Colby Community College
High School Student Guide

Welcome!

We are excited that you've chosen to begin your college experience with Colby Community College. Taking college classes while completing your high school education is a great way to challenge yourself and get a head start on your post graduation plans at an affordable cost. College courses will require you to be disciplined and will be a challenging educational experience.

You may be taking classes by a teacher at your school, studying online, or coming to campus… but however you study, you are a CCC Trojan and we are excited to be a part of your journey.

As a CCC student, you have access to the same resources as other CCC students. Depending on your availability, you could possibly complete your Associate degree at the same time you graduate high school.

The Outreach Office is here to help you through your high school graduation. If you are attending one of our partner schools, you will have a CCC Outreach Coordinator in your school who will help advise you and make sure you compete the requirements.

I hope this guide helps you and your parents as you become begin your Trojan journey.

Again, welcome to CCC!

Tim Watts
Coordinator for Outreach Students

Getting Started

Step 1: Apply

<< Scan to apply online

Use a personal email address (ISD emails often block outside emails)

High school graduation date: Does not need to be exact, but the graduation year is important to make sure you get high school pricing and scholarships

Only apply one time – one application will work for all studies while in high school. Your ID number will stay with you for all your classes.
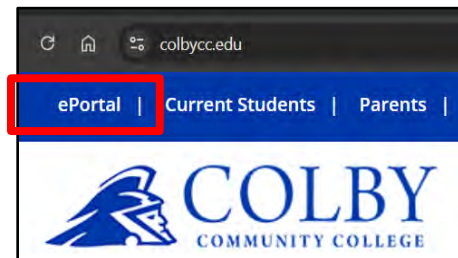
Step 2: Check your email

Once your application is processed, you will receive an email from "Admissions" with your acceptance to the program. The email will have an attachment with your ePortal log-in instructions. *Check your spam or promotions folder if you can't find it*.

Step 3: Log-in

Log into your ePortal: www.colbycc.edu

Note: You will use the following apps in the ePortal once classes start:

- **CCC Email** – professors and the college will send you notices here
- **Canvas** - access your online classes when they start
- **TrojanWeb** - access your billing, grade history, and access the bookstore

Step 4: Complete Registration Forms

Select Classes: Work with your high school counselor / on-campus CCC Outreach Coordinator to select courses.

Complete Forms: Complete your Enrolment Consent and Scholarship forms. Forms must be complete and signed by you and your parent or guardian to be registered in courses.

Important: **Consent forms are required <u>every</u> semester. They are due before classes start.**

Step 5: Order your books

Check your TrojanWeb to confirm you are enrolled in the courses you want. Then, order your books and online access codes as soon as you know you are signed up for the class.

Order the books for <u>each</u> of your classes through the CCC Trojan Trading Post:
https://shop.colbycc.edu/textbooks

Each class and instructor are different. Some courses will require a website subscription code. Some classes will not require a book, some courses tell you to wait until he first day of class. The bookstore website will tell you what is required.

Important: Order your books through **CCC Trading Post** (bookstore) to use your Colby Commitment Scholarship! If you order through Amazon or another website, the scholarship will not apply.
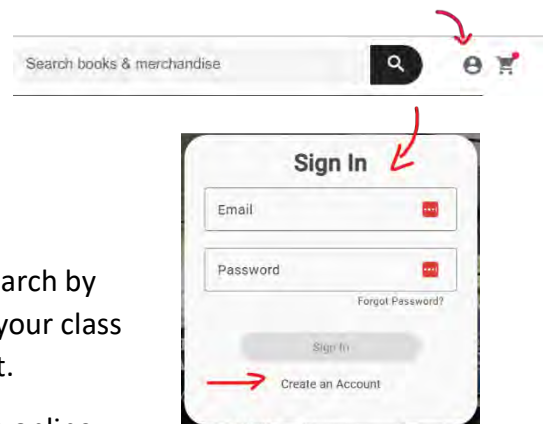
Step 1: Download your schedule off the **TrojanWeb** app

Step 2: (*one time only*) Create an account with the bookstore. **Important** > Use your **CCC email address** to set up the account. This is how you get the free books as a high school student.

Step 3: "Sign in" to your bookstore account.

Step 4: Order books and access codes for each class. Search by class number, section number, and professor found on your class schedule and add the book or access code into your cart.

- The fastest way to get your books is to select the online (eBook) book option. It can take a while for physical books to arrive.
- Access codes will be emailed to your CCC email.

- *Tip: rent the eBook if it is an option.*
- *Tip: If eBook is not an option, I suggest buying the physical book. If you rent a physical book, you will need to return the physical book to our on-campus store. If you do not return the book on time, you will be charged for the book.*

Step 5: Check out. Make sure the following button is highlighted to use the CCC scholarship. The only time you would need to submit a credit card is if you rent a physical book. Do not rent physical books. (Note: you must order **Access Codes** directly from the CCC trading post to get the scholarship)

Step 6: Log Into your Class

Class Start Date: Make sure you know when your class is schedule to begin. On the class start date, log into your ePortal, access your Canvas app, and you should see the class listed.

If the class does not show up by the date it is scheduled to start, make sure you reach out to CCC as the professor may have forgotten to publish the course.

Read the syllabus and make notes in your calendar the due dates of assignments and tests

Tip: **If anything is not clear, make sure to ask for help right away**

Welcome to CCC!

Placement Policy

The state of Kansas requires that all Math and English Composition courses have a minimum placement policy. You must meet minimum GPA requirements or take an ACT or ACUPLACER exam to register.

Placement Policy: **Guide**

If your ACT or GPA do not meet the minimum standard, CCC offers ACCUPLACER testing for free. Work with your local Outreach Coordinator about your placement into these classes.

Vet Nursing only allows the pre-requisite courses to be taken by high school students without being accepted into the program. You make take the following courses: **VN115, VN119, VN121, VN126** and **MA109**.

Agriculture Program has many courses available to introduce high school students into the field. Some courses are only open to High School Seniors, and a few classes are only available after graduation.

Ag courses open to ALL high school students
- AG105 AG OSHA Certification
- AG106 Principles of Agricultural Economics
- AG122 Introduction to Livestock Judging
- AG123 Introduction to Swine Production
- AG127 Introduction to Cattle Health
- AG128 Introduction to Pet Grooming: Grooming Assistant
- AG129 Introduction to Preservation Dog Breeding
- AG155 Beef Pregnancy Detection
- AG156 Breeding Soundness Exams
- AG157 Fundamentals of the Hunt Seat Discipline
- AG158 Fundamentals of the Western Discipline
- AG170 Introduction to Equine Health
- AG171 Introduction to Equine Evaluation and Selection
- VN115 Introduction to Veterinary Nursing
- AG118 Marketing of Agricultural Products
- VN119 Breeds of Domestic Animals
- VN121 Medical Records and Veterinary Office Skills

Ag courses available to high school SENIORS only**
- AG126 Principles of Livestock Nutrition
- AG149 Animal Science
- AG150 Animal Science Lab
- AG151 Beef Cattle Science
- AG152 Introduction to Animal Health (*requires completion of AG149*)
- AG176 Horse Production
- AG205 Agricultural Finance
- AG240 Introduction to Beef Production
- VN126 Veterinary Medical Terminology

if you plan to attending CCC, it is recommended to take this class **in person

Ag courses NOT available to high school students
- *AG153 Farm Animal Reproduction*
- *AG226 Applied Livestock Nutrition*
- *AG259 Equine Reproduction*
- *AG260 Equine Nutrition*

Colby Commitment Scholarship (CCS)

The Colby Commitment is a scholarship program that Colby Community College provides to high school students in the College's 14-county service area who qualify for free and reduced lunches, as well as all high school students who reside or their immediate family (parent/legal guardian) owns property in Thomas County, Kansas. This Scholarship covers the cost of tuition, fees, and textbooks. Students from the following counties will qualify for tuition, fees, and books at a reduced rate of $50 per credit hour.

This Scholarship aims to remove educational barriers and provide all students an equal opportunity to access a high-quality college education. Colby Community College strives to provide enrollment opportunities for all students.

*No combination of scholarships or potential tuition waiver may exceed the cost of tuition, fees, or books.

Eligibility – Any current high school student in our service area qualifies for the Colby Commitment Scholarship. Eligibility ends at graduation.

Service Area (*county list*): Cheyenne, Rawlins, Decatur, Norton, Phillips, Sherman, Thomas, Sheridan, Graham, Rooks, Wallace, Logan, Gove, and Trego.

Scholarship Levels:
- **Full Scholarship** – current high school students in Thomas County, students who own property in Thomas County, or students in our service area who meet the established income guidelines for free/reduced lunches will receive a scholarship which covers **all** of their expenses associated with books, tuition, and fees.
- **Community Scholarship** - All other high school students who live in our service area will receive a scholarship which covers books, fees, and tuition at a reduced rate of **$50 per credit hour**.

Instructions:
- *Students must submit the scholarship consent form signed by the student and their parent/guardian.*
- *For those that qualify under 2025-2026 Income Guidelines: Your school will need to **submit a letter** verifying you qualify, or submit a copy of your **parent's Form 1040** for verification that their AGI (line 11) meets the state income guidelines. These forms must be submitted before the full scholarship can be applied.*
- *Students who live outside Thomas County but own property in Thomas Co. may show proof that their parents own the property by showing a deed.*

Semester Dates

CCC offers several terms including long semester courses (16 weeks), and condensed terms (full semester class condensed into 12-weeks, 8 weeks, or even 4 weeks).

Fall *(August to December)*

Long Semester	Aug 18 to Dec 11
12 Week	Sept 15 to Dec 11
8-week-1	Aug 18 to Oct 9
8-week2	Oct 13 to Dec 11
4-week-1	Aug 18 to Sept 11
4-week-2	Oct 27 to Nov 20

Spring *(January to May)*

Long Semester	Jan 12 to May 14
12 Week	Feb 17 to May 14
8-week-1	Jan 12 to Mar 5
8-week2	Mar 9 to May 14
4-week-1	Jan 12 to Feb 5
4-week-2	April 13 to May 7

Note: Summer courses are either 8 or 4 weeks long and are only offered online. Summer courses move fast and are intense. Winter courses are not available to high school students.

Dropping or Withdrawing from classes

Drop: A student may drop classes before the published add/drop deadline. A dropped course removes the course from the student's account and drops any fees for the class. Drop dates are usually 1 to 2 weeks after class starts depending on the length of class.

Withdraw – After the drop deadline, there is still an opportunity to get out of a class by withdrawing. Withdrawing will leave a "W" on the student's transcript. Fees and scholarship stay the same for the class. Withdraws must be requested by the student directly to the Registrar's office (registrar@colbycc.edu).

Failed courses – Student will receive an F on their transcript, and will loose the Colby Commitment Scholarship. This means the student will responsible for the full tuition, fees and books for the course.

Paying for classes

High school students are responsible for tuition and fees for college classes. Payment for classes is not required on the day of enrollment, but all fees must be paid before the next registration date. Students are welcome to make payments through the semester by mail, phone, or online through your **TrojanWeb app**. Bills will be mailed out monthly.

Excel in CTE – The state of Kansas pays tuition for Kansas students who take qualified courses. Student must pay for books and course fees.

Unpaid Fees – A hold will be placed on your account that will stop you from registering for classes or order transcripts.

Drop – if you drop a course before the add/drop deadline, all fees for that class will be refunded. *See Drop/Withdraw section for more details*.

Withdraw – If you withdraw from a class after the drop deadline, but before the end of the withdraw deadline, all fees remain the same, but you will not lose your scholarship for the course. If you have not paid the fee, you will need to pay before you can register again. If you have already paid, funds can not be refunded with a withdrawn course. *See Drop/Withdraw section for more details*

Failed Courses – if you fail a course, any scholarship will be removed and you will owe the full tuition, fee, and book amount for that course.

Parent / Guardian Questions – Federal FERPA laws **do not allow** the college to discuss students' information with anyone unless the student gives specific permission. *See more below in the FERPA section.*

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects students right to privacy. College faculty and staff are **not allowed by law** to discuss a students information without an official release signed by the student. Releasees are not mandatory, but if a parent or guardian calls to inquire about classes or fees, the college would not be allowed to speak to them without the consent.

FERPA Consent Form will require: Name of the person and their relationship to the student. The form will also require a security question and answer that the person calling would need to be able to answer for verification. The form must be signed by the student. Consents may be revoked at any time by the student in writing.

Due to the nature of taking dual/concurrent courses with the high school and the college, information may be shared between the institutions when there is an educational need to know.

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Excel in CTE

The Excel in CTE initiative is a program that allows high school students to take specific career and technical education classes tuition free. Kansas high school students take these classes without pay tuition. Textbook and course fees may apply depending on the class you take. You may be able to compete prerequisite courses, or even obtain a certification while still in high school that will open doors for a career right away.

Many CTE courses are available in our **Ag, Nursing, Vet Nursing, Criminal Justice or Alternative Energy** programs.

A list of classes approved for the CTE grant are available upon request.
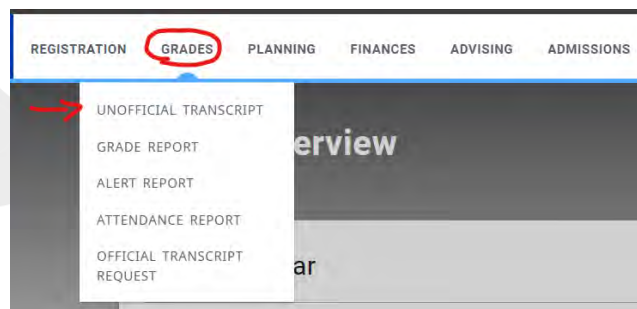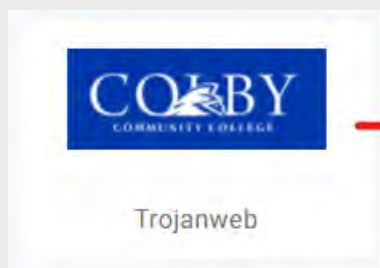
Advising – Academic Planning

Please work with your on-site Outreach Coordinator regarding your academic plans and to explore options that work in your high school schedule.

If you are considering completing your associate degree before you graduate, or want to talk to an advisor about transferability of courses to another institution, you may schedule an appointment with one of our advisors:

https://trojanadvisingcenter.setmore.com/#services

Transcripts (unofficial / official)

You may download your unofficial transcript from TrojanWeb for free. These are great to show your school what your final grade is, to apply for scholarships, and to begin applications to other universities for your continued education.

Official Transcripts

Some schools or institutions may require an "Official Transcript". Official transcripts must be sent directly from the Registrar's office of CCC to the school or organization and may not be sent to you first. Official transcripts cost a fee and take a couple of days to send. You will request the transcript online through a website called "Parchment:. For more information, you may read more on the CCC Registrar's Website:

https://www.colbycc.edu/student/registrar/index.html

If you continue your studies at CCC, you will not need to order a transcript for your admissions file. We have your grades on file. We will need an official transcript from your high school once your final grades post.
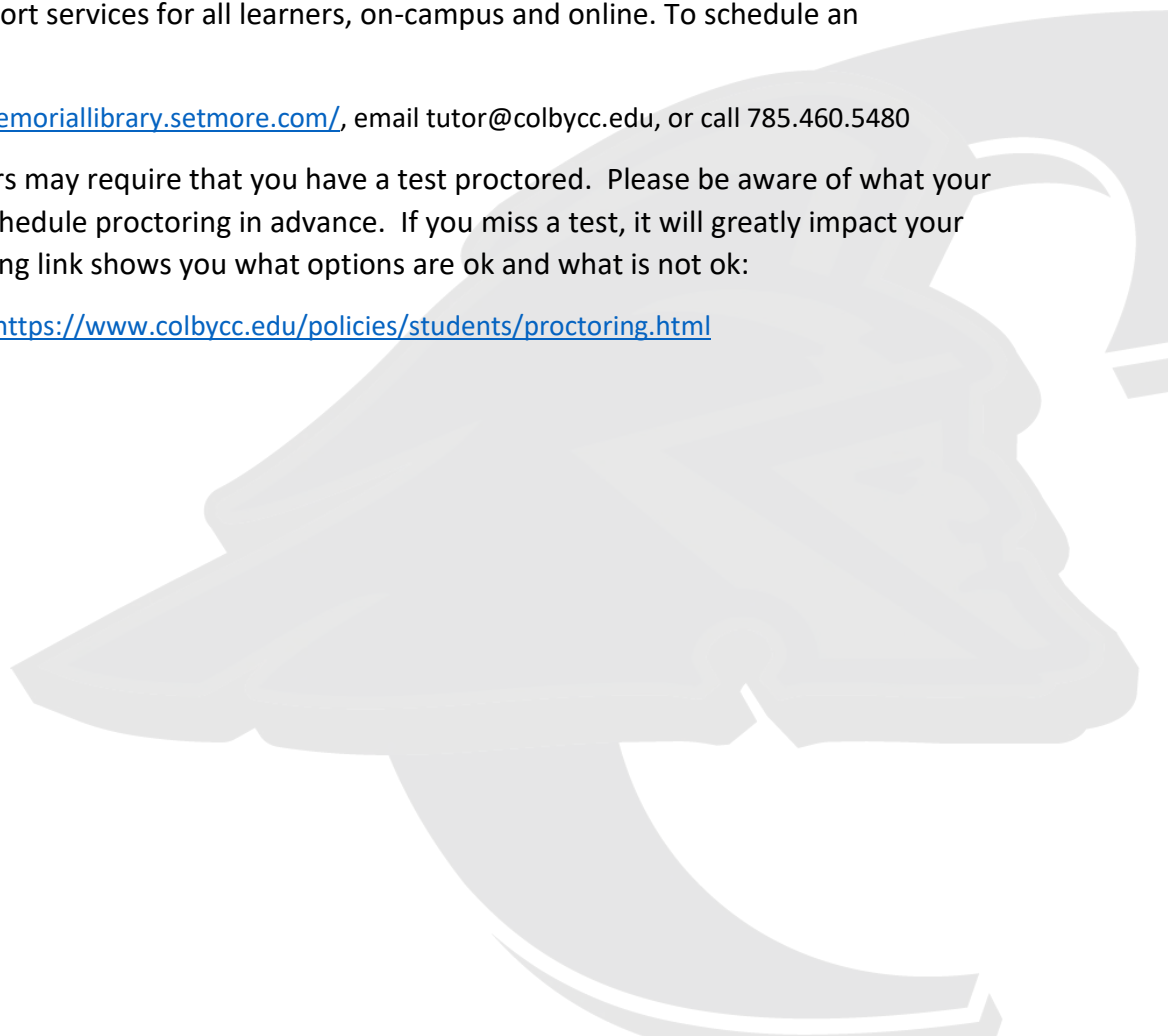
Tutoring / Proctoring Tests

Tutoring: Free tutoring is available to all students at CCC. The Comprehensive Learning Center (CLC) in the Library provides support services for all learners, on-campus and online. To schedule an appointment:

https://hfdavismemoriallibrary.setmore.com/, email tutor@colbycc.edu, or call 785.460.5480

Proctored Test: Professors may require that you have a test proctored. Please be aware of what your professor requires and schedule proctoring in advance. If you miss a test, it will greatly impact your course grade. The following link shows you what options are ok and what is not ok:

https://www.colbycc.edu/policies/students/proctoring.html

COMMITMENT

ePortal Applications

ePortal | Current Students | Parents | Alumni

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When you apply, your acceptance email will include instructions in how to log into your ePortal. Make sure you log in right away so you know you have access to your CCC apps. Inside your ePortal, you will notice several apps that you will use on a regular basis:

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Trojanweb

The **Trojanweb app** is where you can

- Check your class schedule,
- print unofficial transcripts,
- Review your fees and pay your bill

canvas

The **Canvas app** is where you:

- Access your online classes
- Submit Assignments
- Find tutorials
- Communicate with your professor (*some professors will use email, others might use Canvas… you should try both until you find out how your professor prefers to communicate*)

Email

Google Email\Apps

The **CCC Email app** is the main form of communication at CCC
- Make sure you check on a regular basis
- The CCC email system uses Gmail... so you can set it up to forward to another email if you are unable to check through the app.