Guide for High School STUDENTS Taking College CLASSES

GET A “Jump Start” on your College Career while still attending high school by taking courses at Butler Community College

Butler Community College Pure Learning Power
Get a “Jump Start” on your college career while still attending high school by taking Butler courses. This guide will provide you with information about:

- Getting started at Butler
- The types of courses available to high school students
- Where to get further information as you “jump start” your future!

**COURSE TYPES AVAILABLE**

**Concurrent Enrollment**

Concurrent enrollment courses are taught by a high school teacher, at the high school, during the high school day. Students can earn both high school and Butler credit upon successful completion of the course. The student receives a Butler letter grade on a Butler transcript, in addition to high school credit. These courses utilize college-level curriculum.

**Dual Enrollment**

Dual enrollment courses are taught by a Butler teacher. Students may take dual enrollment courses at their high school, at a Butler site, or online. Students can earn both high school and Butler credit upon successful completion of the course. The student receives a Butler letter grade on a Butler transcript, in addition to high school credit. These courses utilize college-level curriculum.

**Articulated Credit**

Articulated credit courses are taught by a high school teacher, at the high school, during the high school day. The student earns high school credit; then Butler credit is awarded when a student graduates from high school and completes 12 hours of credit at Butler. These courses utilize high school curriculum.

**Early College Academies**

The Butler Early College Academies offer exceptional opportunities for high school students to complete career path specific coursework, participate in job-shadowing opportunities, qualify for certifications, and build a relationship with a mentor in their field of interest. Currently, the Early College Health Science Academy prepares students for careers in a wide range of health professions, with a specific path towards the Butler Nursing program. Additional Academies, including one focusing on Computer Information technology, are in the planning stages. Students must meet specific admission requirements, complete an academy specific application, and be selected for participation in each Academy. Learn more about the Early College Health Science Academy: [http://www.butlercc.edu/allied_health/echsa_main.cfm](http://www.butlercc.edu/allied_health/echsa_main.cfm)

**Senate Bill 155 (also known as the Governor’s CTE Initiative)**

Senate Bill 155 authorizes Butler Community College to waive the cost of tuition for high school juniors and seniors who meet Butler Community College Kansas residency requirements for enrollment in any tiered career technical course (CTE). Students are still responsible for fees. Learn more about SB 155: [http://www.kansasregents.org/governors_cte_initiative](http://www.kansasregents.org/governors_cte_initiative)
GETTING STARTED

HIGH SCHOOL STUDENT ADMISSION

High School students may take courses for credit, if they:

1. Are classified as a sophomore, junior, or senior by the standards where the student attends high school or are classified as a gifted student in his/her freshman level of high school. A copy of the Individual Education Program (IEP) and a High School/Home School Release Form signed by the high school PRINCIPAL certifying giftedness.

2. Complete Butler application for admission (sample shown in Appendix A on page 10 in this document) and have a High School/Home School Release Form (sample shown in Appendix B on page 11 in this document) signed by their high school PRINCIPAL certifying the student is at least a sophomore. This form must be completed prior to enrollment. http://www.butlercc.edu/admissions

3. Meet placement score requirements (ACT, SAT, ASSET or Compass). Scores must be certified on the High School/Home School Release Form prior to submission to the Registrar’s Office. Students needing to take a placement test, should refer to: http://www.butlercc.edu/advising/asset_info.cfm. A list of locations are on page 9.

Note: High school students who are below the sophomore level or who do not have IEPs can only enroll in college courses for audit (noncredit). Student must meet placement score requirements.
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<td>Student can earn both high school and Butler credit upon successful completion of the course.</td>
<td>Student can earn both high school and Butler credit upon successful completion of the course.</td>
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<td>College credit may be transferred to other institutions.</td>
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<td><strong>COURSE TYPE</strong></td>
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<td>Course is a postsecondary course that may be taught at either the high school or the postsecondary institution.</td>
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<td>Butler - Grade High School - Determined by School District</td>
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<td>ARTICULATED CREDIT</td>
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<tr>
<td>High school student receives high school credit and can receive Butler credit by successfully passing the course with a grade of C or better. **</td>
<td>Student can earn both high school and Butler credit upon successful completion of the course.</td>
<td>Student can earn both high school and Butler credit upon successful completion of the course.</td>
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<td>Postsecondary credit at the issuing institution.</td>
<td>College credit may be transferred to other institutions.</td>
<td>College credit may be transferred to other institutions.</td>
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<td>Course is a high school class.</td>
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<td>Butler - Grade High School - Check with your high school counselor.</td>
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* Link on KBOR website: [http://www.kansasregents.org/governors_cte_initiative](http://www.kansasregents.org/governors_cte_initiative)
** Butler credit is not awarded until a student graduates from high school and completes 12 credit hours at Butler.
FAQs ABOUT BUTLER

What are the benefits of taking Butler classes while in high school?
• Provides an opportunity to gain college credit while in high school.
• Gain immediate employment in various career-specific positions.
• Expanding the student’s knowledge in a specific career path.

Do students have to declare a major?
Students do not declare a major while in high school and enrolling in college courses.

Will the classes I take at Butler transfer to other colleges and universities?
Most Butler courses transfer for university credit. Advisors assist students in making selections to ease transfer to university programs. Students are encouraged to initiate and maintain contact with an advisor to discuss issues which affect their academic progress.

Can the classes I take at Butler be used for high school credit?
This is determined by each high school.

Can parents apply for college loans for their high school student’s tuition?
Unfortunately, high school students do not qualify for college financial aid.

Do high school students wanting to enroll in a specific course have to wait until the currently enrolled college students have selected their courses?
High school students who plan to enroll in a course taught on the Butler Community College campus will enroll according to semester enrollment dates. They do not have to wait for college level Butler Community College students to enroll first. Students must be enrolled prior to the first day of class. Students are not allowed to enroll in a course after the class has met.

FAQs about SB 155

What is Senate Bill 155?
Senate Bill 155 authorizes Butler Community College to waive the cost of tuition for high school juniors and seniors who meet Butler Community College Kansas residency requirements for enrollment in any tiered career technical course (CTE).

What does SB 155 cover?
SB 155 covers the cost of tuition and limited fees for high school students enrolled in Kansas CTE courses.

How can you determine if a course will be covered by SB 155?
Use the interactive course schedule to search by schedule type for “KS CTE Initiative” for a listing of eligible courses: http://www.butlercc.edu/interactive_schedule/index.cfm.

Are students enrolling in Kansas CTE classes under SB 155 required to take placement tests?
High school students need to follow all Butler Community College policies and procedures and meet placement score requirements (ACT, SAT, ASSET or Compass). Scores must be certified on the High School/Home School Release Form. Students needing to take a placement test should refer to http://www.butlercc.edu/advising/asset_info.cfm.
After you have applied for admission you will be mailed an acceptance letter. Your Pipeline username and password are included in your acceptance letter. Pipeline is your central source for Butler information. Besides providing convenient, easy access to e-mail and college announcements, Pipeline offers you numerous ways to enrich your student life. Services include: online transcripts and grades, account information, record updates, and much more!

**HOW TO LOGIN**

1. Go to Butler’s homepage at [www.butlercc.edu](http://www.butlercc.edu).

2. Log in to the system by entering your user name and password at the top of the homepage. This is the first initial of your first name and usually your full last name. i.e. Linda Johnson = ljohnson. Those with common last names such as Johnson in the example may have a number added to the end of his or her user name i.e. Lynn Johnson = ljohnson2 to signify a different user. Your initial password is your six digit birth date i.e. May 1, 1980 = 050180. Contact the Helpdesk at [316-322-3306](tel:+13163223306), or [316-733-3306](tel:+13167333306) from the Wichita metro area, for log in assistance.

3. After logging in the first time, a screen will appear telling you that your password has expired. You must choose and confirm a new password. Your new password must be between 4 and 10 characters in length using letters and numbers only you remember. DO NOT share your new password with anyone else! Additionally, you will be asked a series of questions. The answers you give will be encrypted to protect your privacy, which will be used to verify your identity should you forget your password.

4. You should now be at the “My Homepage” page. Personal and Campus announcements, your e-mail Inbox and Quick Clicks are accessible from here.

5. Most of the more frequently used services to students are available from the “Student Quick Clicks” channel on the My Homepage tab. Other services are available by going to the “Student Services” tab.

6. Students’ course information is accessible from the “My Courses” tab.
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<tbody>
<tr>
<td>BUTLER OF EL DORADO</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>BUTLER OF ANDOVER</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>BUTLER OF ROSE HILL</td>
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<td>X</td>
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<tr>
<td>BUTLER SERVICE CENTER</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>BUTLER OF McCONNELL</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>BUTLER OF COUNCIL GROVE</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>BUTLER OF MARION</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>BUTLER ONLINE</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>BUTLER COUNTY HIGH SCHOOLS</td>
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<td>X</td>
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</tr>
</tbody>
</table>
The advising process is an important part of your academic success. Academic advisors are available to assist you in the following areas:

- Planning your Program of Study
- Career Exploration • Placement Testing
- Goal Setting • Enrollment Procedures
- Transfer Information • Graduation Process

**Butler Locations**

- **Butler of El Dorado**
  Hubbard Center, 600 Building
  901 S. Haverhill Road • El Dorado, KS 67042
  316-322-3163 or 733-3163 from the Wichita/Metro area

- **Butler of Andover**
  1810 N. Andover Road • Andover, KS 67002
  316-218-6259

- **Butler of McConnell**
  Education Center, Building 412 • McConnell AFB, KS 67221
  316-681-3522 or 316-681-0236

- **Butler Service Center**
  2626 S. Rock Road, Suite 116 • Wichita, KS 67210
  316-691-9456

- **Butler of Council Grove**
  131 W. Main • Council Grove, KS 66846
  620-767-5158

- **Butler of Rose Hill**
  712 Rose Hill Road • Rose Hill, KS 67133
  316-776-9429

- **Butler of Marion**
  412 N. Second Street • Marion, KS 66861
  620-382-2183
Appendix A

Application For Admission

Please use black or blue ink.
Thank you!

Mail to: Admissions
Butler Community College
901 S. Haverhill Road
El Dorado, KS 67042
316-322-3255
Or apply online: butlercc.edu

Personal Information

Legal Name ____________________________ Other Names ____________________________

Last First Middle

Legal/Permanent Address-Street ____________________________ Apt. # ____________________________ PO Box ____________________________

City ____________________________ County ____________________________ State ____________________________ Zip ____________________________

Mailing/Local Address ____________________________ City ____________________________ State ____________________________ Zip ____________________________

Home Phone (____) __________ Cell Phone (____) __________ Work Phone (____) __________

E-mail Address ____________________________

Confidentiality of Records

See the Family Educational Rights and Privacy Act (FERPA) listing in the current Butler catalog or on the Butler website (www.butlercc.edu) regarding confidentiality of non-directory information and how directory information can be marked for non-disclosure, as well as a list of what is considered directory information.

Demographic and Resident Information

Are you a U.S. citizen? ___YES ___NO (If no, please stop and complete the international application.)

Are you a Kansas Resident? ___YES ___NO If yes, date residency began: ____________________________

Month/Day/Year (You may be asked to show proof of residency)

Gender: ___Male ___Female Date of Birth: ____________________________ Social Security Number: ____________________________

Optional

Marital Status: ___ Single ___ Married Are you the first person in your immediate family to attend college? ___YES ___NO

Are you Hispanic or Latino? ___YES ___NO

Race: (Please select one or more) ___American Indian or Alaska Native ___Asian ___Black or African American ___Native Hawaiian or Other Pacific Islander ___White

Are you an immigrant permanent resident? ___YES ___NO (If yes, please complete the permanent resident information below.)

PERMANENT RESIDENT INFORMATION: A# ____________________________ Date issued: ____________________________ Date expired: ____________________________

Permanent residents must provide a copy (front and back) of their INS “green card” or other documentation demonstrating eligibility for permanent residency.

Emergency Information

Emergency Contact Person ____________________________ Relationship ____________________________

Street ____________________________ City ____________________________ State ____________________________ Zip ____________________________

Home Phone (____) __________ Cell Phone (____) __________ Work Phone (____) __________

Civilian/Military Affiliation Must Be Completed

Are you Active Military? ___YES - Check one that applies: ___100 Air Force - Active ___200 Army - Active ___300 Navy - Active ___400 Marine - Active ___500 Coast Guard -Active ___115 Guard (all services) ___125 Reserves (all services)

___NO - Check one that applies: ___052 No Military Affiliation ___050 Department of Defense Civilian ___135 Military Family Member ___115 Guard (all services) ___125 Reserves (all services) ___092 Military Contractor ___045 Military Retiree

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Appendix B

Butler Community College
High School / Home School Release

Butler ID _______________________________________________________

Student’s Full Name: _____________________________________________

Year ___________ Semester: Summer ☐ Fall ☐ Spring ☐

HIGH SCHOOL GRADE LEVEL: Freshman* ☐ Sophomore ☐ Junior ☐ Senior ☐

*At Butler, a high school or home schooled student may take courses for college credit if classified as a sophomore, junior or senior or is gifted and has an Individual Education Plan (IEP). A high school or home schooled student who is not yet a sophomore, junior or senior and who does not have an IEP can enroll in college courses for AUDIT (non-credit) only. Please attach copy of IEP to this release. All high school students attending BCC must have taken one of the placement tests listed below and meet minimum test scores. See high school Guidance Counselor or BCC Advising Office for required test scores.

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<td>Math ___</td>
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<tr>
<td>Reading ___</td>
<td></td>
<td>(NS,EA,IA,CA)</td>
<td>(PA,AL,CA,TR)</td>
</tr>
<tr>
<td>Science ___</td>
<td></td>
<td></td>
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<tr>
<td>Composite ___</td>
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</table>

Date test administered: ____________________________________
Test scores certified by: __________________________________
Title: __________________________________

STUDENT RELEASE OF ACADEMIC INFORMATION:

I release my academic information (to include enrollment, attendance, and grade information) to __________________________ School.

(Name of High School/Home School)

NOTES: (1) Students enrolled in on-campus Butler classes are NOT automatically excused from college classes for high school activities. All Butler attendance policies are in force. (2) High school students are responsible for tuition, fees, textbooks and any other related course charges not covered under the Kansas Career & Technical Education Initiative effective July 2012. (3) – SENIORS - Spring grades may not be available before your graduation ceremony. Please check with your principal and make arrangements if needed.

STUDENT’S SIGNATURE: ________________________________________

Principal/ Home School Administrator Signature: ____________________

Office Use Only: Test scores posted by ____________________________ Date ____________