Welcome to Concurrent Enrollment

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Welcome to a new generation in concurrent enrollment opportunities. For the past 17 years Boise State has been working to build the premier concurrent enrollment program in the state of Idaho. Our focus is in providing you with rigorous academic courses, taught by highly qualified high school instructors, all in the familiar high school environment. Students and instructors use Boise State curriculum, texts and grading scales. When necessary, university texts, lab supplies and equipment are provided to the high school classrooms to ensure a true university educational experience. The classes offered for concurrent credit are from the general education core; they are classes that are applicable to any degree you choose to pursue upon entering a college or university.

When you enroll in Boise State’s Concurrent Enrollment program, you become a member of our student body, with the opportunity to access the Writing Center, free tutorial services, the Albertsons Library, a student ID card, an email account, and can attend on-campus lectures and events. As a student enrolled in the class, you work toward an actual letter grade which is recorded on a Boise State transcript. By taking advantage of concurrent enrollment, you gain access to university courses, build confidence in your ability to do university course work, while at the same time gaining an early start on your college career. Credits are transferable to most other accredited colleges and universities across the United States.

Boise State Student ID Card
Students enrolled in Concurrent Enrollment classes can go to the Information Desk located in the Student Union Building to obtain their Boise State student ID card for a $25 fee. To get the card, you will need to take your official Boise State ID number verifying your participation in the Concurrent Enrollment Program along with a picture ID. To request an email confirming participation, contact concurrentenrollment@boisestate.edu. The ID card gives you the ability to check out library books and attend on-campus activities. The Information Desk can be contacted at (208) 426-4171, open Monday-Friday, 8 a.m. to 5 p.m.

Access to a Major Research Library
To use the Albertsons Library online, simply use the following path on the Internet: library.boisestate.edu or call (208) 426-1204. To access the online databases, you will need your myBoiseState username and password.

Writing Center Assistance
The Writing Center can assist with your written work. It is staffed by Writing Consultants, graduate and undergraduate students who have taken special training to help students with writing. They consult with you on ways to develop, organize, revise, or edit your writing. Please go to the Writing Center’s home page writingcenter.boisestate.edu and click on “Email Consultation” to use the Writing Center online. Please note that the Writing Center will accept a certain number of email consultations and once full, will shut-down, so give yourself more than 72 hours to submit your papers in case they are full. When the campus is closed, the Writing Center is closed.

Tutorial Services
Advising and Academic Enhancement is a place where you can find support and academic advising for undecided students and tutorial services. Please go to aae.boisestate.edu and on the left side of the page click on “Academic Success Resources” to find out information for students.
By enrolling in concurrent enrollment courses, you obtain both high school and college credit for the courses you complete. In most colleges and universities, the courses you take are described in credit hours. The grade you earn in the course will be on the high school and college transcripts. One of the reasons we ask that students who participate in the program have a 3.0 GPA (or 2.7 GPA with the instructor’s permission) is that this is the best indicator that you are ready to take on the responsibility of a university course. The grade that you receive will be on the permanent transcript established at Boise State.

Credit Transfer
The credit hours earned can be transferred to other colleges and universities and applied toward degree requirements or counted as electives. All Idaho institutions of higher education, as well as most accredited colleges and universities around the country, accept Boise State’s Concurrent Enrollment credits.

It is your responsibility to consult with the college or university you wish to attend regarding the transferability of any university credits earned.

In the Treasure Valley, you also have concurrent enrollment opportunities provided by other colleges and universities. View Boise State’s transfer guide at this website: registrar.boisestate.edu/transfers/transfer-equivalency to confirm if the classes transfer in and can take the place of general education core classes or as electives.

The colleges and universities in Idaho have established equivalency guides.

Boise State is accredited through the Northwest Association of Colleges and Universities (NACEP).
Grades
For Fall 2015 classes, grades will be posted on your student records by January 29, 2016. For Spring 2016 and year-long classes, the grades will be posted by June 10, 2016.

Because our goal is to provide you with a true university experience, the majority of concurrent enrollment classes are graded on a 4.0 scale, in the A-F range. These grades are not weighted. Other possible scenarios may be “W” for Withdraw, or “I” for Incomplete. If you receive an Incomplete, you must work closely with your course instructor to get that replaced with an actual grade. After twelve months, an “I” grade automatically changes to an “F”.

Grading Scale
A+ (97 - 100%); A (93 - 96.9%); A- (90 - 92.9%) Distinguished Work
B+ (87 - 89.9%); B (83 - 86.9%); B- (80 - 82.9%) Superior Work
C+ (77 - 79.9%); C (73 - 76.9%); C- (70 - 72.9%) Average Work
D+ (67 - 69.9%); D (63 - 66.9%); D- (60 - 62.9%) Unsatisfactory work
F (<60%) Failure

Transcript Requests
You can view your student records on myBoiseState any time. After grades are submitted, you can request official transcripts for a $10 fee.

To Request Official Transcripts
➢ Go to your myBoiseState account. For step-by-step instructions, visit oit.boisestate.edu/myboisestate.
➢ Or call the Registrar’s Office at (208) 426-4249 or go to registrar.boisestate.edu/forms/student-forms. Click on “Transcript Request” to download the form (PDF).

Be sure to check your student records on myBoiseState to verify your grade has been posted before requesting official transcripts.

Withdrawing From A Course
To withdraw from a Concurrent Enrollment class, you must officially drop the class by contacting a Concurrent Enrollment staff member via email. Send an email with your name, Boise State ID number, school, teacher, class name and the reason you are withdrawing. Please note that once grades are submitted, we are unable to withdraw students.

Note that the high school and collegiate registrations are separate. Failure to notify that you left the class means you will remain registered at the university. If you do not complete the course, a failing grade will be posted to your transcript. The instructor has the option to fail a student.

➢ Drop Deadline for Fall 2015:
   Friday, November 6, 2015 for fall and year-long classes to receive a refund without any consequences on the transcript. Starting Saturday, November 7, 2015, students will not receive a refund and will have a “W” on the transcript.

➢ Drop Deadline for Spring 2016:
   Friday, March 11, 2016 for spring semester classes to receive a refund without any consequences on the transcript. Starting Saturday, March 12, 2016, students will not receive a refund and will have a “W” on the transcript.

Note: If you receive Fast Forward funding for a course as a Junior, failure to earn credit by receiving a “W” on your transcript will impact your future Fast Forward eligibility as a Senior.

Evaluation Confirmations
Some instructors may award extra credit to you for completing the evaluation. Here is how to provide a completion confirmation to them:

1. You will receive an email confirming that you completed the evaluation by the end of the day. NOTE: If you do not receive a confirmation email, there are a couple of things to try:
   • Search for emails that have “Receipt of Course Evaluations” (use quote marks around the string). This should find the email if you simply missed it, or if it was caught in your spam filter.
   • You can log back into the course evaluation system. On your student home page, you will see the courses that were evaluated. You can take a screen shot of that.

2. Compose an email to your instructor, and paste either the confirmation email you received OR the screen shot into the body of the email. Send that to your instructor to confirm that you have completed the evaluation.
Differences between the Concurrent Enrollment Program (CEP) and the Advanced Placement Program (AP)

Boise State’s Concurrent Enrollment Program refers to courses offered to high school students for both high school and Boise State credit. By participating in concurrent enrollment courses, you receive university credit for pre-approved courses taught by high school instructors who meet adjunct faculty status for the academic department in which they teach. You also receive a Boise State transcript with an actual letter grade, based on work completed during the course. Once grades are posted, you can request that your transcript be sent to the college or university of your choice. Credits are transferable. This is a great way to start a strong grade-point-average on a college transcript.

The Advanced Placement Program may provide college credit or the waiving of a course based on performance on a cumulative exam administered in May. For exam scores of 3, 4, or 5, some universities may allow you to gain course credit or to waive a specific course. For some courses with labs, the lecture portion of the course is all a college can accept. For AP courses, no course grade or transcript is generated. If you don’t take the final AP exam, no impact is made on your transcript. Some high schools assign a weighted grade to AP courses.

In a few unique cases you can be enrolled in a class that is offered for both the Concurrent Enrollment Program and the Advanced Placement Program. Once the course is completed, you may choose to either have your Boise State transcript transferred, or may request that AP scores be sent to your chosen college. Students attending Boise State University will automatically have the Concurrent Enrollment course listed on their transcript.

Academic Honesty

The university’s goal is to foster an intellectual atmosphere that produces educated, literate people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. You are expected to adhere to the rules and regulations as set forth in the Student Code of Conduct. Therefore, all work submitted by you must represent your own ideas and effort; when the work does not, you have engaged in academic dishonesty.

Plagiarism occurs when a person passes in another person’s work as his or her own or borrows directly from another person’s work without proper documentation. For example, academic dishonesty occurs whenever a student:

- buys a paper or other project, then seeks to receive credit for the paper or project
- copies from another student’s exam, either before, during, or after the exam
- uses “crib notes” while taking an exam or uses information stored in a computer or calculator (if prohibited from doing so)
- allows another person to take an exam in his or her place or takes an exam for another person
- collaborates on take-home exams when such collaboration is forbidden
- copies the work of another person and attempts to receive credit for that work
- fails to properly document source material in a paper or project
- receives editorial assistance that falls outside the scope of acceptable assistance

NOTE: The list above is intended only to provide general guidelines for recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty.

Except in cases of major offenses, responding to academic dishonesty is the responsibility of the instructor of the course in which the dishonesty occurs. The CE instructor has the authority to fail a student who violates the student Code of Conduct. If you are responsible for academic dishonesty, you may be dismissed from the class and may receive a failing grade. Other penalties may include suspension or expulsion from school.

For more information about academic honesty, see the following publications:

- Boise State University Policy Manual
- Boise State University Student Handbook
- Student Code of Conduct (deanofstudents.boisestate.edu)
Certificates
If you’re looking to develop a certain skill or be trained for a specific job, you can typically earn a certificate in two years or less. Certificates can be earned at community colleges and technical and vocational colleges. Some four-year colleges may offer them as well. Some jobs that may require a certificate are beauticians, chefs, welders and plumbers.

➤ Associate’s degree
If you plan on entering a technical or vocational field, you may be interested in working toward an associate’s degree. Associate’s degrees can usually be earned in two years or less, and can be attained at all community colleges and some technical, vocational, and four-year colleges. If you complete a two-year program, you can earn an Associate of Arts (A.A.) or an Associate of Science (A.S.). A.A.s are usually earned in humanities and social science fields. A.S.s are awarded to those studying in scientific and technical fields. Some colleges offer additional degrees, such as the Bachelor of Fine Arts (B.F.A.) or the Bachelor of Business Administration (B.B.A.). A bachelor’s degree not only prepares you for a good career, but is also necessary if you plan to work toward an advanced degree, such as a master’s, doctorate or professional degree.

➤ Bachelor’s degree
If you attend a four-year college, you will probably be working toward a bachelor’s degree. Bachelor’s degrees are also referred to as undergraduate degrees. They require that you take a core of general education courses, including English, math, science and social sciences. In addition, you will focus on one main subject area as your “major.” There are different types of bachelor’s degrees, such as the Bachelor of Arts (B.A.) and Bachelor of Science (B.S.). B.A.s are usually earned in humanities and social science fields. B.S.s are awarded to those studying in scientific and technical fields. Some colleges offer additional degrees, such as the Bachelor of Fine Arts (B.F.A.) or the Bachelor of Business Administration (B.B.A.).

➤ Master’s degree
Upon completion of your bachelor’s degree, you may choose to attend graduate school and pursue a master’s degree. A master’s degree can help advance your career, and may be required for certain professionals, such as physical therapists, engineers and social workers. Getting into graduate school is competitive. It usually requires that you take the Graduate Record Exam (GRE) and complete specific undergraduate courses. If you think you may want to pursue a master’s degree, you’ll need to talk with your college advisor to make sure you take the right classes to prepare for graduate school. Most master’s degree programs take at least two years to complete. Just like the bachelor’s degree, there are different types of master’s degrees. Examples of some of the most common are Master of Arts (M.A.), Master of Science (M.S.), Master of Business Administration (M.B.A.), and Master of Education (M.Ed.).

➤ Doctoral degree
The doctoral degree typically follows the master’s degree. However in some fields, you may be able to proceed directly to the doctorate without completing a master’s. Attaining a doctoral degree generally takes anywhere from three to five years, or possibly longer to complete. Most students in the humanities are awarded the Doctor of Philosophy (Ph.D.), and students in education are awarded the Doctor of Education (Ed.D.).

➤ Professional degree
Graduate degrees in the fields of law, business and medicine are often referred to as professional degrees. The Juris Doctor (JD), Master of Business Administration (MBA), and Doctor of Medicine (MD), are awarded upon the completion of Law, Business and Medical school respectively. Advanced degrees in other areas, such as journalism and architecture, may also be referred to as professional degrees.

From: Council for Opportunity in Education. www.coenet.us
APPLY AS A NEW FRESHMAN

- Application for Admission: admissions.boisestate.edu/apply
- $50 Application fee
- Official high school transcript
- ACT or SAT scores (not required if over 21)
- Meet with an Admissions Counselor
  Call (208) 426-1156

SCHOLARSHIPS

Boise State University awards both merit- and need-based scholarships to qualifying students. Students seeking merit-based scholarships must have a minimum cumulative unweighted GPA of at least 3.0, and students seeking need-based aid must submit their FAFSA by February 15th.

DO THE MATH

Find our estimated cost of attendance at: admissions.boisestate.edu/estimator
Costs can be found at: admissions.boisestate.edu/cost

APPLYING TO BOISE STATE AFTER HIGH SCHOOL GRADUATION

All application materials must be received in Admissions by these dates to be considered:
Fall 2016 Scholarship Deadline: February 15, 2016
To find out how you can be considered for as many Boise State scholarships as possible visit:
financialaid.boisestate.edu/scholarships/how-to-apply

ADMISSIONS INDEX

The Boise State Admissions Index is used to evaluate your admissibility to Boise State. It combines high school GPA and ACT or SAT scores, placing the most weight on GPA. Find your GPA across the top and your test score down the left side. Draw a line from each toward the center until they intersect. If the intersection indicates you are an Excellent Candidate, you are highly likely to be admitted. If you are a Possible Candidate, admission will depend on several factors, including your academic record, date of application, and class availability. Possible candidates may submit recommendations and a personal statement for a more comprehensive review.
## Concurrent Enrollment Program
### Contact Information and Useful Websites

**Physical Address**  
220 E. Parkcenter Blvd.  
Boise, ID  83706-3940

**Mailing Address**  
Boise State University  
Concurrent Enrollment  
220 E. Parkcenter Blvd.  
Boise, ID  83706-3940

**Program Web Site**  
concurrentenrollment.boisestate.edu

**Program Email**  
concurrentenrollment@boisestate.edu

## PROGRAM STAFF

**Concurrent Enrollment Program**  
Main Phone: (208) 426-3750  
Fax: (208) 426-5621  
Email: concurrentenrollment@boisestate.edu

**Concurrent Enrollment Coordinator**  
Kristi Lakatos  
Phone: (208) 426-3294  
Email: klakatos@boisestate.edu

**Concurrent Enrollment Coordinator**  
Ian Alvarado II  
Phone: (208) 426-3738  
Email: ianalvarado@boisestate.edu

**Concurrent Enrollment Coordinator, Fast Forward Advanced Opportunities**  
Nichole Snyder  
Phone: (208) 426-3802  
Email: nicholesnyder@boisestate.edu

**Concurrent Enrollment Coordinator, Sophomore Start**  
Carina Davio  
Phone: (208) 426-1723  
Email: carinadavio@boisestate.edu

**Concurrent Enrollment Director**  
Fabiola Juarez-Coca  
Phone: (208) 426-2281  
Email: fjuarez@boisestate.edu

## USEFUL WEBSITES

**Boise State Transcript Request Web Page**  
registrar.boisestate.edu/forms/student-forms/  
Phone (208) 426-4249, Fax (208) 824-7017

**Boise State Transfer Equivalency Guides For Colleges And Universities in Idaho**  
registrar.boisestate.edu/transfers/transfer-equivalency

**Boise State Office of Admissions to enroll as a student after high school**  
admissions.boisestate.edu  
Phone (208) 426-1820

**Idaho Department of Education (for advanced opportunities for high school students)**  
sde.idaho.gov/site/studentEngagement

**National Alliance for Concurrent Enrollment Partnerships (NACEP)**  
nacep.org

**Khan Academy (online free tutoring)**  
khanacademy.org

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Visit us at concurrentenrollment.boisestate.edu  
For news, events and photos, join us on Facebook! Search for Boise State Concurrent Enrollment.