



Student and Parent Dual Credit Guidebook 2024-2025

Dual Credit Office

Yeater 100

(660) 596-7221

dualcredit@sfccmo.edu

State Fair
Community College

Contents

Important Dates.....	3
Introduction.....	4
Enrollment	4
Paying for Classes.....	4-5
Course Materials	5
How to log in to mySFCC.....	6
Email.....	6
Canvas	6-7
Dropping Classes	7
Educational Records	8
Transferring Credit.....	8
Academic Honesty Policy	9
Accommodations Documentation Requirements	9-10
Testing Services	11
Important Phone Numbers	12

SFCC is accredited by the Higher Learning Commission.
Go to hlcommission.org to view status.

We're smoke-free.

State Fair Community College limits smoking and the use of tobacco products to personal vehicles parked or driven on designated college parking areas and roads.

Nondiscrimination and Accommodations Notice

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Academic and Student Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCityed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Student Services Office, Hopkins Student Services Center, Room 751, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

Important Dates

FALL 2024

April 2	Fall enrollment opens for Dual Credit and SFCC students
May 31	Priority deadline for 12-week and Dual Credit courses
August 15	Dual Credit enrollment forms DUE for 16-week online and on campus classes
August 19	16-week (1st 12-week and first 8-week) courses begin - online and on campus
August 23	Last day to DROP 16-week (1st 12-week and first 8-week) courses with 100% refund
September 9	Dual Credit enrollment forms DUE for 2nd 12-week (online and on campus) and high school Dual Credit classes
September 16	12-week (2nd 12) classes begin (online and on SFCC campus)
September 20	Last day to drop 12-week (2nd 12) and high school Dual Credit classes with 100% refund
October 25	Fall Tuition and Fees Due



*Students whose forms are received by the priority deadline and meet all eligibility requirements will be guaranteed a seat in their online 12-week course as long as the meet is offered.

**Students who drop a course for any reason after the drop deadlines will still be responsible for the full cost of the course(s) in which they were enrolled. After the drop deadline, students will also receive a grade of "W" for the course.

Academic calendar dates may be subject to change. Visit www.sfccmo.edu for the full calendar.

Introduction

The Dual Credit Program allows eligible High School students to take college classes to earn both high school and college credit simultaneously. Students have the opportunity to take on-ground classes at any SFCC location or online classes at a reduced rate.

ELIGIBILITY

- › Junior or senior level student with a 2.5 GPA or higher
- › Sophomore level student with a 3.0 GPA or higher
- › Freshmen level student with a 3.0 GPA or higher and ACT scores within the 90th percentile
- › Appropriate placement scores for math, reading and writing, such as ACT or ACCUPLACER.
- › Permission of a parent or guardian (if under 18 years of age)

2024-2025 TUITION

- › \$79 per credit hour
- › \$94 per credit hour for online classes
- › Applicable lab and/or textbook fees apply depending on the course taken

Note: Some of our courses are "Direct Access" courses. Instead of purchasing the textbook, the course materials will be provided electronically on the student's Canvas account. A special fee will apply for Direct Access courses to replace the cost of purchasing course materials.

Enrollment

Eligible High School students who wish to enroll in Dual Credit courses through State Fair Community College should complete the following steps:

1. Complete the online Dual Credit application (first time Dual Credit students only) at www.sfccmo.edu/dualcredit.
2. Submit the three following documents to dualcredit@sfccmo.edu or your High School Counselor:
 - a. Dual Credit Enrollment Form - email dualcredit@sfccmo.edu to retrieve the electronic Dual Credit Enrollment Form
 - b. FERPA Release Form
 - c. High School Transcript (with placement test scores)

*Be aware of enrollment deadlines!

Paying for Classes

Once students have been enrolled into their selected courses, they will receive a bill at the address provided on the online application. By enrolling in classes, students accept responsibility for payment of all tuition and fees due to the college. If students change their minds about a course after the drop deadline has passed, they are still responsible for 100% of the tuition and fees due to the college.

Failure to pay a tuition balance by the due date will create an account hold and students will be unable to make schedule changes, enroll in subsequent classes or receive a transcript until payment is complete.

PAYMENT OPTIONS

In person at the cashier window at Sedalia, Boonville, Clinton, or Lake of the Ozarks locations

Online in mySFCC (please note you will need to disable all pop-up blockers to enter the Payment Center)

- › Click on the Enroll tab
- › Click on the Payment Center Link in the Enrollment Tools channel
- › To pay by credit/debit card or electronic check, choose the Make a Payment link in the My Account section

Over the phone using your credit/debit card by calling the Business office at (660) 530-5826

By mailing payments to the SFCC Business office at 3201 W. 16th St., Sedalia, MO 65301

SCHOLARSHIPS

High school students may be eligible to receive a needs based scholarship from the Department of Higher Education and Workforce Development that covers the tuition and fees for their dual credit courses. To qualify, students must meet specific requirements, complete the application and provide the needed documentation. For more information about the Dual Credit/Dual Enrollment Scholarship, please visit the Dual Credit/Dual Enrollment Scholarship page on the Department of Higher Education and Workforce Development website at: <https://dhewd.mo.gov/ppc/grants/DCDE.php>.

Course Materials

BUYING

- › Dual Credit students purchase textbooks and course materials from the Campus Store at www.sfccbooks.com.
- › Students can find their list of course materials on their mySFCC> Student Tab> Student Schedule> "Get Your Books from Your SFCC Campus Store"

*It is the students's responsibility to purchase all required course materials.

RENTING

Students also have the option to rent course materials through the Campus Store online at sfccbooks.com. If rentals are not returned, your student account is charged full price for the book(s) and a hold is placed on your account until payment is received in the Business Office. Also, if you are enrolled in the following semester, those classes will be dropped.

Note: Some of our courses are "Direct Access" courses. Instead of purchasing the textbook, the course materials will be provided electronically on the student's Canvas account. A special fee will apply for Direct Access courses to replace the cost of purchasing course materials.

How to Log in to mySFCC

mySFCC is SFCC's informational portal and the place where you can pay your bill and check grades, access student email, SFCC Online, library databases, and view campus news and events. It is extremely important that students check mySFCC and student email several times a week to read announcements and check messages. mySFCC announcements and student emails are the college's official way of contacting you.

- Go to <https://mysfcc.sfccmo.edu>
- **Username** is located on your acceptance letter. (ex. roadrunner1)
- **Password:** your birthday as MMDDYY, a dash, and your capitalized first and last initial (ex. 010101-RR)
- For assistance, call the 24/7 Help Desk at (866) 295-3070.

The screenshot shows the mySFCC portal interface. On the left is a dark blue navigation sidebar with white text for various services. The main content area has a light blue header with the State Fair Community College logo and navigation links. Below the header, there are three main sections: 1) 'ANNOUNCEMENTS' which contains a table with columns for 'Subject', 'Preview', and 'Hide'. It lists three announcements: 'Next Community Cafe Meal Events - AUG. 30 & SEPT. 27', 'The Employee Engagement Committee is...', and 'FREE, Zoom Writing Workshops in August & September'. 2) 'APPLICATIONS AND TOOLS' which features a row of icons for 'Canvas', 'Degree Works', 'StarFish', 'Incident Report', 'Alert', and 'SFCC Web'. 3) 'MY COURSES: CLICK ON CANVAS (ABOVE) TO ACCESS COURSE' which includes a 'Courses List' button and a red text warning: 'Courses yet to be registered.' Below this is an 'EMERGENCY ALERTS' section with a notification for 'SFCC Emergency Alerts' and a 'TEST' button.

Email

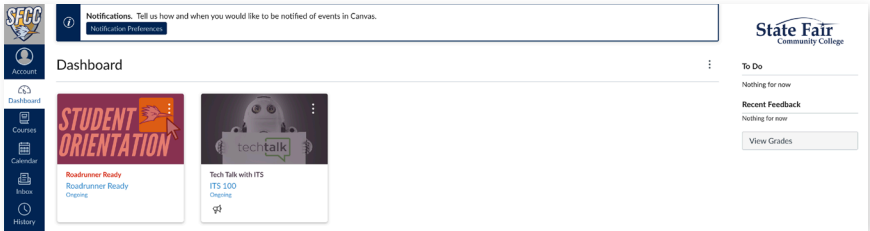
- Your SFCC Email is located in the upper right-hand corner of your mySFCC account.
- This email is how you will communicate with your SFCC Instructors, AND how your instructors will communicate with you!
- It is important to check your SFCC email daily.

Canvas

Canvas is SFCC's learning management system. Through Canvas, students can locate their course syllabus, instructor contact information, submit assignments, quizzes and tests, participate in discussion board posts, and check grades. It is extremely important that students stay up to date with their required coursework through Canvas.

TO LOG IN TO CANVAS

- › Log in to mySFCC
- › Select the Canvas icon in the Application and Tools section



Dropping Classes

To drop a class, a student must submit a drop form to dualcredit@sfccmo.edu that includes their name, the appropriate title of the course, and the date of the request.

Before dropping one or more classes, there are several important factors that students should consider:

- › Be aware of refund dates. The 100% refund date is five days after the start of the class.
- › If a course is dropped after the 100% refund date, the student is still responsible for 100% of tuition and fees.
- › Students should consult with their instructor before dropping any course.
- › Every school district has different policies in place in regard to dual credit. Students should consult with their counselor or principal before dropping any SFCC course to ensure that they will still be on track to graduate.

Responsibility lies with the student to initiate the drop/withdrawal from any college credit course. Communicating a desire to drop a class to an instructor or counselor does not automatically mean the student is dropped. Communication must be received by Admissions and Outreach at SFCC before the 100% refund deadline to be eligible for a refund.

Educational Records

FERPA

In accordance with the Family Educational Rights and Privacy Act (FERPA), State Fair Community College is legally prohibited from releasing information contained in a student's educational files to anyone except the student. In order for other individuals to have access to a student's educational files, financial aid information or student accounts, the student must complete and return a Student Consent to Release Educational Records form to Academic Records and Registrar, State Fair Community College, 3201 West 16th Street, Sedalia MO 65301, or fax to (660) 596-7472. The SFCC Dual Credit office cannot communicate with parents or guardians concerning their child's educational records (even if the student is under 18 years of age) if a release form is not on file. The form is available in the counselor's office or at www.sfccmo.edu/offices-services/academic-records-registrar/ferpa.

Transferring Credit

After high school graduation, if students enroll at an institution other than SFCC, they will need to transfer their credits. The responsibility lies with students to verify and ensure that credits attained through SFCC are accepted at the institution to which they are transferring. The institution the student chooses to attend always determines the transferability of credits.

An academic record (transcript) is permanently maintained for each student who takes classes at State Fair Community College.

INSTRUCTIONS FOR REQUESTING A TRANSCRIPT ONLINE

SFCC no longer accepts transcript requests in person, by mail, telephone, email, fax or in writing. SFCC now uses the **National Student Clearinghouse** as our online transcript services provider.

- › Log in to mySFCC
- › Go to the Academics tab
- › Go to "I need to..."
- › Select Request Official Transcript or Check Status
- › Access the National Student Clearinghouse website

If a problem occurs while submitting the request, call Academic Records and Registrar at (660) 530-5829. Please do not submit the request again until notified the problem has been solved.

All requests are processed in the order received. Transcripts cost **\$10** per copy plus a processing fee. Payment can be made with a credit or debit card.

TRANSCRIPT DELIVERY OPTIONS

- › Mail
- › Electronic PDF direct to recipient

SFCC does not offer same-day, fax or rush options. It is important to check with the recipient to determine which delivery methods are acceptable. A transcript is not considered official if the seal is broken.

Academic Honesty Policy

SFCC values the academic integrity of its curriculum and the commitment of its faculty and students to uphold the integrity in all teaching and learning processes. For this reason, the following acts of academic dishonesty will not be tolerated:

- › Plagiarizing any information,
- › Cheating in any form, or
- › Falsifying any information provided to the college.

Penalties range from failing assignments to expulsion from the course or the college.

Accommodations Documentation Requirements

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the Disability Resource Center and Counseling must have recent documentation (within three years) of the student's disability. The documentation should include an evaluation by an appropriate medical or psychological professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested.

The general guidelines below are to assist the student in working with the student's treating/diagnosing professional(s) to prepare the information needed to evaluate the student's request(s).

1. Current functional impact of the condition(s). Please consider the following: mobility, dexterity, endurance, perceptual issues, cognitive (attention, distractibility, communication, etc.), and behavior abilities. Please describe relevant issues as a clinical narrative and/or through the provision of specific results from the diagnostic procedures and assessments.
2. Treatments, medication, accommodations/auxiliary aids, services currently prescribed or in use. Please describe treatment, medication accommodations/auxiliary aide and/or services currently in use and your opinion of their effectiveness in minimizing the impact of the conditions(s). If you feel that any additional accommodation/auxiliary aids are warranted, please list them along with a clear rationale and related functional limitations. Any accommodation or auxiliary aids will be taken into consideration, but will not automatically be implemented.

3. The expected progression or stability of the disability. If possible, please provide a description of the expected change in the functional impact of the condition(s) over time. If the condition is variable, describe the known triggers that may exacerbate the condition.
4. A diagnostic statement identifying the disability. When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation, or the dates of evaluations performed by referring professionals. If the most recent evaluation was not a full evaluation, please indicate when the last full evaluation was conducted.

Accommodations students receive for dual credit class(es) may be different from high school because the course(s) will need to reflect college-level work required of all students. For details, visit www.sfccmo.edu/offices-services/disability-services.

To request accommodations for a dual credit course or for questions, contact SFCC's Disability Resource Center and Counseling at (660) 530-5832.



Testing Services

Many SFCC dual credit courses require that certain scores be attained before a student is eligible to enroll.

The ACT or ACCUPLACER placement test scores are used to place a student in classes that are right for his or her skill level.

The ACCUPLACER is offered at approved high schools and at these SFCC campus locations: Boonville, Clinton, Lake of the Ozarks, Sedalia, Warsaw, Whiteman Air Force Base, and Saline County Career Center.

Check with your school counselor to see if you can take the ACCUPLACER at your high school.

Visit www.sfccmo.edu/testing for ACCUPLACER test resources and how to make an appointment to take the test at one of SFCC's campuses.

Multiple Measures-

- › If a student does not meet a course prerequisite after testing, the student may qualify for a multiple measure if he or she has a 3.0 unweighted, cumulative GPA.
- › Students may take WritePlacer after completing the ACCUPLACER for multiple measures into English courses.
- › Multiple Measures only applies to English 101, MATH 112, MATH 114, and MATH 108
- › Check with the Dual Credit office or your high school counselor to determine if you qualify for a multiple measure.

Note: A high school transcript or an official WritePlacer score must be on file at SFCC for multiple measure advancement.



Important Phone Numbers

Office hours are 8 a.m. to 5 p.m. Monday through Friday

24/7 Help Desk.....	(866) 295-3070
A+ Program.....	(660) 530-5834
Academic Records and Registrar.....	(660) 530-5829
Admissions and Outreach.....	(660) 530-5833
Business Office.....	(660) 530-5826
Disability Resource Center and Counseling.....	(660) 530-5832
Donald C. Proctor Library.....	(660) 530-5842
Safety and Security.....	(660) 596-7110
Student Services.....	(660) 530-5830
Testing Services.....	(660) 530-5818
Tutoring.....	(660) 596-7304

We are glad you are participating in the dual credit program at State Fair Community College. We applaud you for choosing to get a jump on your future! We strive to provide you the best educational experience at SFCC. Do not hesitate to reach out to our office for questions or concerns about your courses or college admissions. We are always here to serve our students!

LEAVE READY

Dual Credit Office
 State Fair Community College
dualcredit@sfccmo.edu
 Phone (660) 596-7221