

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

Concordia University is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and the World.

Course information and additional documents can be found on the pre-college webpage
Students in Michigan visit the [CUAA pre-college webpage](#)
All other students visit the [CUW pre-college webpage](#)
Email general precollege questions to precollege@cuw.edu

PRE-COLLEGE HANDBOOK

This handbook serves as a supplement to the [extended campus student handbook](#) that contains all online policies.

ACCREDITATION

Concordia University is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education.

LOCATIONS AND ORGANIZATION

Concordia has one president and governing body presiding over residential campuses in Mequon, Wisconsin (CUW) and Ann Arbor, Michigan (CUAA), satellite center campuses, and an online learning community reaching students worldwide.

GOALS FOR CONCORDIA PRE-COLLEGE

Concordia offers Precollege courses to:

- Help fulfill the Concordia University mission.
- Provide greater accessibility to higher education.
- Facilitate enhanced partnerships with the high schools.
- Ease the student transition to higher education.
- Deliver honors options for high school students.

STRUCTURE OF COURSES

- All course syllabi and instructors are approved by Concordia University program chairs.
- Courses are not self-paced but have weekly deadlines. Fall and spring courses follow the 15-week traditional undergrad student calendar. Summer online courses are condensed into a 10-week schedule.

COURSE OFFERINGS

High school students may enroll in a college course in one of these formats.

- **Online:** Students are led by an instructor through readings, videos, assignments, and discussions using Blackboard learn. Students may login anytime during the week to meet deadlines. Early enrollment is encouraged.
- **Blended/Embedded:** Course offered at the high school by a teacher who meets HLC guidelines (a minimum of 18 credits in the subject area taught and adjunct instructor qualifications). A high school may also ask Concordia to provide an adjunct instructor to teach a course at the high school.
- **Face-to-face (on-campus):** Students may take an introductory level undergraduate course in person at either the Mequon or Ann Arbor campus. This expands the course offerings available. Students can select entry level courses from the [undergraduate academic catalog](#) as long as pre-requisites are met. Students can only enroll in courses with seats available and in some cases faculty approval.

ADMISSIONS

ADMISSION REQUIREMENTS

High school students in grades 9-12 are eligible to apply.
Students should have self-discipline, motivation and available time to complete college-level coursework.

Minimum pre-college admission requirements:

- Students must have a 3.0 grade point average in high school core academic subjects.
- Typically, juniors and seniors enroll but freshman and sophomores with advanced reading and writing skills may apply. A writing sample is typically asked to be submitted for freshman.
- Returning students must earn at least a 'C' grade in college courses to continue in the program.

Notes:

- Students receiving MI funding, must submit a [qualifying college entrance test score](#)
- Seniors may enroll in a summer course the summer following their high school graduation.
- High schools may apply higher entrance requirements and may limit which courses are approved
- Pre-college acceptance does not guarantee subsequent undergraduate acceptance at Concordia.
- Traditional undergraduate students need permission by their Academic Advisor to take online pre-college courses.

ADMISSION DEADLINES

- | | |
|---|-------------------------|
| ▪ Fall courses take place August - December | Register by July 1. |
| ▪ Spring courses take place January - May | Register by December 1. |
| ▪ Summer courses take place June - August | Register by May 1. |

Early College Credit Program (ECCP) applicants must meet earlier deadlines for school district funding approval set by the local high school (Typically March for fall courses and October for spring courses).

ADMISSION PROCESS

Step 1: Complete a NON-DEGREE application

- If you reside in the state of Michigan, complete an application at cuua.edu/apply
- If you reside in any other state, complete a NON-DEGREE application at cuw.edu/apply
- Submit a copy of high school transcript to precollege@cuw.edu

PEOA students (MI state funding) must also submit a qualifying standardized test score.

ECCP students (WI state funding): must submit the approved [ECCP Form](#) with the appropriate school contact signature.

Step 2: Online Orientation Course (Required for new students)

- The course must be completed before the term begins.
- This course will provide the student with tutorials on how to utilize blackboard learn where the course will be accessed, policies, and tips to be successful.

Returning students can use the [RETURNING STUDENT ENROLLMENT FORM](#) to indicate their course request.

CREDIT LOAD LIMITS

- It is highly recommended that new students take 1 class
- Students can take up to 6 credits during the fall and spring term
- The Concordia Promise scholarship funds a student for a maximum of 36 credits.

INTERNATIONAL STUDENTS

Students enrolled in an international high school or in a U.S. high school as international student may enroll in pre-college courses. If the student later pursues future undergraduate enrollment, students must meet international admission requirements. Contact the [Concordia International Center](#) for more information.

TIPS FOR SUCCESS

1. **MEMORIZE OR WRITE DOWN YOUR F00** You will need your F00+6-digit Concordia ID number as your login ID for your student portal and to access your course.
2. **UTILIZE STUDENT PORTAL**

Your student portal is your one stop shop for access to your course and resources available to you as a student.

3. CHECK CONCORDIA EMAIL OFTEN (first.last@cuw.edu or first.last@cuaa.edu)

During a course, communication from the instructor and pre-college office will be through Concordia email. Students should check their Concordia email at least 3 times per week during a term.

New Students – Set-up your Concordia email and password

Concordia's IT Office creates an email account (either @cuw.edu or @cuaa.edu).

An initial temporary password will be sent to the student's personal email (provided during the admission process) with directions for setting up the email password through the Portal.

- Visit the portal at my.cuw.edu or my.cuaa.edu
- Enter your Student ID (FOO...) as your username
- Login with the temporary password we emailed to you after being accepted
- Set a permanent password

If you need help with a password, contact the IT Helpdesk at 262-243-4357 or ITHelpdesk@cuw.edu

How to Access Your Email Account

Login to your portal using your Concordia login credentials (F00# and password) and click the envelope icon in the upper right hand corner OR access email directly through outlook.office365.com

Sending Email through Blackboard

Blackboard has a send email tool to send a message your instructor and/or classmates to their Concordia email inbox, but you will need to read any returning messages in your inbox using the instructions above.

Accessing Concordia Email through a Mobile Device (optional)

Concordia email is a Microsoft Exchange account and can be added to any device with a compatible email app. This would eliminate the need to login to email through the Portal or Office 365.

If your device has an Outlook app or the option to use exchange from Gmail or the default email app, use that.

- If no existing Outlook or Gmail option on your device, in your device settings, find where to add an email account, and choose to add a new account. Select type as Exchange.
- Username is the entire Concordia email address (not just your user name)

If it fails to automatically find the settings, on the settings page:

- Server is outlook.office365.com
- Domain is blank
- The rest of the settings can stay the same.

If you need assistance, give the IT helpdesk a call, 262-243-4357.

4. LOG INTO YOUR COURSE WEEKLY THROUGH BLACKBOARD LEARN

A video tutorial overview is available [Blackboard Navigation Quick Start Video](#) [4:43]

- Course content is only viewable to students after the course start date.
- Our most successful students log in about 4 times per week and are submitting assignments weekly.
- Blackboard works best with Google Chrome or Mozilla Firefox (Not Explorer or Safari).

Students can access Blackboard directly through concordia.blackboard.com or the student portal

On the Blackboard MY INSTITUTION page.

All online courses (current and past) taken by a student will be viewable in Blackboard for 2 years.

- On the Blackboard MY INSTITUTION page click COURSES in the top gray menu bar and click on the course name to open the course.

How to use the course menu (left menu pane in a course)

SYLLABUS: To view or download the course syllabus. Read the syllabus before starting the course.

HOME PAGE: The landing page for a course showing announcements and instructor contact info.

CONTENT (use this item most often): Access to all the units and course content

DISCUSSION: Used to post discussion threads and respond to posts of the instructor or other students.
HELP RESOURCES: Links and information regarding payment, transcripts, and policies.

BLACKBOARD SUPPORT

Email Support Submit Blackboard help requests by email to blackboardsupport@cuw.edu.

Please report any broken course links or problems with tests or problems uploading assignments.

Phone Support: Call Concordia's Blackboard Support at 262.243.4327 (option 1) or 888.377.7447.

Team members may be able to troubleshoot issues immediately over the phone. If no answer, please leave your name, phone number, student ID (FOO) number, and your issue. A return call will be provided.

HELPSPOT Concordia's HelpSpot provides how-to videos and documents: helpspot.cuw.edu

Students may also submit help requests, or check the status of a previous help request, on the HelpSpot page.

Blackboard Training Videos (There are also links to these videos on the course home page)

[Blackboard Navigation Quick Start Video \[4:43\]](#)

[How to Submit an Assignment Video \[3:37\]](#)

[Access Concordia email \[3:14\]](#)

[How to Check Your Grades Video \[0:58\]](#)

[How to use the Discussion Board Video \[2:35\]](#)

[Sending Email in Blackboard Video](#)

[Test Overview Video \[1:41\]](#)

5. SUBMIT ALL REQUIRED ASSIGNMENTS BY THE DEADLINE

Students are expected to submit all required assignments by the posted date and time (Central Time).

- No late submissions on the initial discussion post will be graded. A student who misses the deadline for the initial post may reply to posts from others to earn some points for the week.
- For non-discussion items, points will be deducted for late work:
 - 1-2 days late: 33% reduction, 3-4 days late: 66% reduction, 5 or more: no credit, grade of zero.
- No work will be accepted after the posted last day of class. Instructors have strict deadlines to submit final grades and late work cannot be graded after the course end date.

VIEWING GRADES

Current Course Grade In the Blackboard left menu pane, click MY GRADES.

Final Grade(s) Final grades can be viewed on the portal 7-10 days after the course completion date. You can also log into your student portal and view under Student grades.

ARCHIVE (BACKUP) YOUR WORK

Students are encouraged to save a backup copy of coursework and syllabus on a USB drive, iCloud, or Google Drive. The document will be available for a re-submission if needed.

If there are specific questions on course content, assignments or grades the faculty's contact information is provided in the course syllabi.

ACADEMIC RESOURCES

CONCORDIA'S [Learning Resource Center](#) offers these free resources to assist online students:

The OWL – Online Writing Lab: Concordia's [Writing Center](#) offers writing consultants who can help proofread, MLA or ALA citations, and improve the structure of student papers. It usually takes 3-5 days for a consultant to review your writing and respond.

Disability Support Services - Learning Accommodations: Students with a learning or physical disability or impairment who require accessible accommodations in order to obtain equal access to a course should contact the Director of the Academic Resource Center (ARC) & Accessibility Services:

Mequon campus: (262)243-4299 or www.cuw.edu/arc

Ann Arbor campus: (734)995-7327 or www.cuaa.edu/arc

If approved, the Director will provide the student with a letter explaining accommodations, which the student may share with the instructor. Accommodations only become active if the student chooses to share the letter with his/her instructor(s). Accommodations cannot be applied retroactively.

LIBRARY

Access to Concordia's online library is required in some course to access academic research resources.

Students with a @cuw.edu email, use:

[Rincker Memorial Library](#) (CUW)

Portal: my.cuw.edu (click the Library tab)

Students with a @cuua.edu email, use

[Zimmerman Library](#) (CUAA)

Portal: my.cuua.edu (click the Library tab)

For library login assistance contact the online success advisor listed in the course or Karen Nowak, Coordinator of Online Library Services, karen.nowak@cuw.edu or 262.243.4379.

STUDENT PORTAL

The portal gives a student access to multiple campus resources and will be utilized often during their time in the course(s).

Students with a @cuw.edu email use: my.cuw.edu

Students with a @cuua.edu email use: my.cuua.edu

- The username is the student ID (FOO+6 digits) number and the password that was sent by IT or recreated.
- For password help, go to the portal and click the *CLICK HERE FOR HELP* link.

On the Portal webpage on the STUDENT tab you have the ability to:

Access email: Click the envelope icon in the upper right corner.

Login to Blackboard: Locate the Blackboard Learn for Students panel and sign-in.

Pay your Bill Online: Use the PAY MY BILL ONLINE panel.

View your Payment History: Use the MY STATEMENT panel.

View your Final Grade: Use the STUDENT GRADES panel.

View your Academic Transcript or Class Schedule:

In the Banner Self-service box click BANNER SELF-SERVICE.

Click STUDENT.

Click STUDENT RECORDS to view

Academic Transcript

Class Schedule

On the Portal webpage on the LIBRARY tab you have the ability to:

- Access the Concordia online library to view ebooks, articles and more by using the PRIMO panel. The Library tutorials and guides may be helpful as well.

TECHNOLOGY REQUIREMENTS

Students will need to have access to a reliable computer and internet connection with enough bandwidth to view course materials and videos. Students have the ability to purchase hardware and software at a discounted price through the student portal.

HARDWARE

Students may utilize tablets to navigate their course, but for quizzes, tests, projects and uploading assignments it's highly encouraged to use a laptop or desktop.

WEB BROWSER REQUIREMENTS:

Firefox or Chrome are recommended as other browsers are not compatible with some aspects of blackboard learn.

SOFTWARE:

Word Processor: Online courses require a word processor. Microsoft Office, Apple Pages, Google docs, or an equivalent is required. Concordia students are given free access to an [Office 365](#) account while enrolled.

visit www.office.com and login with your Concordia FOO and password.

Presentation/Video software (*In some courses*): Media-based projects require PowerPoint or video recording/editing software. Links to free options are included in the courses that require a media presentation.

Zoom for video meetings ([download / instructions](#)) Some instructors may use virtual office hours and video conference with students using Zoom.

Respondus Lock Down Browser [Respondus Monitor](#) (*Only used in some courses for test taking*)

FINANCES

TUITION PAYMENT

Self-paying students will be billed for pre-college classes after they are enrolled in the class by Concordia. State or district funded students will also get an invoice, but should not pay. Concordia invoices the high schools and submits appropriate forms to the state for PEOA students.

Account Balance and Payment History: Students can view statements on the Concordia Portal.

Payments: Student can pay online using the Portal under the ***Pay Your Bill Online*** channel.

- Debit/credit: (Visa, MasterCard, Discover), allow 2-3 business days to post.
- Phone: Pay by phone through 262-243-2609. Payments are posted within 24 hours.
- Pay by Mail: Mail a check with the student ID (FOO) number on the check, and mail to: Cashier's Office at 12800 North Lake Shore Drive, Mequon, WI 53097.

Overpayment: For reimbursement of a balance, email cashrelease@cuw.edu

TUITION RATES AND DISCOUNTS

Concordia Promise: Students enrolled in a homeschool or Christian high school (who are not eligible for state funding) qualify for the Promise scholarship reducing the cost to \$75 per credit for a maximum of 36 credits. The Promise rate cannot be used for Applied Music (private lessons) courses.

State Funding: Students in Wisconsin (Early College Credit Program) and Michigan (PSEO) may be eligible for state or district funding to fully cover the cost reducing the tuition cost to \$0.

Dual Credit: Students who attend a public high school and are not receiving state funding are eligible to take a course for \$150 per credit.

Concordia Promise PLUS: This is a scholarship in the amount paid for the dual credit courses that is applied toward their undergraduate tuition if the student chooses to enroll at CUW or CUAA.

Audit (no grade, no credit): A dual credit on-campus student may audit a course, if approved by the department. The course fee is \$75 per credit. The audit option is not available for online dual credit courses.

TEXTBOOKS

Most online courses, designated as dual credit, do not require a separate textbook purchase.

- On-campus courses and some online courses will require the student to purchase a textbook or e-text license.
- Concordia's [bookstore website](#) has textbook cost and information. If ordering on your own through another textbook site, be sure you have the exact ISBN number of the book to make sure you have the correct version. For math books, make sure the book also includes an access code to online material associated with the text.

DROP/WITHDRAWAL and REFUND POLICY

Student initiated request: Both the student and the high school rep must approve the request.

Administrative Withdrawal: A student may be administratively withdrawn from a class for disciplinary reasons OR if absent for 2 weeks (no assignments or discussion posts made).

Refund Policy: Students who drop a class will receive a pro-rated refund according to this schedule:

| Semester 15-week course | Summer 10-week course |
|--|----------------------------|
| Drop before 1 st submission 100% refund 'W' grade | Drop Week 1 75% refund W |
| Drop week 1 80% refund 'W' grade | Drop Week 2 50% refund W |
| Drop week 2 75% refund 'W' grade | Drop Week 3 25% refund W |
| Drop week 3 60% refund 'W' grade | Drop Week 4-7 0% refund W |
| Drop week 4 40% refund 'W' grade | Drop Week 8-10 0% refund F |
| Drop week 5 20% refund 'W' grade | |
| Drop week 6-10 0% refund 'W' grade | |
| Drop week 11-15 0% refund 'F' grade | |

A 'W' grade (Withdraw) shows on the transcript but is NOT counted in the college GPA.
An 'F' grade shows on the transcript and WILL be counted in the college GPA.

POLICIES

Students are to comply with the [student code of conduct](#), especially these policies related to pre-college.

ACADEMIC INTEGRITY POLICY

Concordia University expects all students to display honest, ethical behavior at all times and under all circumstances. Academic dishonesty is defined as follows:

Cheating: includes, but not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.

Plagiarism: includes, but not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.

Fabrication: the forgery, alteration, or misuse of any University document, record, or instrument of identification.

Academic Misconduct: intentionally interfering with teaching, research, and/or other academic functions.

Sanctions: Faculty members who find evidence of academic dishonesty have the discretion to determine the penalty. Penalties can include a grade reduction or removal of the student from the course. Stronger penalties including suspension or expulsion from the university. Additional sanctions will be imposed when a student is found to have violated the academic integrity policy more than once.

ATTENDANCE FOR ONLINE CLASSES

Class attendance is counted each time a student posts an assignment or discussion item in Blackboard.

Logging into a course, without posting, does not qualify as attendance.

Attendance expectations: Online courses do not have specific times for students to be logged on but students should expect to be active in a course 4-5 times per week.

Vacations and Breaks: Students are expected to submit work even if the high school breaks or family vacations do not match the course schedule. Students should communicate, in advance, any requests for scheduling accommodations directly to the university instructor.

CONCORDIA PROMISE PARTNER SCHOOLS

Christian high schools who have students participating in pre-college are considered Promise Partner Schools.

COURSE EXTENSIONS

If a student is unable to submit work due to an extended illness or hospitalization, an extension of up to one week may be granted by the instructor with approval from the Director.

- Proof of illness or a medical excuse may be required.
- No extension will be granted past December 31 for fall term, June 30 for spring term, or August 31 for summer.
- Extensions MUST be requested from the instructor prior to the scheduled end of the course.
- A course may not be dropped during an extension.

DISABILITY POLICY

In accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured accessibility services and accommodations that provide equal access to the activities and programs of the University.

Students with a disability who require accessible accommodations in order to obtain equal access to a course should contact the Director of the Academic Resource Center (ARC) & Accessibility Services:

Mequon campus: (262)243-4299 or www.cuw.edu/arc

Ann Arbor campus: (734)995-7327 or www.cuaa.edu/arc

FERPA and PRIVACY (The Federal *Family Educational Rights and Privacy Act*)

Pre-college students are considered university students and have privacy rights through FERPA.

Student: Grades and conduct are confidential and will not be shared with parents by the university unless the student waives their right to privacy.

School Reps: University personnel will only communicate with the student and the high school representative about grades and conduct.

- For homeschool students, the parent is the school representative

- A student has the option to share grade and conduct information with a parent.

Demographics: Student demographic information (name, email, attendance dates, photo) is considered public directory information and may be disclosed by Concordia at its discretion.

Minor Students: If the student is under 18, the parents retain FERPA rights at the high school and may review any records sent by Concordia to the high school.

Conduct: Concordia's Student Life Office will notify the high school representative if the student has been found responsible for a violation of the Code of student conduct (including school policy violations and any criminal activity off site). The notification will include the student's name, the code violated, any penalties, and the date of the violation. Concordia University reserves the right to impose penalties in addition to any action or inaction the high school or local legal system might take. The high school will recognize the student's privacy and will keep the conduct incident private.

High School: The high school will notify the Concordia University Dean of Students if the student is found in violation of a policy of the high school and/or involved in criminal activity.

For more information about FERPA, view [Family Educational Rights and Privacy Act information](#)

HIGH SCHOOL POLICIES

High schools may establish local policies regarding Precollege. A high school may:

- Have higher admission requirements (grade level, GPA, or test score) for their students.
- Determine if the pre-college grade will be included on the high school transcript or weighted.
- Decide to allow an additional study period or waive credit required for graduation.
- Approve the pre-college class for both high school and college credit.
- Only approve the class for college credit (if the high school already offers an equivalent course).

TRANSCRIPTS

Students can view and print a list of grades through the portal.

Transcripts must be requested by the student through the [transcript request webpage](#) and should be done after final course grades are posted.

1. Unofficial Transcripts (free) Faxed or emailed without a signature or seal of the registrar.

Request using the [Transcript Request Form \(pdf\)](#).

2. Official Transcripts (\$8 each): An official transcript (*with a seal and signature*) will be mailed directly to an institution (not to the student). Students must request using the [Transcript Request Form \(pdf\)](#).

CUW email students: Registrar Concordia Univ. WI 12800 North Lakeshore Drive Mequon, WI 53097-2402

Fax: 262.243.2610 Phone: 262.243.4345 Email: registrar@cuw.edu

CUAU email students: Registrar Concordia University Ann Arbor 4090 Geddes Road Ann Arbor, MI 48105

Fax: 734.995.7448 Phone: 734.995.7413 Email: cuaaregistrar@cuaa.edu

TRANSFER CREDITS

Concordia is an accredited university and most pre-college credits should transfer, but the receiving university will ultimately determine if and how transfer credits will be counted in a specific student's major.

- Keep copies of the course syllabi which may be requested by the receiving university.
- Check with the receiving university in advance to verify acceptance of credit.

CONTACTS

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| Concordia University (CUW) | 12800 North Lakeshore Drive Mequon, WI 53097 | 262.243.5700 |
| Concordia University (CUAA) | 4090 Geddes Rd, Ann Arbor, MI 48105 | 734.995.7300 |

SARAH KITTERMAN

Pre-College Coordinator

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