

## High School Programming

### FREQUENTLY ASKED QUESTIONS

#### 1. Will my Butler County Community College credits transfer to the four-year college of my choice?

The courses offered in the College Within the High School program satisfy the general education requirements at four-year colleges and universities. In fact, over half of the students attending BC3 plan on transferring their BC3 credits to a four-year school.

**The final decision to accept credits by transfer rests with the senior-level institution. Be aware that a course in which a grade of less than a "C" is earned may not transfer. It is the student's responsibility to find out if a BC3 course will transfer.** Call or e-mail the school to which you wish to transfer your credits, and request to speak to a transfer counselor. Supply the transfer counselor with the course description (found in the BC3 catalog and online at bc3.edu) of each course you'll be transferring. Contact Jane Dollhopf, Coordinator of High School Programming, at 724-287-8711, ext. 8254, if you need the course's syllabus. You may also contact Mr. Rich Laughner, BC3's Transfer Counselor, at ext. 8260.

#### 2. How do I transfer my Butler County Community College credits to the college I plan on attending?

Fill out an Official Transcript Request Form. One is included in the Welcome packet that High School Programming students receive at the beginning of the semester. You can also get a downloadable version from the BC3 website: Go to bc3.edu > Academics > High School Programming > "Transcript Request Form"

Once completed mail or fax the form to the Office of Records and Registration—address is on the form.

#### 3. How do I buy my textbook?

You will be notified as to how you will be buying your textbook(s). Textbooks may be purchased:

- If you are taking a CWHS course at your high school, textbooks **MIGHT** be sold by your instructor at the first class. If not, you can buy them:
  - At the BC3 Bookstore. To find out when the BC3 Bookstore is open: Go to: bc3.edu > College Resources > BC3 Bookstore > Bookstore Hours
  - Online from the BC3 Bookstore. Go to: bc3.edu > College Resources > BC3 Bookstore > Purchase Books Online. They will be shipped directly to your home.

Most textbooks can be sold back to the Bookstore on the main or branch campuses at certain times during the year. The Bookstore also has an online buyback program available 24 hours a day, 7 days a week. For more information go to bc3.edu > College Resources > BC3 Bookstore.

#### 4. How do I get my final grade?

In an effort to reduce paper waste, BC3 has gone "green." Paper copies of final grades at the end of the semester are no longer mailed to students' homes. Grades will be available on the bc3.edu website via your BC3 Student Portal. Directions for accessing your BC3 Student Portal are mailed to all students or you can get them by clicking on MyBC3 on the top right corner of the home page; then click Login Directions under Student Portal.

#### 5. What do I do if I must withdraw from my class?

A student wanting to withdraw from a course must first notify his/her instructor, and then contact the Office of Records and Registration at 724-287-8711, ext. 8331, and the Coordinator of High School Programming at ext. 8254, **AS SOON AS POSSIBLE**.

A student may withdraw from a course up through the ninth week of the semester. The only withdrawals allowed after that time are Medical Withdrawals.

A student may apply for a Medical Withdrawal at any time during the semester up until the final exam. Application is made by submitting to the Registrar a Medical Withdrawal Form completed by a physician no later than the last class day before the final.

#### 6. Will I receive a tuition refund if I withdraw from a course?

For students taking a High School Programming course at their high school, the amount of the refund is determined on a case-by-case basis by the Registrar. It is imperative that you contact the Office of Records and Registration and the Coordinator of High School Programming **AS SOON AS POSSIBLE** once you decide to withdraw.

#### 7. How will withdrawing from a course affect my grade?

A student who withdraws from a course up until the third week period will not have the course appear on his/her record.

A student who withdraws from a course after the third week period up to and including the ninth week of the semester will receive a "W" grade on his/her record. "W" grades do not affect the student's GPA.

A student who simply stops attending class and fails to follow the above procedure will receive an "F" grade in the course.