your class at a Madison College campus.

Advanced Standing:
1. Talk to your high school counselor and state your interest in earning early college credit and learn what classes are available for you to take at your high school.
2. Take the course and earn a B or above. Hang on to all course documents after the class is over.
3. Graduate from high school and attend a Wisconsin Technical College within 27 months of graduation.
4. Talk to your program academic advisor or instructor to determine if Advanced Standing credits will be granted.
Class Withdrawal Policy
If you decide to withdraw from an ECAP course, be sure to talk it over with your instructor first. If you both decide that withdrawal is the best option, then you must follow the correct course withdrawal procedures. Simply not attending the class does not mean you will be automatically withdrawn!

Dual Credit Withdrawal Procedure: Speak to your instructor. They will withdraw you from the course. You may be able to stay in the high school course and earn high school credit without receiving college credit.

Youth Options Withdrawal Procedure: Be aware of Madison College deadlines for withdrawal! Withdrawal from a Youth Options course must happen before the 90% completion point of class. If you withdraw before the first day of class, no fees will be incurred. However, if you withdraw at any point after the course has started and before the 90% completion point, you may be held responsible for any fees that incur. Your school district, not Madison College, decides whether or not to pursue reimbursement from you, the student, should you decide to withdraw.

Advanced Standing Withdrawal Procedure: These courses are like any other high school course; follow your normal high school course withdrawal policies.

Student & Parent/Guardian Responsibility
You will be held to the same academic standards as students enrolled in traditional college classes. The college grading system is different from the high school system and if you do poorly on a test or assignment, do not expect a makeup test or makeup work to improve your grade. Instructors may or may not allow students to do extra credit work. Respect for other students and the teacher is essential. Students who exhibit unsafe, distracting, or objectionable behavior in the shop or classroom will be warned. Swearing is not acceptable in the classroom or workplace and will not be permitted in ECAP classes. High school teachers have the right to request a student be removed from a dual credit class just as they would for any other course offered in high school. Students are expected to be familiar with Madison College policies and procedures. Many of the important policies and procedures are available on the website at: http://madisoncollege.edu/student-rights-responsibilities.

Student Code of Conduct
Students participating in ECAP options will be expected to adhere to all college rules, as well as their own high school’s code of conduct. Students are expected to be respectful of all faculty and other students both within and out of the classroom. Conduct that is disrespectful or in violation of the rights of others will not be tolerated and may result in disciplinary action, including possible dismissal from the program.

The Madison College student code of conduct is available in full online at: http://madisoncollege.edu/code-conduct.

Class Attendance
Attendance is a very important factor for success in college classes. Most of what is taught in class cannot be “made up” at home. Prompt and regular in-class attendance is a must for ECAP students. Absences do not lessen student responsibilities for the class. Instructors set their own attendance rules, be sure to review your course syllabus for your course’s attendance policy. Attendance will affect grade in these courses. Work missed is the responsibility of the student.
**myMadisonCollege & Student Center**

myMadisonCollege is an online student portal which provides a central location for student-related services and information. Every student will receive access to myMadisonCollege and you will be expected to enroll into your course using the system. You access your Student Center through logging into myMadisonCollege. The Student Center is the area within myMadisonCollege that allows you to search, register and drop classes, pay for tuition, and many more things revolving around student responsibilities. The Student Center also takes you to your student record and allows you to view your grade at the completion of your class. In order to log into the student portal, you will have to activate your account. After you activate your account, you will receive your email account and user name.

Students can activate their accounts from any computer with internet access by clicking on the “New Student? Set Up Access Now” link when you are on the log-in screen for myMadisonCollege. The process will walk you through activating your account and providing a confirmation page with your new username. A step-by-step tutorial of the entire enrollment process is available online:

- **Dual Credit Tutorial**: [http://madisoncollege.edu/files/users/Kubala/Student_DualCredit_Tutorial.pdf](http://madisoncollege.edu/files/users/Kubala/Student_DualCredit_Tutorial.pdf)
- **Youth Options Tutorial**: [http://madisoncollege.edu/files/users/Kubala/Student_YouthOptions_Tutorial.pdf](http://madisoncollege.edu/files/users/Kubala/Student_YouthOptions_Tutorial.pdf)

Once you have activated your student account, you can: register for classes, view and print class schedule, view grades, view and print degree progress report, view and print enrollment verification, view unofficial transcript, view and print a transfer credit report, or order a parking permit if necessary; all through the Student Center which is accessed through the myMadisonCollege portal.

**How to View Your Grade**

**Final Grade reports are NOT mailed out to students.** After the course is completed and your teacher has submitted your grade, you may view your grades online by signing on to your myMadisonCollege Student Center. Once you reach your Student Center, click on the "other academic" dropdown box under the Academics heading and select Grades. Select the proper term (e.g., Fall 2013-2014) and the correct Academic Career. The Degree Career will show grades for classes that carry college credit, so your grade will be under the Degree Career. You may also order a transcript at the completion of the class, which will list your official class grade and credits earned; however transcripts must be purchased. There is no cost to view your grade through the Student Center.

It is ultimately your responsibility as the student to ensure your ECAP course grade has been received by your counselor and is recorded on your high school transcript.

**The Significance of Beginning a College Transcript**

This class will most likely be the first grade on your college transcript. A transcript is a written record of your grades throughout your college life. The grade you earn in your ECAP course will be on your permanent college transcript. Poor grades in an ECAP course may have an impact on college academic standing and eligibility for financial aid after you graduate from high school.

You need to understand the implications of a D, F, or W (see page 10 for more information).

**Requesting an Official Madison College Transcript**

Madison College maintains a transcript for every student which lists completed courses, grades and credits earned. If you need to order an official Madison College transcript, you must order the transcript online. The cost is $8 per transcript and can be paid online or in-person at a Madison College campus. You can order transcripts online at: [http://madisoncollege.edu/transcript-requests](http://madisoncollege.edu/transcript-requests).

Regular requests are processed within three business days. Students can order transcripts at any time, but if there is an outstanding obligation to Madison College (such as money owed), the transcript request will not be processed until the hold is released by the college.
Students: Articulation Handbook

Madison College OneCard
As an ECAP student, you are eligible to obtain a free student photo ID card known as the OneCard. Your OneCard is necessary if you’d like to borrow library books or use library resources, visit the campus gym or pool, ride the campus-to-campus shuttle or use your student bus pass on the Madison Metro. Be sure to obtain your OneCard prior to using these facilities – you will be asked to show your OneCard in most cases. There is a $10 fee to replace a lost OneCard.

Your OneCard can only be received in person at any Madison College campus and will not be issued at the high school. In order to receive your OneCard, go to the Student Life Office at the Downtown (Room 125) or Truax (Room 140) campuses or the Main Office at all other campuses. You will need to:

1. Be officially registered in your ECAP class before receiving your card
2. Present a valid photo ID such as a Driver’s License, State ID, Passport, or Military ID
3. Have no past due balance on your student account

Student Email Account
Students will also receive a free college email account; which will be yours to use while you are enrolled in a Madison College course. You are responsible for monitoring your student email account. Student email can be accessed at: http://madisoncollege.edu/email.

“I greatly enjoy that [dual credit] is available to high school students and that I don’t have to wait until college to take the class. It saves a lot of time and money in the long run.”
- ECAP student, spring 2013

Madison College Student Policies and Procedures

Grading Standards
At the start of your ECAP course, your instructor will go over the grading system used for your course. The grade scale should also be available on the course syllabus or outline. Madison College uses a 4.0 grading scale and does not give out pluses or minuses.

For dual credit students, your high school instructor determines your grade in cooperation with his or her Madison College faculty liaison. In some cases, your final high school grade might be different from your given Madison College grade. A Madison College grade or C or better will appear on your official college transcript. Any grade lower than a C will not be recorded on your transcript.

For youth options students, unlike dual credit students, a grade below a C will be recorded on your transcript.

F – Failure: An “F” is given to Youth Options students who fail to complete course requirements. The F factors into your GPA and will appear on your college transcript.

W – Withdrawal: A “W” is given when a student has officially withdrawn from a course or if a dual credit student receives a grade lower than a C; for youth options students, withdrawal must be done prior to the 90% course completion point.

I – Incomplete: On rare occasions, an “I” may be given at the request of a student for significant medical or personal reasons. If the student is able to finish the work in the allotted extra time given, the “I” will be changed to the earned grade. Otherwise, it will be changed to an F or removed altogether for a dual credit student.
**Academic Integrity**

Academic honesty and integrity is an expectation in all Madison College classes. You should not engage in any form of academic dishonesty, such as cheating, plagiarism, etc. To avoid academic misconduct it is important to understand how it is defined and what is expected of you. Academic misconduct includes, but is not limited to acts in which:

1. A student seeks to claim credit for the work or efforts of another without authorization or citation, i.e., plagiarism
2. A student uses unauthorized materials (notes, calculators, etc.) in any academic exercise;
3. A student forges or falsifies academic documents or records;
4. A student provides examination questions or answers to another person, or accepts examination questions or answers from another person;
5. A student copies the academic work of another student;
6. A student intentionally impedes or damages the academic work of another;
7. A student engages in conduct that misrepresents a student’s academic performance;
8. A student assists another student in any of the acts described in this section; or,
9. Any member of the college community assists or collaborates with a student in any of the acts described in this section.
10. These definitions apply to all academic work, including, but not limited to, all exams, essays, homework, performances, computer programs, projects, labs, tutoring and the like.

Students who fail to observe these standards are subject to disciplinary action, which will be determined by your instructor. Consequences of academic dishonesty may range from a warning, receiving an F in the course, or possibly dismissal from the program.

**Disability Services**

Madison College complies with all provisions of the Americans with Disabilities Act and provides academic support services and accommodations to students with qualifying and documented disabilities. Dual credit students should continue working with their individual high school case manager. Youth options students should contact Disability Resources Services at 246-6716 (Students who are deaf via Relay 711), room 159 at Truax or e-mail drs@madisoncollege.edu. Be sure to request these accommodations at the beginning if not before class so there is ample time to make the appropriate accommodations.

**Course Load/Credit Limits:**

Madison College does not impose credit limitations on ECAP students. However, your school district may choose to limit the amount of college credit you may earn. Speak to your guidance counselor to find out the specifics for your school district.

**Alumni Follow-Up Surveys**

Madison College hopes that you will keep in touch after your ECAP course is completed! As an ECAP alumni, you will be asked to complete three surveys about your ECAP experience: one immediately at the completion of your course, one 1-year after your course, and one 3-years after your course. These surveys are anonymous and confidential, and give us incredibly valuable insight into the program.

**Federal Educational Rights and Privacy Act (FERPA)**

Once a student is enrolled in a college credit course, the rules of the Family Educational Rights and Privacy Act (FERPA) of 1974 apply. FERPA governs the release and access to student records and is a federal law designed to protect the confidentiality of student education records.

FERPA requires Madison College to obtain written consent before disclosing any other personally identifiable information contained in education records except to school officials with legitimate educational interests or other authorized representatives. **What this dictates is that course and student information cannot be provided to parents or guardians, including student grades or attendance.** Even if the student is under the age of 18, the college is not legally allowed to share this student information to the parent or guardian.
Resources

Contacting the Center for College & Career Transitions
The Center for College and Career Transitions exists to work with area high schools to coordinate activities, new classes and to answer your questions. We are located in downtown Madison at the Madison College Downtown Education Center and we are always available by phone or email.

Our general phone line for any questions, comments or concerns is (608) 243-4894. The Student Help Desk line (for computer/technology questions) is (608) 243-4444 or toll-free at (866) 277-4445.

For further information or specific questions about ECAP and options for high school students, contact D’Ann Zickert, College Connections Coordinator, at (608) 243-4650 or by email at dzickert@madisoncollege.edu.

Resource Guide

Center for College & Career Transitions (CCT)  http://madisoncollege.edu/welcome-cct
CCT: ECAP webpage  http://madisoncollege.edu/college-credit-opportunities-cct
CCT: Resources for Students  http://madisoncollege.edu/resources-students-parents
Youth Options Class List  http://madisoncollege.edu/youth-options-course-catalog
Student Academic Advising Services  http://madisoncollege.edu/academic-advising-services
Disability Resource Services  http://madisoncollege.edu/disability-resource-services-drs
Madison College Truax Math Center  http://madisoncollege.edu/truax-math-center
Madison College Libraries  http://library.madisoncollege.edu/
Madison College OneCard  http://madisoncollege.edu/madison-college-onecard
Madison College Tutorials  http://madisoncollege.edu/tutorials
Wisconsin DPI Youth Options Page  http://youthoptions.dpi.wi.gov/
Wisconsin DWD Youth Apprentice Page  http://dwd.wisconsin.gov/youthapprenticeship/students.htm

Online version of this Handbook (PDF)  http://madisoncollege.edu/files/users/Kubala/articulation-handbook-stu.pdf
Dual Credit Student Tutorial: Register for Class (PDF)  http://madisoncollege.edu/files/users/Kubala/Student_DualCredit_Tutorial.pdf
Youth Options Student Tutorial: Register for Class (PDF)  http://madisoncollege.edu/files/users/Kubala/Student_YouthOptions_Tutorial.pdf

Sample Forms & Paperwork
The following are samples of the forms you will need to complete in order to participate in ECAP Madison College. Feel free to use these examples but check online first; these forms may be out of date by the time they pass through your hands. They are intended as examples first and foremost.

All of our paperwork, including an electronic copy of this handbook is also available on our website resource page:  http://madisoncollege.edu/resources-students-parents.

i. Dual Credit: Student Contract
ii. Youth Options: PI-8700a
iii. Dual Credit & Advanced Standing: Participating High School List
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulation</td>
<td>The process of comparing the content of courses that are transferred between postsecondary institutions</td>
</tr>
<tr>
<td>Course Catalog</td>
<td>This document (hardcopy or online) contains all courses and programs of study at the college, including course descriptions and prerequisites. It can be found online at: <a href="http://programs.madisoncollege.edu/courses/all/">http://programs.madisoncollege.edu/courses/all/</a></td>
</tr>
<tr>
<td>COMPASS</td>
<td>A computerized, un-timed test includes assessments in reading, writing and math. It is the assessment tool used for students planning to take classes at Madison College.</td>
</tr>
<tr>
<td>CCT</td>
<td>The Center for College and Career Transitions, a branch of Madison College that takes care of all ECAP/high school articulation</td>
</tr>
<tr>
<td>ECAP</td>
<td>Early College Achievement Program, the umbrella term for high school students’ college options: dual credit, youth options and advanced standing options</td>
</tr>
<tr>
<td>Elective</td>
<td>A course that is not specifically required in a major or program of study, but counts as general credit toward a degree</td>
</tr>
<tr>
<td>Faculty Liaison</td>
<td>A senior instructor at Madison College who has agreed to help align high school courses with Madison College courses and makes sure standards, teaching methods and course content are the same</td>
</tr>
<tr>
<td>OneCard</td>
<td>Student ID card available for all Madison College students</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>A required prior condition, it may mean a course that must be completed before another course can be taken (e.g. Spanish I before Spanish II) or achieving a certain score level on a placement test.</td>
</tr>
<tr>
<td>Transcript</td>
<td>Copy of a student's academic record.</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>The process by which a student officially drops a class during a semester.</td>
</tr>
<tr>
<td>WTCS</td>
<td>Wisconsin Technical College System. The 16 technical colleges within the state of Wisconsin (including Madison College)</td>
</tr>
</tbody>
</table>
You may be considering taking a class at your high school, in partnership with Madison College, for dual credit. This privilege allows you exposure to college courses, materials, and subject matter while taking the course in your high school. To be successful, you will need to make positive choices and decisions. Although this course will be challenging, your teachers/counselors believe you can be successful. Before you register for the class there are some items to consider. If, after reading and signing this contract you want to pursue the dual credit, you will be provided with more detailed information.

Taking a Dual Credit course allows you to:
- Be better prepared for college level courses and studies.
- Receive Madison College credits (upon completing this class with a C or better)
- Waive tuition for this class.
- Earn high school credit (in addition to the Madison College credits) toward graduation.

**Student** responsibilities include:
- Taking responsibility for your learning and taking appropriate measures to succeed in class.
- Being prepared for class.
- Completing all class assignments by the due dates.
- Asking for help any time you are confused or need extra help. It’s up to you to read and understand the assigned material.
- Following Madison College standards for college students. This includes withdrawing or dropping the class, if necessary.

**Parent/guardian** understandings include:
- My student is participating in a college level course.
- There is no financial obligation on my part for this class.
- Madison College cannot release information to me based under the Family Educational Rights and Privacy Act (FERPA) of 1974. “Institutions may not disclose information from student education records without a student’s written consent. Access to information should be limited to individuals who are ‘school officials’ with a ‘legitimate educational interest.’

**REQUEST FOR RELEASE OF ACADEMIC RECORDS INFORMATION**
- I authorize Madison College and my high school to share information regarding my high school records. Madison College is also permitted to disclose information about classes, attendance, and grades. This release is valid for two years from the date it is signed. A copy of this release is valid as the original.
- I agree to take the Madison College COMPASS assessment to assist in the determination of placement for classes if requested by my high school.
- I understand I must adhere to all Madison College policies and procedures as outlined in the Madison College catalog.

*I understand and agree with the above information identified.*

____________________________________                                   __________________________________
Student signature/date                                      Parent or guardian signature/date
I. INSTRUCTIONS

Student / Parent

1. Complete all blocks of Section II (use a separate form for each semester); include and indicate any courses that are alternates in case first choice(s) is/are not approved or not available.

2. Review the following Youth Options Conditions and Assurances:
   When signing the PI-8700-A, the student (and/or parent, if student is under age 18 or has a legal guardian) assures understanding of and/or compliance with the following conditions:
   a. Student shall comply with admission criteria for college course(s) taken under the Youth Options Program.
   b. Student will have completed 10th grade and will be in 11th or 12th grade while in program.
   c. Participation is not allowable in an Institute of Higher Education if student is currently attending a technical college under this program or under the compulsory school attendance program.
   d. For enrollment in a technical college, student is in good academic standing and is not a child at risk, as defined in s. 118.153(1)(a), Wis. Stats.
   e. Participation may be denied by a technical college if the pupil has a record of disciplinary problems.
   f. Student/parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.

3. In Section IV, sign and date (if student is under 18, parent/guardian must also sign and date).

4. Submit no later than March 1 for fall semester courses and October 1 for spring semester courses to school board of district in which student is enrolled via the district Youth Options Coordinator.

5. Upon receipt of approved form from district, submit to college in which seeking admission.

6. Upon receipt of completed form from college, submit a copy to the school board.

7. Register for approved classes at the college.

School District

1. Review form and necessary supporting documents to verify student eligibility under PI 40.04 and determine comparability and that requested course(s) meet requirements under PI 40.07.

2. Take formal action on course request.

3. Complete Section III indicating if district offers a comparable course, if the requested course is approved for high school credit, and the number of high school credits to be granted.

4. Complete Section V including signature.

5. Retain copy of form and return original to student by May 15 for fall semester requests or November 15 for spring semester requests.

College

1. Review form and necessary supporting documents to verify student is eligible to enroll in the requested courses and that those courses are nonsectarian.

2. Complete Section VI including signature.

3. Send a copy of the form to the school district.

4. Retain copy of form and return original to student.
# II. STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name</th>
<th>First, Middle, Last</th>
<th>Student's Birthdate Mo./Day/Yr.</th>
<th>Gender</th>
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<tbody>
<tr>
<td></td>
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<td>☐ Female ☐ Male</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Name</th>
<th>First, Last</th>
<th>Address Street, City, State, Zip</th>
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<tr>
<th>Student Phone</th>
<th>Area/No.</th>
<th>Student Email</th>
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<th>Parent/Guardian Phone</th>
<th>Area/No.</th>
<th>Parent/Guardian Email</th>
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<thead>
<tr>
<th>High School You Attend</th>
<th>School District</th>
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</table>

<table>
<thead>
<tr>
<th>College to Which You Are Applying for Youth Options</th>
<th>Current Grade</th>
<th>Previously Earned YO Credits</th>
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<tbody>
<tr>
<td></td>
<td>10 11 12</td>
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<th>Semester for which applying:</th>
<th>Spring</th>
<th>Fall</th>
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# III. BOARD ACTION

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<tr>
<th>Check if Alternate</th>
<th>College Course Name</th>
<th>College Course Number</th>
<th>No. of College Credits</th>
<th>Comparable course offered?</th>
<th>Approved for HS credit</th>
<th>No. of HS Credits</th>
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# IV. STUDENT & PARENT / GUARDIAN SIGNATURES

**STUDENT SIGNATURE**—IN SIGNING THIS DOCUMENT, I acknowledge the following:
- I understand and will comply with the assurances and conditions outlined in number 2 under “Student/Parent Instructions”
- I authorize the high school and college to share course and grade information

Student Signature **Required**

<table>
<thead>
<tr>
<th></th>
<th>Date Signed Mo./Day/Yr.</th>
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**PARENT/GUARDIAN SIGNATURE**—Required if student is under 18.
- I and my child understand and will comply with the assurances and conditions outlined in number 2 under “Student/Parent Instructions”
- I authorize the high school and college to share course and grade information

Parent/Guardian Signature

<table>
<thead>
<tr>
<th></th>
<th>Date Signed Mo./Day/Yr.</th>
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</table>
V. SCHOOL BOARD APPROVAL

Named student is approved to enroll for courses marked "Approved" in Section III:

- [ ] Yes
- [ ] No. If no, reason for denial:

Check if student has a record of disciplinary problems *Applies only to Youth Options applications for technical colleges.*

Name of School Board Approval Authority

Phone Area/No.

School Board Approval Authority Signature

Date Signed Mo./Day/Yr.

VI. COLLEGE APPROVAL

<table>
<thead>
<tr>
<th>Name of Course(s) Student Registered to Attend</th>
<th>Course Code(s)/Number(s)</th>
<th>No. of College Credits</th>
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- [ ] Eligible to enroll
  
  I CERTIFY that the above named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The college agrees to provide the school district with grade and attendance information upon request.

- [ ] Not eligible to enroll
  
  I CERTIFY that the above named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of College Representative

Phone Area/No.

Email

College Representative Signature

Date Signed Mo./Day/Yr.

VII. APPEALS

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board’s decision.
### ECAP Partner High Schools (Dual Credit Options)

<table>
<thead>
<tr>
<th>Almond Bancroft</th>
<th>Lodi</th>
<th>Oregon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baraboo</td>
<td>Madison – East</td>
<td>Pardeeville</td>
</tr>
<tr>
<td>Belleville</td>
<td>Madison – La Follette</td>
<td>Portage</td>
</tr>
<tr>
<td>Cambridge</td>
<td>Madison – Memorial</td>
<td>Reedsburg</td>
</tr>
<tr>
<td>Cedarburg</td>
<td>Madison – Work &amp;</td>
<td>River Valley</td>
</tr>
<tr>
<td>Columbus</td>
<td>Learn</td>
<td>Sauk Prairie</td>
</tr>
<tr>
<td>Dane County</td>
<td>Marshall</td>
<td>Stoughton</td>
</tr>
<tr>
<td>Consortium</td>
<td>McFarland</td>
<td>Sun Prairie</td>
</tr>
<tr>
<td>Deerfield</td>
<td>Middleton</td>
<td>Verona</td>
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<tr>
<td>DeForest</td>
<td>Monona Grove</td>
<td>Waterloo</td>
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<tr>
<td>Fort Atkinson</td>
<td>Montello</td>
<td>Watertown</td>
</tr>
<tr>
<td>Jefferson</td>
<td>Mosinee</td>
<td>Waunakee</td>
</tr>
<tr>
<td>Johnson Creek</td>
<td>Mount Horeb</td>
<td>Wisconsin Dells</td>
</tr>
<tr>
<td>Lake Mills</td>
<td>New Glarus</td>
<td>Wisconsin Heights</td>
</tr>
</tbody>
</table>

### ECAP Partner High Schools (Advanced Standing Options)

| Belleville      | Madison – West | Reedsburg       |
| Cambridge       | Marshall       | River Valley    |
| Deerfield       | McFarland      | Sauk Prairie    |
| DeForest        | Middleton      | Stoughton       |
| Fort Atkinson   | Monona Grove   | Sun Prairie     |
| Johnson Creek   | Mount Horeb    | Watertown       |
| Lodi            | New Glarus     | Waunakee        |
| Madison – East  | Oregon         | Wisconsin Dells  |
| Madison – La Follette | Poynette  |
| Madison – Memorial | Randolph |