Welcome to Concurrent Enrollment

Since 1998, Boise State has been working to build the premier concurrent enrollment program in the state of Idaho. Our focus is to provide students with rigorous academic courses taught by highly qualified high school instructors, all in a familiar high school environment.

Through the Boise State Concurrent Enrollment program, you can earn Boise State University and high school credit simultaneously for collegiate-level courses offered at your high school. Concurrent Enrollment instructors use Boise State curriculum, texts, and grading scales. To ensure curriculum alignment for the high school course, texts, lab supplies, and equipment are aligned to create a true university educational experience.

When you enroll in Boise State’s Concurrent Enrollment program, you become a member of our student body, with the opportunity to access many university resources. As a student enrolled in a Boise State University dual credit class, you will work toward an actual letter grade which is recorded on a Boise State transcript. Credits are transferable to most other accredited colleges and universities across the United States.

Idaho continues to see a positive growth in concurrent enrollment offerings and for the third year, Fast Forward will help every student attending a public school with funds to pay for advanced opportunities. During high school, you will have access to a set amount of $4,125 in state funding to pay for dual credit courses, as well as AP, IB, CLEP, and Professional Technical exams. Students must apply online via the Advanced Opportunities Portal to use these funds.

For more information on how to access Fast Forward, talk with your counselor or visit the Idaho Department of Education website at: www.sde.idaho.gov/student-engagement/advanced-ops

This handbook will provide information, important deadlines, and university policies related to your participation in the Boise State Concurrent Enrollment Program.

Student Benefits and Academic Resources

The following information provides details on services and benefits available to you as a Boise State University Concurrent Enrollment student.

**Albertsons Library**

Concurrent Enrollment students have full on-campus or online access to the Boise State University Albertsons Library. To use the Albertsons Library online, simply visit library.boisestate.edu or call (208) 426-1204. To access the library resources or online databases, you will need your myBoiseState username and password.

**Writing Center**

The Boise State University Writing Center supports student learning with one-on-one consultations on any writing project at any stage of the writing process. Student-centered methods promote independent inquiry, critical engagement, and creativity in writers. It is staffed by Writing Consultants – graduate and undergraduate students – who have taken special training to help students with writing.

Visit the Boise State Writing center at writingcenter.boisestate.edu and click on “Email Consultation” to use the Writing Center online. Please note that the Writing Center email consultations can fill up, so give yourself more than 72 hours to submit your papers. When the campus is closed, the Writing Center is closed.

**Math Tutoring**

Concurrent Enrollment students enrolled in MATH 160, 170, 175, and 254 have access to tutoring services through the Math Learning Center. For more information and current hours, visit the Math Learning Center website at math.boisestate.edu/math-learning-center.

**Other Tutoring**

Boise State Advising and Academic Enhancement (AAE) coordinates academic support services for students. Free academic assistance and tutoring is available to Boise State students in a variety of locations and formats. Visit AAE’s tutorial Services web page at aae.boisestate.edu for more information and contacts by subject.

**Student ID Card**

Students enrolled in Concurrent Enrollment classes can get a Boise State student ID card for a $25 fee. The ID card gives you the ability to check out books from the Albertsons Library, attend on-campus activities, and receive student discounts. To get your card, visit the Student Information Desk in the Boise State Student Union Building. The Information Desk can be contacted at (208) 426-4636, or at sub.boisestate.edu/info-desk for more information and current hours.

**Academic Advising**

As a concurrent enrollment student, you have unique needs when it comes to academic advising! We want to ensure that you have the most accurate information on your courses, credits, and how enrollment in our program will have an impact on your future college plans. For questions, or to request advising, please contact the Boise State Concurrent Enrollment program at (208) 426-3750.
YOUR myBoiseState STUDENT ACCOUNT

Your myBoiseState student account is central to your success at Boise State and is a one-stop web portal for Boise State students. Through myBoiseState, you can find information on your classes, pay fees, access your BroncoMail, order transcripts, and more.

Get Access to Your myBoiseState Account
Once your application has been processed, you will receive an email containing your Boise State ID number and username. You will need these two items to set up and access myBoiseState, and to set up your Boise State email account. New students will also receive this information by mail in a letter from the Boise State Admissions Office. Keep this letter for your records.

Email for students is accessed via Google Apps or “BroncoMail” through myBoiseState. BroncoMail provides access to dozens of Google applications including Gmail, Google Calendar, Google Drive, Google Sites and YouTube. Communication and updates regarding your Boise State courses will be sent through your BroncoMail account.

Create a Password and Set-Up Your myBoiseState Account

1. Go to my.boisestate.edu
2. Click the “LOG IN” button in the middle of the screen
3. Click “Reset/Create Password” under the login box

Follow the instructions to set up your account. Use the Username and Student ID provided in your welcome email or letter from Admissions to complete the form. For security reasons, every 90 days the system will let you know you need to change your password.

You can now access your student information from the myBoiseState home page by clicking the orange “LOG IN” button.

Forgot your password? Follow steps 2 and 3 above to reset your password and access your myBoiseState account.

Forgot your username and/or student ID? If you are a continuing student and do not remember your username and ID number, you may ask your Concurrent Enrollment instructor to give that information, or you may contact the Concurrent Enrollment office at (208) 426-3750, or by email to concurrentenrollment@boisestate.edu.

If you have any problems logging on to your my.boisestate.edu or Broncomail accounts, contact the Help Center at (208) 426-HELP (4357) or email them at helpdesk@boisestate.edu.
Earning Credit
By enrolling in concurrent enrollment courses, you obtain both high school and college credit for the courses you complete. At most colleges and universities, the credits for courses you take are described in credit hours. The grade you earn in the course offered at your high school will be recorded both on your official high school transcript, and on a permanent transcript established at Boise State University.

Credit Transfer and Degree Application
Most dual credit courses are accepted by Idaho institutions of higher education and most accredited institutions outside the state. Idaho’s colleges/universities are accredited by the Northwest Commission on Colleges and Universities.

Understanding if and how the college credits you earn in high school will transfer to your intended college is important when selecting courses. It is true that most college credits earned while in high school will easily transfer among colleges and universities, but it is not always the case. A course may not transfer if it is in a subject that the college you are transferring credit to does not offer. For example, if you take an agriculture class in high school for college credit, and the college you attend doesn’t have an agriculture program, the credit may not be transferable. Another example is that there may not be an equivalent course at the college you plan to attend. When this happens, generally the college credit you earn is transferred as an elective.

Visit these helpful websites to learn more about course transfer:
➤ www.collegetransfer.net
➤ www.coursetransfer.idaho.gov

The next step in the process of exploring course transfer is to understand how courses will apply to the degree (or degrees) that you are interested in. In addition to transferability, it is also very important to understand degree applicability. A course may transfer to your chosen college, but it may or may not be a course that you need to fulfill degree requirements for the major you choose. Understanding this piece of the equation will help you choose classes that will apply to your major, and get you the biggest head start on your college degree.

The best way to start this process is explore the website of the college you plan to attend and find course requirements for degrees offered at that college. Use transfer guides to understand how classes you take in high school transfer AND apply to your intended degree.

Concurrent Enrollment Program (CEP) vs. 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 courses taught by pre-approved high school instructors who meet adjunct faculty status for the academic department in which they teach. Your class and final letter grade is recorded on a Boise State transcript. Once grades are posted, you can request that your Boise State transcript be sent to the college or university of your choice.

The Advanced Placement Program offered by the College Board may provide college credit or waive 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. Exam score and course equivalencies vary by college. For AP courses, no course grade or college transcript is generated initially. Test scores are sent to the college you plan to attend, and once you are admitted and attending that college (generally there is a waiting period) the college will transcript the course with a grade of pass. If you don’t take the final AP exam, no impact is made on your transcript. Most high schools assign a weighted grade to AP courses to encourage students to sign up for the classes.

In a few cases you can be enrolled in a class that is offered for both the Concurrent Enrollment Program and the Advanced Placement Program. You may choose to either register for the dual credit course and have the grade on an official Boise State transcript, or you may take the AP test in offered in May.
The following information provides details on a number of important topics. Please read carefully.

**State Funding - Fast Forward**
The Fast Forward program provides every student attending an Idaho public school an allocation to use towards Advanced Opportunities. Students will have access to $4,125 in state funding to pay for dual credit courses, as well as AP, IB, CLEP, and Professional Technical exams. Students must apply online via the Advanced Opportunities Portal to use these funds. Failing a class paid with Fast Forward money will impact future access to those funds.

For more information on how to access Fast Forward funds, talk with your counselor or visit the Idaho Department of Education website at: www.sde.idaho.gov/student-engagement/advanced-ops.

**Important Dates and Deadlines for Concurrent Enrollment Courses**

**For Fall Courses**
- Registration Deadline – Friday, September 30, 2016
- Advanced Opportunities Deadline – Friday, September 30, 2016
- Drop Deadline – Friday, October 28, 2016
- Fee Deadline (Applicants not awarded state funds) – Friday, December 2, 2016
- Online Course Evaluation Period – December 1-15, 2016, closes at 10 p.m.

**For Year-long Courses**
- Registration Deadline – Friday, September 30, 2016
- Advanced Opportunities Deadline – Friday, September 30, 2016
- Drop Deadline – Friday, October 28, 2016
- Fee Deadline (Applicants not awarded state funds) – Friday, December 2, 2016
- Online Course Evaluation Period – April 18-May 9, 2017, closes at 10 p.m.

**For Spring Courses**
- Registration Deadline – Friday, February 24, 2017
- Advanced Opportunities Deadline – Friday, February 24, 2017
- Drop Deadline – Friday, March 24, 2017
- Fee Deadline (Applicants not awarded state funds) – Friday, April 7, 2017
- Online Course Evaluation Period – April 18-May 9, 2017, closes at 10 p.m.

**How to Drop a Concurrent Enrollment Course**
To drop a course, you must contact a Concurrent Enrollment staff member. Please email your name, Boise State ID number, school, teacher, class, and the reason you are dropping. For questions, please call (208) 426-3750. Please note that once grades are submitted, we are unable to drop students from a course. After grades are posted, students will need to submit a formal appeal application to the Boise State Registrar’s Office requesting to be dropped.

**Important note:** High school and college course registrations are separate. If you choose to leave a class at your high school, failure to notify Boise State 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.

**2016-2017 Boise State Drop Deadlines:**
- Fall 2016 and Year-Long Courses: **Friday, October 28, 2016**
- Spring 2017 Courses: **March 24, 2017**

For courses dropped AFTER the drop deadline, students will be charged full fees, and will have a “W” recorded on their official Boise State transcript.

Receiving a W on a transcript OR failing a course will affect future eligibility to receive state Fast Forward funding for dual credit courses. If a student fails to earn credit for any course or examination for which the department of education has paid, the student must pay for and successfully earn credit for one similar course or examination before eligibility is re-instated.

**Grades**
Boise State Concurrent Enrollment grades are posted at the end of the course. For fall semester courses, a final grade will be posted at the end of January 2017. Year-long and Spring course grades will be posted in mid-June 2017. For year-long courses, the final grade is an average of the first and second semester. Grades can be viewed by logging in to your myBoiseState account.

**2016-2017 Grades Available:**
- Fall 2016 Courses: **Friday, January 27, 2017**
- Year-Long and Spring 2017 Courses: **Friday, June 9, 2017**

The majority of concurrent enrollment classes are graded on a 4.0 scale, A-F. A few classes are graded Pass/Fail. University grades are not weighted. Other possible grading 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” grade.

**Boise State 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
Boise State Transcripts
You can view your student records on myBoiseState at any time. A transcript bearing the grade(s) from your Boise State Concurrent Enrollment course(s) can be sent to the school of your choice through your myBoiseState.edu student account. There is a $10 charge for transcripts. Please verify your grades have been posted on your myBoiseState account before requesting an official transcript.

To order online, log in to your myBoiseState account, select “Student Center”, click on “My Academics”, and then select “Request Official Transcript”. This method of ordering generally produces a next-day turnaround on orders.

Past students without myBoiseState access can go to the National Student Clearinghouse to place an order online. Credit and debit cards are the only accepted form of payment.

PROCESSING INFORMATION
If you place an order for pick up, you must show your photo ID when picking up transcript orders in person.

Normal Mail delivery can take up to 2 weeks (depending on location).

If your transcripts are being sent to another educational institution via mail, it can take an additional 2 weeks to be processed by the receiving institution.

Rush processing and delivery orders need to be placed by 2 p.m. to ensure expedited delivery.

For detailed instructions on how to order a Boise State University transcript and ordering options, visit registrar.boisestate.edu/transcripts or contact the Boise State Registrar’s office at (208) 426-4249.

Course Evaluations
Concurrent enrollment students are given an opportunity to evaluate the quality and experience of their course curriculum and instruction using Boise State’s web-based system, CourseEval.

Evaluations include multiple choice and open-ended questions that allow you to provide feedback regarding the course subject, instructional method, and preferences. This information is key in allowing the Concurrent Enrollment Program to improve each year. The information you share remains completely anonymous and is made available to instructors only after they submit final grades.

Evaluation Periods for 2016-2017

➤ Fall Courses: December 1-15, 2016. Evaluations will close at 10 p.m.
➤ Year-Long Classes and Spring Courses: April 18-May 9, 2017. Evaluations will close at 10 p.m.

You will receive an email from Bronco CourseEval and from the Boise State Concurrent Enrollment office to provide instructions and reminders on the evaluation process.

To log in to CourseEval, you will need your myBoiseState username and password.
➤ If you have already set up your myBoiseState account: Log in to the CourseEval system using your myBoiseState username and password.

Note: If it has been 90 days or more since you have set up your myBoiseState account password, you will need to reset your password before you can log in to CourseEval.
➤ If you have NOT set up your myBoiseState account: Visit my.boisestate.edu and click the link “Log In” and then “Create/Reset Password”. Set up your account using the username and student ID provided in your welcome email or letter from the Admissions Office. Your current instructor can also provide this information. Once your myBoiseState account is set up, you can log in to the CourseEval system using your myBoiseState username and password.

The OIT Help Desk is available for any questions regarding course evaluations. Contact them at (208) 426-4357, or via e-mail at helpdesk@boisestate.edu. Business hours are Monday through Friday from 7 a.m. to 6 p.m. and Saturday and Sunday from 10 a.m. to 5 p.m.

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 are not tolerated in any form. Students 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 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 Academic Dishonesty Policy and Procedure<br>  deanofofs студент.boisestate.edu/academic-dishonesty
- Boise State University Student Code of Conduct<br>  deanofofs студент.boisestate.edu/student-code-of-conduct

CREDIT MILESTONES

Students can achieve various milestones when it comes to earning college credits while still in high school. While achieving any college credit milestone as a high school student is a great accomplishment, it is important to understand how these options will apply to your intended major to ensure a seamless transition to college. You will want to contact the college you plan to attend to understand how these milestones will apply.

Dual Credit/Concurrent Enrollment Credits
Earning college credits by completing one or more concurrent enrollment classes in high school is an awesome accomplishment! You are already ahead of many students and have taken the initiative to get a head start on your college degree. Students who take concurrent enrollment courses in high school have been shown to go on to college in higher numbers, finish college on time, and do better academically than other students. Take some time to understand how the credits you have earned will transfer and apply to a degree at the college you plan to attend. Celebrate your accomplishments!!

Core Certification (Idaho)
Students who meet Idaho State Board of Education General Education Matriculation (GEM) requirements and have a minimum of thirty-six (36) GEM course semester credit hours will be considered core certified. You can find GEM course options by college by visiting GENED Courses – coursetransfer.idaho.gov/GemSearch.aspx – in the Course Transfer website. Students are still responsible for meeting all graduation requirements, including specific courses required for a degree.

Associate Degree
An associate degree is an undergraduate academic degree awarded by colleges and universities upon completion of approximately 60 credits. This is a significant milestone for high school students and should be reserved for especially motivated students looking to invest time and hard work to obtain an associate degree while still in high school. If you want to earn an associate degree and plan to go on to earn a bachelor’s degree, it is crucial to understand how your intended college will accept credits earned with the associate degree.

APPLYING TO BOISE STATE AFTER HIGH SCHOOL GRADUATION

You may have earned multiple college credits in high school through concurrent enrollment, yet all graduating seniors must still apply as a “new to college” student when they plan to attend Boise State University.

Apply
Visit the Boise State Admissions website for details on admission and how to apply! admissions.boisestate.edu

Money Matters
Find out more about the costs associated with attending Boise State University at admissions.boisestate.edu/money-matters

Admissions Index Calculator
High school graduates will be considered for admission according to Boise State’s Admission Index and can use the calculator to learn about eligibility. The final admission determination will be based upon cumulative, unweighted GPA as calculated by the University from official high school transcripts, and official ACT or SAT test results.

Check out the Boise State Admissions website for more details on admission standards for residents and nonresidents at admissions.boisestate.edu/new-to-college.

Undergraduate Scholarships
Boise State University offers merit-based and need-based scholarships for incoming Idaho resident students.

To meet the priority date for scholarships, all admission materials for students must be received in the Admissions Office by February 15.

To find out how you can be considered for as many Boise State scholarships as possible, visit financialaid.boisestate.edu.
CONTACT BOISE STATE CONCURRENT ENROLLMENT

Boise State Concurrent Enrollment Staff

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USEFUL WEBSITES

Boise State Registrar
registrar.boisestate.edu

Boise State Admissions Office
admissions.boisestate.edu

Boise State OIT (Help Desk)
oit.boisestate.edu

Idaho State Department of Education (Fast Forward)
sde.idaho.gov/student-engagement/advanced-ops

Idaho State Board of Education
boardofed.idaho.gov

Next Steps Idaho
nextsteps.idaho.gov

CourseTransfer
coursetransfer.idaho.gov

Khan Academy
khanacademy.org

Visit us at concurrentenrollment.boisestate.edu

For news, events and photos, join us on Facebook!
Search for Boise State Concurrent Enrollment.