

Fast Forward Student Handbook

Welcome to the Fast Forward Program! This handbook should provide the information and resources you need as a SUNY Broome Fast Forward Student. Please visit www.sunybroome.edu/ff for further information and detail.

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I. General Program Overview

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Introduction & History

Welcome to SUNY Broome's Fast Forward Program. We are proud of the program we have built, and invite you to investigate and take advantage of all the offerings that await you. We have worked extensively with your high school to provide both teachers and students with the opportunity to benefit from college-level coursework and collaboration.

Broome Community College's concurrent enrollment program originated as an Early Admissions program in 1983, allowing local high school students to enjoy college level work on campus. Two years later, the program was expanded to offer college courses conducted at local high schools. The program was renamed Fast Forward in 2005, and through measured growth now includes 20+ high schools and hundreds of students.

Fast Forward allows high school students to earn college credit while simultaneously completing their high school classes. The Program serves local students, teachers, and schools by increasing access to college learning, supporting excellence in teaching, and strengthening high school-college connections. By collaborating with area high schools, SUNY Broome offers college-level coursework to qualified high school students -- all

courses are approved for college credit, enabling students to earn both high school and college credit for courses taken through Fast Forward. Courses offered through the Program are taught by experienced high school teachers who have the same qualifications as on-campus professors and have been approved by SUNY Broome department chairs. Fast Forward is a program whereby everybody wins:

- Students experience the academic standards, increased workload, and personal responsibility required to be successful in college study.
- Students enter college with completed coursework, lessening their time to graduation and saving on tuition.
- High school teachers enjoy ongoing, professional development directly related to the content, pedagogy, and assessment of the college-level courses they teach through Fast Forward.
- The curricular, instructional, and professional ties between SUNY Broome and area high schools are strengthened.

Mission

Concurrent enrollment programs, such as SUNY Broome Community College’s Fast Forward Program, promote and offer challenging college-level experiences to students in their last one or two years of high school. Students benefit through their ability to enroll in rigorous college-level courses while simultaneously meeting high school graduation requirements. As colleges experience high remediation rates, programs such as Fast Forward play an increasingly vital role in building the all-important partnerships between high schools and colleges.

Ensuring Quality: National Alliance of Concurrent Enrollment Partnerships Accreditation

SUNY Broome’s Fast Forward program received accreditation in 2010 by the National Alliance of Concurrent Enrollment Partnerships, or NACEP. This national organization is the only group certifying all concurrent programs in the US. Each program must meet a series of 17 challenging standards addressing 5 primary goals: rigorous curriculum, qualified faculty, comparable student instruction, assessment/grading, and evaluation by students and high school administration. “NACEP works to ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campus . . . so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.” Having met these standards, Fast Forward has demonstrated that students enrolled in its courses receive the same quality of instruction and facilities as do students at SUNY Broome, are able to transfer those courses to SUNY Broome and other institutions of higher education, and often enter college with significant coursework already completed. Programs need to apply for reaccreditation every seven years.

The Fast Forward Program benefits...

...Students by providing a college experience to motivated individuals. They experience rigorous academic content, the workload, and the responsibility of college study. Students also enjoy greater flexibility when matriculating to college as many of their concurrent enrollment credits earned allow them time to study abroad, double major, or graduate early. Fast Forward students are also given a SUNY Broome ID card which enables them access to all of campus and all SUNY libraries.

...Teachers by providing them professional development and connections with SUNY Broome faculty and collegial resources. Teachers also report that they enjoy teaching highly motivated and talented students. See Campus Privileges under Section IV for more campus privileges afforded to teachers.

...Schools, by providing college opportunities that keep students in the high school.

...SUNY Broome, by providing many students with their first direct contact with the College. Fast Forward also enables academic departments to engage in high quality, economically sustainable outreach to high school teachers, schools, and students.

Fast Forward Program Evaluations

Fast Forward regularly collects data on the impact of our program on students, teachers, and schools. We consistently find that:

- 85%+ of students agreed that they were better prepared academically for college
- 75%+ of students developed more realistic expectations about college
- 91%+ of college seniors were able to successfully transfer their Fast Forward credits
 - 26% say FF enabled them to enroll in a more advanced course
 - 79% say FF exempted them from taking a required course
 - 78% say FF counted as credit toward their college degree completion

II. Registration Processes

Registering for Fast Forward Classes

Fast Forward registration is done via paper application, *each semester*. Each school has a unique registration form that contains all available courses offered in that particular semester. You will register only for courses for which you have permission to. Students complete the form in its entirety: name, address, B# (if previously a BCC student) or SS#, etc. Students will also fill out the back of the form for SUNY reporting purposes.

Students will either mark an X or an AU in the box next to the course they have permission to register. An X indicates that the student is taking the Fast Forward course for graded credit. An AU indicates no transferable credit or grade.

Students will then sign the form and date it. A High School official (instructor, guidance, principal, etc.) will also sign the form certifying the student is enrolling in the proper course and has completed all application requirements.

Students will also receive a Student Folder. Inside the Student Folder, students will find a “letter to their parent or guardian”. We encourage students to bring this entire packet of information home and share it with their parents. Starting college is a big deal! Also included in the folder is a BCC Add/Drop form. If students need to “drop” the course, this must be filled out and sent to The Fast Forward Center by strict deadlines.

Lastly, a Certificate of Residency stapled to an Instruction Sheet is included in the Student Folder. All students of community colleges are required to complete this form.

Perhaps the single most important thing about the Student Folder is the BACK of the folder which shows SUNY Broome Fast Forward student policies and more details about the Fast Forward Program.

Audit Policy

Students who wish to take a SUNY Broome Fast Forward course but earn no college credit may audit the course by indicating as such on the registration form. Students should understand that they will do all the work required of the course, but earn no transferable college credit. An “AU” will be marked on their permanent SUNY Broome transcript.

Tuition

Students are able to take SUNY Broome Fast Forward courses at *no cost to them*.

Residency Process

At time of registration, students must also complete a certificate of residency indicating that he or she has been a legal resident of the State of New York for one year, and of a county for six months. Students who reside out of New York State do NOT need to complete this form, and Fast Forward registration will not be affected in any way.

The Certificate of Residency is good for one year. Students who have submitted in Fall, do not need to submit another in Spring.

Students should read through the certificate of residency instruction sheet for directions specific to their county, as the process does vary.

Drop/Withdrawal Policy

If a student's high school schedule changes and they have to DROP the SUNY Broome Fast Forward course, they must complete a SUNY Broome Add/Drop Form, and submit it to the Fast Forward Center. The Drop Form can be found on the Fast Forward website, or in the FF Student Folder.

Students MUST BE AWARE of Drop Deadlines so that their grade is not negatively affected. The Drop deadlines and policies can also be found on the website or in the FF student folder. Find the current semester and follow these dates precisely.

Please remember that dropping the course at the high school is only HALF of the process. SUNY Broome MUST have the drop form on file in order to drop students from the course. This is very important!

III. Critical Information about Your Fast Forward Course

What to Expect

When you embark on a Fast Forward course, you are actually walking into a SUNY Broome classroom! Your instructor has been credentialed by SUNY Broome and will be using the same pedagogy and assessment methods as on-campus faculty. You, as the student, will be learning the same curriculum and be expected to achieve the same learning outcomes.

Expect a faster pace, greater personal responsibility, increased academic rigor, and higher standards than you would in a high school course. This level of quality instruction and standards are what will prepare you for attending college courses on campus!

Student Eligibility/Pre-Requisites

To be eligible for the Fast Forward program, seniors must have demonstrated a strong performance in academic subjects relevant to the course into which they want to enroll. A strong performance is defined as a grade average of 85 or better. The Course Offerings list, which can be found on the FF website, contains additional requirements of class standing and pre-requisites that must be adhered to.

Academically prepared juniors may be allowed to register in courses where the SUNY Broome Department has indicated on its Course Offerings list that junior students are acceptable.

In some cases, we will administer the Accuplacer placement assessment to test student skills in math and/or English. This depends on your academic history in these subjects, and is done on a case-by-case basis.

Course Syllabus

The Course Syllabus is a critical piece to any college course. A syllabus contains critical information for you, as the student. A course description, contact information for your instructor, key dates and deadlines, learning outcomes, and attendance and grading policies are some of the important elements to a syllabus.

We recommend that you keep your Fast Forward syllabi in your Fast Forward student folders so that you have a record. If you need to transfer your credits to another college, having this documentation may help you secure successful transfer.

Attendance

Attendance is crucial and plays a large role in your success, and often time, determining your final grade. In many cases, the learning that occurs during regular class meetings cannot be “made up”.

Please see your syllabus for your instructor’s specific attendance policy, as this will vary by course/instructor.

Grading

Fast Forward students are graded the same as our on-campus students. Your high school instructor will convert your high school number grade to a letter grade, A-F. The grade you receive in this course will be recorded on your official SUNY Broome transcript and becomes part of your permanent academic record.

Plagiarism and Academic Honesty

Fast Forward conforms to the same on-campus policy, as follows:

It is the policy of SUNY Broome Community College to educate students about academic honesty standards, encourage adherence to the standards, and enforce the practice of acting with the highest standards of honesty and personal integrity in all aspects of their academic careers.

Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to:

- a. Refrain from acts of academic dishonesty
- b. Refuse to aid or abet any form of academic dishonesty
- c. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
- d. Encourage other students to adhere to the standards of academic honesty

Faculty Responsibilities

Faculty members have the responsibility to support academic honesty in their classrooms. Faculty members are expected to:

- a. Explain the meaning of academic honesty to their students and refer them to the campus policy
- b. Conduct their classes in a way that makes academic dishonesty difficult

c. Address students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner

Procedure

1. An instructor has the prerogative of failing a student who has violated the Academic Honesty Policy on an exam, paper, project, report, or other assignment for that exercise only.
2. An instructor has the prerogative of failing a student in the course when the student has violated the Academic Honesty Policy a second time; A grade of "F" assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a "W" will not replace an "F" assigned for academic dishonesty. Academic disciplinary actions taken by the instructor based on alleged cheating may be appealed as specified in the College's Academic Appeals Procedure.

IV. Your SUNY Broome Transcript

Obtaining or Viewing Your Transcript

(<http://www.sunybroome.edu/web/www/transcripts>)

To view your transcript, or submit a request for a transcript, please go to MyCollege (www.mycollege.sunybroome.edu). Sign on using your user name and password.

Once you are in MyCollege click the Student tab on top and select Student Records and Request Academic Transcript. Complete the information requested and submit.

You may also request your transcript in writing, from the SUNY Broome Registrar's Office. Please include the following information: Name, Social Security number, Date of birth, Dates of attendance, Address where transcript should be sent, Number of copies (maximum of 8 per request), Current mailing address, any name changes, Daytime phone number.

*Transcripts cannot be processed if you have an outstanding financial obligation to the College. By completing the transcript form, you are consenting to the release of your academic record. Please allow up to five days for processing. The number of transcripts requested is limited to eight per day. There is no charge for a transcript request.

All requests to fax or expedite your request within 24 hours must be requested by contacting the Registrar's Office at (607) 778-5267 or visiting our office in the Student Services Building room 105. A five dollar fee will be charged for expedited requests.

Transferring Fast Forward Credit

Typically, students who have earned at least a grade of a “C” or better have successfully transferred credit to a number of schools. Although most colleges and universities do accept these credits, it is in your own best interest to contact your choice of schools to discuss any concurrent enrollment classes that you are interested in, prior to taking the course(s).

Fast Forward students have been successful at a number of types of credit recognition – direct transfer toward your major, elective credits, exemption from a course, or being eligible for placement into an upper-level course.

If you apply to SUNY Broome, you don’t need to worry about transferring your credits, as this is automatic!

V. Access Privileges at SUNY Broome

Student ID Number

Each Fast Forward student will receive a unique SUNY Broome ID# upon registration. This number (called your B#) will be mailed home to you in a letter from SUNY Broome Information Technology Services. Please use your B# to identify yourself to the college, in lieu of your Social Security Number. The letter from IT Services will also contain your MyCollege username and password. Please save this letter in your Fast Forward student folder provided to you at the beginning of each semester.

*Please Note: If you attend SUNY Broome in the future, your B# and MyCollege account information will always remain the same!

MyCollege

Fast Forward students will be given a MyCollege username and password at the start of each academic year. MyCollege is SUNY Broome’s web portal which will be your doorway to real-time student information. With MyCollege, you can check your schedule, view your transcript, run a degree audit (see which FF courses fit in your intended major!), and learn about campus events!

Students will be mailed their username and passwords directly from SUNY Broome Information Technology Services. If you lose the mailing or forget your information, there is a look-up function on the homepage – mycollege.sunybroome.edu.

SUNY Broome ID Card

You can obtain a SUNY Broome ID card which will give you access to the libraries at SUNY Broome Community College and Binghamton University, to SUNY Broome sporting events, as well as discounts at local stores. Current registered students can obtain a student ID in the Public Safety Building (PS 101/607-778-5083), during the following hours: Monday thru Thursday 8:30 am - 5 pm, Friday 8:30 - 3 pm.

Students must be registered for classes before they can obtain their card, and must bring photo ID for verification.

Library Database Access

Fast Forward students and instructors have access to SUNY Broome Library databases.

Students: Simply log-in using your MyCollege usernames and passwords.

We encourage you to visit the SUNY Broome Library and our reference librarians will assist you in searching the databases. See our Library website also.