



Important Policies 2017-2018

Sophomores, juniors and seniors are eligible to become College Career Pathways (CCP) students and receive up to 18 CCP credits if they follow the procedures of the program. Students must complete a Concurrent Enrollment HS application on line within the designated time period. Application procedures and time periods are available from the College Career Pathways Coordinator at each high school.

Students must appear on a course roster for an articulated course. Students can only receive credits for courses listed on their school's MCC consortium articulation agreement.

Students do not automatically receive their grades once their courses are completed. By using their Banner ID#, students may go online at <https://my.comnet.edu> to view grades, print an unofficial transcript, or request an official eTranscript. They may also complete the transcript request form located in the form depot under the Admissions and Registrations section at <https://www.manchestercc.edu/form-depot/>.

Credit for *MAT*138: Intermediate Algebra: A Modeling Approach* requires that the student achieve a grade of B- for the course and a score of 35 or higher on the College Level Mathematics portion of the Accuplacer test, a score of 22 or higher on the ACT Math Test, or a score of 530 or better on the mathematics portion of the SAT. Test scores must be submitted by the high school to the college by **July 1** after the course is completed. Grading for Accuplacer scores may be subject to change during the year based anticipated changes in the test structure by the College Board.

If a student believes that there has been an error or omission in their CCP grade record, they must notify the college Registrar no later than the September 1 after the completion of the course in order to apply for corrections.

If a student has a Manchester Community CCP Admissions application on file and applies for corrections within this time period, the college will consider changes/additions to the student's record if accompanied by a high school transcript documenting the student's achievement in the articulated course, and a letter from the College Career Pathways Coordinator or a guidance counselor at the high school verifying the student's status as a CCP student.

If at any time a CCP student requests a correction to their records and it can be determined by the presence of a Manchester Community College CCP Admissions application and a roster on file at MCC from the high school documenting the award of a grade to that student, the record will be immediately corrected.