COLLEGE CREDIT PLUS

2016-2017 Student Guide

Geauga Campus in Burton and Regional Academic Center in Twinsburg

Kent State University
GEAUGA and REGIONAL ACADEMIC CENTER

WWW.KENT.EDU/GEAUGA
Welcome to Kent State Geauga!

We congratulate you on the academic and personal achievements which led to your becoming a College Credit Plus student at Kent State Geauga. We wish you continued success in your academic endeavors and hope that you will find your time at Kent State Geauga to be challenging, productive, and rewarding.

At Kent State Geauga, you will be able to experience the outstanding curricula, faculty, and facilities of one of the best Ohio universities. Kent State has one of the largest regional campus systems in the nation with nine locations in Northeast Ohio. Kent State Geauga is located in Burton, with a Regional Academic Center in Twinsburg. CCP students are able to take classes at one or both locations.

As you explore the new academic terrain and independence, you will begin learning important critical thinking, creative problem solving, and communications skills. Your success at Kent State Geauga will depend upon the efforts you make on your own behalf to shape your educational journey. As a high school student taking college courses, we expect you to take responsibility for your own learning experience and to ask for directions and seek assistance when you need it.

This Student Guide will serve as one resource available to you during this academic year. We encourage you to visit the CCP website and contact your academic advisor when questions or challenges arise. Please free to schedule an appointment, email, or call us with any questions, or just stop to say “Hi” and let us help to celebrate your successes.

CONTACT INFORMATION

Kent State Geauga
14111 Claridon-Troy Road
Burton, OH 44021
440-834-4187

Twinsburg Regional Academic Center
2745 Creekside Drive
Twinsburg, OH 44087
330-888-6400
www.kent.edu/geauga
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College Credit Plus

College Credit Plus replaces Ohio’s Post-Secondary Enrollment Options program and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. Governor Kasich signed H.B. 487 into law on June 16, 2014. The CCP program is operational beginning with the 2015-2016 school year. The purpose of the program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. You are permitted to enroll in 15 credit hours per semester or 30 credit hours per academic year. You are not able to exceed 120 total credit hours. As a CCP student, you are not at this time pursuing a Kent State University degree. While courses taken as a CCP student may count toward degree requirements later, any and all advising while enrolled as a CCP student is not official for Kent State University degree purposes.

You Are a College Student

When you enroll at Kent State University Geauga Campus and the Regional Academic Center, you are for all intents and purposes, a Kent State University student. You are accountable for all policies, rules, procedures and deadlines in effect for students of Kent State University except those which expressly apply to CCP students such as tuition payment, textbook purchases, advising, and registration. You are expected to be familiar with the information in the Schedule of Classes, Undergraduate Catalog, Digest of Rules and Regulations, and Fee Bulletin. You are responsible for keeping your contact information up to date in Flashline.

⇒ You must check your Kent State email regularly (see below). Failure to check your Kent State email on a daily basis may result in missed communication from your instructors or CCP advisor.
Kent State policy 9-01.2 (B) (1) University use of electronic mail.
A university-assigned student email account shall be an
official university means of communication with all students at
Kent State University. Students are responsible for all information
sent to them via their university email account. If a student chooses
to forward their university email account, he or she is responsible
for all information, including attachments, sent to any other email
account.

**Academic Advising**

College Credit Plus students are required to meet with the CCP advisor
once before the course drop date of each semester. During the
meeting, you and your advisor will discuss your academic goals and
decide upon a course or courses that meet your needs. The courses you
intend to take must fit into your high school schedule and be approved
by your parents and guidance counselor. Seating preference in courses
is given to matriculating students. CCP students cannot be removed
from a course for which they have been registered to make room for a
matriculating student.

**Academic Services**

As a CCP student, you are entitled to all of the same services as a
matriculating college student. Kent State University at Geauga is
committed to providing academic support services needed to assist you
in your college career. The Offices of Academic Services exists to help
students who experience difficulties in the classroom at the campus. It
is home to Make-up Exams, Tutoring (Supplemental Instruction & Peer
-Assisted Learning), Student Accessibility Services, the Early Alert
System, Academic Success Workshops and Career Services. If you
experience academic difficulty or would like to improve your skills in
certain subjects, please contact Ben Morrison, Coordinator of Academic
Services, at (440) 834-4187, email: bmorri11@kent.edu, or stop by the
Office of Academic Services located in the Student Success Center in
the Geauga Campus library.
**Registration**

CCP students are **not** permitted to make any registration changes without the assistance of an advisor as doing so may impact their high school graduation, athletic eligibility, or advancement to the next grade level. You will receive an Authorization to Attend Form in your admission packet. On this form, you will obtain written authorization from your high school guidance counselor and parent/guardian before your registration can be finalized. The Authorization to Attend Form needs to be signed and turned in to the CCP advisor before the first week of classes each semester. If the CCP advisor does not receive the signed form prior to the start of classes, you will be dropped from the courses that you selected. Course registration depends upon the number of seats available. All pre-requisite coursework for the course in which you want to enroll must be met. Classes sometimes fill. CCP students are not guaranteed a seat in class. You do not need to reapply for the Spring 2016 Semester.

*All students will need to reapply for the 2017-18 Academic Year.*

**Ask Your Guidance Counselor**

Before committing to the College Credit Plus program, there are things that you need to discuss with your guidance counselor. When you sign the *Authorization to Attend Form*, it will be understood that you have thoroughly discussed the following items in-depth with your secondary school guidance counselor.

- **How many courses can I take at Kent State to constitute full-time enrollment along with my high school classes?** You may not drop below the required number of credits/units established by the Ohio Department of Education to keep your graduation on track.

- **How are the credits that I earn at Kent State factored into my high school GPA, graduation honors, class rank, or anything associated with my high school record?** It is your responsibility to know your high school graduation requirements when registering for classes and what KSUG courses you should enroll in should you plan to fulfill those requirements using Option B of CCP.
• **How does taking courses at Kent State affect my athletic eligibility?** The Ohio High School Athletic Association and NCAA govern eligibility. Students must communicate with their counselors and athletic directors to ensure athletic eligibility.

• **What happens if I fail or withdrawal from a course?** You or your parents will be financially responsible for tuition, fees, and book costs if you drop after the first 14 calendar days (Fall, Spring), or if you fail the course.

  ⇒ A failed course results in no credit. If the failed or dropped course is a requirement for high school graduation, it will have to be retaken before you can graduate from high school.

• **How does participating in CCP affect my ability to participate in extracurricular activities at the high school?** Some courses may overlap after school activities; therefore, you should discuss this with your counselors prior to registration.

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**Academic Freedom**

Professors in the university have academic freedom. They control the content in their courses, which means that you may be exposed to adult themes, controversial issues and trends, or belief systems unlike your own. The instructor has the freedom to discuss or investigate controversial social, economic, or political problems without censorship, interference, or penalty from officials or organized groups. For more information on academic freedom go to [http://www1.cuny.edu/mu/vc_la/2012/01/02/a-guide-to-academic-freedom/](http://www1.cuny.edu/mu/vc_la/2012/01/02/a-guide-to-academic-freedom/).

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**Stay Connected**

Text @geauga to 81010 to get updates and reminders from KSUGeaugaCCP

**Security Tip**

Never use the same username/password on other websites
**CCP Pathways**

A “CCP Pathway” is a grouping of college courses and course sequences that total at least 15 and 30 college credit hours. A pathway may be organized by a major or career path and include various core courses required for a degree or professional certification by the college. The 15 and 30 credit pathways below represent a sample of courses that may be taken by a typical full-time first-year college student. The Pathways are designed to be flexible. Students participating in College Credit Plus select course(s) to be taken after consultation with both their high school counselor and their Kent State academic advisor. Course enrollment may be determined by placement recommendations, course pre-requisites, academic goals, high school graduation requirements, intended college major, and course availability. Students may select from courses that are not part of the Pathways below and are not required to attend Kent State Geauga full time.

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<thead>
<tr>
<th>KSU Course</th>
<th>Pre-req</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11011</td>
<td>Placement</td>
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<tr>
<td>Math or Critical Reasoning</td>
<td>See Catalog</td>
<td>3-5</td>
</tr>
<tr>
<td>Humanities or Fine Arts</td>
<td></td>
<td>3</td>
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<tr>
<td>Social Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Basic Science</td>
<td>See Catalog</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>14-16 max per semester</strong></td>
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<tr>
<th>KSU Course</th>
<th>Pre-req</th>
<th>College Credits</th>
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<tbody>
<tr>
<td>Kent Core English</td>
<td>See Catalog</td>
<td>3</td>
</tr>
<tr>
<td>Math or Critical Reasoning</td>
<td>See Catalog</td>
<td>3-5</td>
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FlashLine Frequently Asked Questions

How do I access FlashLine? Go to www.kent.edu/geauga, click on the “Flashline Login” link on the upper left hand corner.

- Your username and default password was sent to you in your admissions packet.

- Default passwords are in in the following format: mmmyyyyxxxxx.

- mmm = first three letters of the your birth month; yy = last two numbers of your birth month; xxxxx = last five digits of your Kent State Student ID (Banner) number.

How do I sign up for tutoring? Supplemental instruction (SI) is offered in select courses. You may drop in at any time during the posted SI hours throughout the semester. PAL (peer-assisted learning) Tutoring is available for all classes. You will need to fill out a ‘Request for a PAL Tutor’ application form, available at the Student Services desk.

When do I register for next semester? Every semester the Registrar’s website posts the preregistration entry dates for the next term. Please call to make an appointment to schedule your courses according to the “My Time to Register” dates.

How do I update my address, phone number, and email? In FlashLine, click on the “My Account” tab, in the “Update Personal Information” box located on the left side of the page, select “Addresses & Phone Number(s) Updates.”

How do I request a transcript? Copies of your academic transcript are available, at no charge, by requesting them in one of the following ways: 1) In person at the Office of the University Registrar Service Counter, Room 108, Michael Schwartz Center, Kent Campus with a photo ID, 2) Mail a request to Kent State University, Office of the University Registrar, P.O. Box 5190, Kent, OH 44242-0001, with the information below, 3) Fax a request to: 330-672-3867 with the information noted below, or 4) In Flashline, click on “Student Tools & Courses” to access the transcript request form.
Information required for a transcript request: Your current name and address, any former name(s), Kent State ID number or Social Security number, dates of attendance, campus(es) attended, the address(es) where the transcripts are to be mailed and your written signature. Transcripts will be processed upon receipt and will be mailed within two business days.

**Flash ALERTS** is Kent State’s official emergency text notification system to alert students, faculty and staff of critical information no matter what time it is or where they are in the world. Sign up to receive alerts about university closings and other emergencies at www.kent.edu/flashalerts.

**Drop, Add, Withdraw**

Nonattendance does not constitute an official withdrawal, either from a single course or all courses. Failure to formally withdraw from courses will result in failing grades. If changes are made after the first week of the semester, CCP students and their parents will incur the entire cost of the school district-negotiated fee for the course. Students are not permitted to add a course after 5 PM on the Sunday after the first week of classes. **The last day for CCP students to withdraw from a course without incurring tuition and fees is 14 calendar days from the start of the course. For summer courses, follow the registrar’s dates.** Please contact an advisor before Fridays at 5PM to ensure that you will be assisted.

**Consult Your Syllabus**

A syllabus is a document that an instructor writes and hands out to the students in his or her class to provide an overview of the college course. The syllabus is distributed on or before the first day of class, and may be posted on Blackboard. It contains the course number and title, the meeting times of the course, the name of the professor and his/her contact information. It outlines and describes the instructor’s expectations for the semester. Included will be the attendance policy, topics to be covered, readings, test dates, and any other relevant dates. The syllabus is the key to your success in the course. Enter important dates into your planner as soon as you receive your syllabus. Think of your syllabus as a binding contract between you and your instructor.
**Connecting to Wireless**

FlashZone-WPA, Kent State’s secure, high-speed wireless network lets you connect to the Internet almost anywhere on campus.

**Wifi on Your Computer**

Locate and select your system’s wireless icon and choose the FlashZone-WPA network.

Use your FlashLine username and password during set up.

**That’s it!**

Your computer will now automatically be connected to FlashZone-WPA whenever you are in range.

If you are having difficulties or if you are a Linux or Chromebook user, find instructions for wireless setup at support.kent.edu/flashzone

**Wifi on Your Mobile Devices**

Remember to connect to the FlashZone-WPA wireless network to avoid using data on your cellular plan.

Find setup instructions at support.kent.edu/flashzone-mobile

**Forgot your password?** Access our online password recovery tool at support.kent.edu/
FREE!
Microsoft Office for Kent State Students

Active full- and part-time students currently registered for classes at Kent State qualify for FREE Microsoft Office through the Microsoft Student Advantage program.

Follow the instructions at support.kent.edu/office to get started!
Free and Discounted Software

Information Services continually works to keep costs down for Kent State students by negotiating license agreements for various software packages, such as Microsoft Office, antivirus software and statistical, research and mathematics software.

**Microsoft Office**

Kent State students can download Microsoft Office for FREE!

**Antivirus Protection**

Microsoft Security Essentials (Windows) or Sophos Antivirus (Mac) are highly recommended and are FREE to Kent State students. Be sure antivirus software is installed on your computer to lower your chances of getting a virus!

**Wolfram Mathematics**

Kent State students enrolled at the Kent, Stark, or Ashtabula campuses may qualify for a free copy of this software.

**Google Apps**

Find more information about using Google Apps on page 16.

**Research and Statistical Software**

Kent State manages licenses for a number of research and statistical packages. While SAS and Qualtrics are offered FREE to Kent State students, other titles such as SPSS, JMP and NVivo are offered at a discount.

Interested in free software? Get more information or download the software at support.kent.edu/software.
Kent State Email

You can access your Kent State Gmail account by clicking email in the upper right corner of FlashLine or email.kent.edu. All official university notices are sent to your Kent State email address, so check your email often!

For more information visit support.kent.edu/email-student.

KSU Gmail on Your Mobile Devices

Visit support.kent.edu/gmail-mobile for instructions on how to connect to your account on your phone or tablet.

Flash ALERTS

Flash ALERTS is Kent State’s official emergency text notification system.

Sign up to receive alerts about university closings and other emergencies at www.kent.edu/flashalerts.

Security Tip

Always lock your phone with a passcode.
Don’t Risk Your Identity!
Beware of Phishing Scams.

If a suspicious email asks for personal information or requires you to give a password, account number or credit card information, it is most likely a phishing scam. Never provide this information over email.

Only open attachments or links in emails that you are expecting.

Hover your cursor over the link to view the URL to which you are being directed—make sure you recognize the website.

Do NOT send personally identifiable information in an email. Specifically:

- FlashLine username or Kent State ID number
- Passwords
- Account or credit card numbers

_Remember, Kent State will never ask for your password through email._
**Google Apps**

Google Apps makes it easy to collaborate with classmates, professors and group project members by offering unlimited free storage within Google Drive.

Access Google Drive with your FlashLine login to work, collaborate and share within your Web browser, chat with group members while editing documents, and build dynamic projects by integrating several Google Apps.

**FlashLine:** Select the Drive icon on the top right portion of the screen

**Desktop or Mobile:** Install Google Drive on your computer, phone or tablet to sync your files while working offline

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**Google Apps Accessible via Your kent.edu Account**

- Mail
- Calendar
- Docs/Drive
- Slides
- Sheets
- Sites
- Forms
- Sketchup

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**Security Tips**

- You can use your Google Drive account to back up your important documents and photos.

- Using peer-to-peer (P2P) file-sharing software to download copyrighted materials without the permission of the copyright holder(s) is illegal.

Find out how to legally access copyrighted materials at [secureIT.kent.edu](http://secureIT.kent.edu)
**Blackboard Learn**

Blackboard Learn, Kent State’s learning management system, allows you to access online course materials, grades, assignments and tests. It also serves as a communication and collaboration tool between students and instructors.

Access Blackboard Learn via the Blackboard icon in FlashLine or at learn.kent.edu.

Training guides and workshop information are available at www.kent.edu/blackboard.

**Blackboard Mobile**

Access Blackboard on your mobile device.

1. Download the Blackboard Mobile Learn app.
2. Choose Kent State University as your school.
3. Sign in with your FlashLine username and password.

For more information, visit support.kent.edu/bbmobile.

**Connecting to Library Resources from Off Campus**

Important resources, including certain library databases and shared network drives, require a VPN (Virtual Private Network) connection for off-campus access.

Students can download and install VPN software at support.kent.edu/vpn

You can access research databases, search the OhioLINK catalog and more through the University Libraries.

Find out more information at www.kent.edu/library
**Plagiarism**

**What is it?**  In instructional settings, plagiarism is a multifaceted and ethically complex problem. However, if any definition of plagiarism is to be helpful to administrators, faculty, and students, it needs to be as simple and direct as possible within the context for which it is intended.

**Definition**

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging its source.

This definition applies to texts published in print or online, to manuscripts, and to the work of other student writers. Most current discussions of plagiarism fail to distinguish between:

- Submitting someone else’s text as one’s own or attempting to blur the line between one’s own ideas or words and those borrowed from another source, and…

- Carelessly or inadequately citing ideas and words borrowed from another source.

Such discussions conflate plagiarism and the misuse of sources. Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

Council of Writing Program Administrators, January, 2003
<table>
<thead>
<tr>
<th>Event/Date</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fall International Student Orientation</td>
<td>Aug 22</td>
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<tr>
<td>Fall Graduate Student Orientation</td>
<td>Aug 23-24</td>
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<td>University Convocation</td>
<td>Aug 26</td>
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<td>Destination Kent State Welcome Weekend</td>
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<td>Fall Classes Begin</td>
<td>Aug 29</td>
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<td>Labor Day (1)</td>
<td>Sept 5</td>
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<td>Veterans Day Observed (1)</td>
<td>Nov 11</td>
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<td>Nov 23-27</td>
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<td>Columbus Day Observed (3)</td>
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<td>Fall Classes End</td>
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<td>Fall Final Examinations</td>
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<td>Dec 23</td>
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<td>Christmas Day Observed (1)</td>
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<td>Holiday Schedule (5)</td>
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<td>New Year's Day Observed (1)</td>
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<td>Spring International Student Orientation</td>
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<td>Spring Graduate Student Orientation</td>
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<td>May 22</td>
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<td>Memorial Day (1)</td>
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<td>Summer Intercession Classes End</td>
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<tr>
<td>Summer II Classes Begin</td>
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<tr>
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<td>Aug 19</td>
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<tr>
<td>Kent Campus Commencements</td>
<td>Aug 19</td>
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</tbody>
</table>

1. State or federal-designated holiday.
2. Thanksgiving: classes recessed Wednesday noon through Sunday; offices are closed Thursday and Friday.
3. Columbus Day, the second Monday in October, is a movable holiday, observed the day after Thanksgiving.
4. Presidents Day, the third Monday in February, is a movable holiday, observed contiguous with Christmas Day.
5. Kent State may operate on a holiday schedule during the last part of December. When that occurs, information will be communicated to faculty and staff and will also be posted at [www.kent.edu/hr/records/holiday-schedule.cfm](http://www.kent.edu/hr/records/holiday-schedule.cfm).
6. Spring Recess: no classes, offices are open.
7. Remembrance Day (May 4, 1970): final exams, classes or parts of classes recess from noon through 2 p.m.
Notes
Notes