

Complete and current precollege course information and links can be found on the precollege webpage
Students in Michigan visit the [UAA AA AA AA AAT /TT 2T 0 0 e \(t\)8.52 \(h-\)2.930 e tAAS](#)

as a supplement to the [ECO handbook](#)

ADMISSIONS

ADMISSION REQUIREMENTS

Honorslevel grade 912 students of typical high school age are eligible to apply.

Students should have self-discipline, motivation and available time to complete college-level coursework.

Minimum precollege admission requirements:

1. Students must have a 3.0 grade point average in high school core academic subjects.
2. Typically, juniors and seniors enroll but freshmen and sophomores with a grade reading and writing skills may be admitted. A writing sample test score may be required for younger students.
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4. (Optional) Benchmark standardized test scores for success: ACT composite 23 or SAT CR + M test 1050.

Notes: a For state of MI funding, [qualifying college entrance test score](#) must be submitted.

- b. Seniors MAY enroll in a summer course the summer following their high school graduation.
- c. High schools may apply higher entrance requirements and may limit which courses offered.
- d. Precollege acceptance does not guarantee subsequent undergraduate acceptance at Concordia.
- e. Traditional undergraduate students need director permission to take online precollege courses.

ADMISSION DEADLINES

- Exact dates will be listed [cuw.edu/precollege](#) [cuua.edu/precollege](#)
- x Fall courses run late August to mid-December. Register by August 2nd.
 - x Spring courses run late January to mid-May. Register by December 18th.
 - x Summer courses run mid-June to mid-August. Register by April 28th.

Early College Credit Program (ECCP) applicants must meet earlier deadlines for school district funding approval sent by the local high school (Typically March for fall courses and Oct for spring courses).

ADMISSION PROCESS

Step 1: Complete an online application providing demographic information and course requests.

- x NEW students from Michigan use [cuua.edu/apply](#) Select the Dual Enrollment option
- x NEW students from other states use [cuw.edu/apply](#) Select the Dual Enrollment option
- x RETURNING students use the [RETURNING STUDENT ENROLLMENT](#)

New students or the counselor must submit [612 oterewhdu/apw stuNWuhdu/apeto6 \(u\)2.998 \(w\)-12.002 \(.\)-7.9705 \(a\)](#)

TIPS FOR SUCCESS

1. MEMORIZE OR WRITE DOWN YOUR F00-6 ID. You will need your F00-6 digit Concordia ID number as your login ID. Use the same password for all Concordia logins.
2. CONCORDIA SINGLE SIGN ON
Concordia uses a single sign on system allowing students to login into Blackboard, the Portal, email, and the library using the same login ID and password. You should only need to remember one password for all Concordia logins.
3. CONCORDIA EMAIL



5. ACCESSING A COURSE IN BLACKBOARD THE LEARNING management system used by Concordia)

A video tutorial overview is available [Blackboard Navigation Quick Start Video](#) [43]

All course content, grades, and postings are managed online through Blackboard.

Course content is only viewable to students AFTER the course start date.

Blackboard works best with Google Chrome or Mozilla Firefox (Not Explorer or Safari).

Students have two options to access the course in Blackboard:

Students login using their username (FOO) and password that was used to set up the account.

1. Directly: Go to concordia.blackboard.com (You may want to bookmark that page)
Click the BLACKBOARD SINGLE SIGN ON button and enter your F00 and PW
2. Portal: my.cuw.edu or my.cuaa.edu
Click the STUDENT menu item and the BLACKBOARD ACCESS channel.
Click the sign in link shown in the channel.

On the Blackboard MY INSTITUTION page.

All online courses (current and past) taken by a student will be viewable in Blackboard for 2 years.

Option 1: On the MY INSTITUTION tab, locate the MY COURSES section.

Option 2: On the Blackboard MY INSTITUTION page click COURSES in the top gray menu bar and click on course name to open the course.

How to use the course menu (left menu pane in a course)

1. SYLLABUS: To view or download the course syllabus. Read the syllabus before starting the course.
2. HOME PAGE: The landing page for a course showing announcements and instructor contact info.
3. CONTENT (use this item most often): Access to all the course content (lectures, assignments, etc.)
4. DISCUSSION: Used to post discussion threads and respond to posts of the instructor or other students.

6. SUBMIT ALL REQUIRED ASSIGNMENTS ~~BY~~ **DEADLINE**

Students are expected to submit all required assignments by the posted date and time (Central Time).

- x No late submissions on the initial discussion post will be graded. A student who misses the deadline for the initial post may reply to posts from others to earn some points for the week.
 - x For non-discussion items, points will be deducted for late work:
 - 1-2 days late: 33% reduction, 3 days late: 66% reduction, 5 or more: no credit, grade of zero.
 - x No work will be accepted after the posted last day of class. Instructors have strict deadlines to submit final grades and late work cannot be graded after the course end date.
- x **VIEWING GRADES**
- a. Current Course Grade: In the Blackboard left menu pane, click MY GRADES.
 - b. Final Grade(s): Final grades can be viewed in the portal 7-10 days after the course completion date.
Login to the portal (my.cuw.edu)

Technology Requirements

Concordia online learners need to have access to a reliable computer and internet connection with enough bandwidth to view course materials and videos.



POLICIES

Students are to comply with the entire [Code of Student Conduct](#), especially these policies related to Precollege.

ACADEMIC INTEGRITY POLICY

Concordia University expects all students to display honest, ethical behavior at all times and under all circumstances.

Academic dishonesty is defined as follows:

- x Cheating: includes, but not limited to: a) the use of unauthorized assistance in taking any test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.
- x Plagiarism: includes, but not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.
- x Fabrication: the forgery, alteration, or misuse of any University document, record, or instrument of identification.
- x Academic Misconduct: intentionally interfering with teaching, research, and/or other academic functions.
- x Sanctions: Faculty members who find evidence of academic dishonesty have the discretion to determine the penalty. Penalties can include a grade reduction or removal of the student from the course. Stronger penalties including suspension or expulsion from the university. Additional sanctions will be imposed when a student is found to have violated the academic integrity policy more than once.

ATTENDANCE FOR ONLINE CLASSES

Class attendance is counted each time a student posts an assignment or discussion item in Blackboard.

Logging into a course, without posting, does not qualify as attendance.

- x Attendance expectations: Online courses do not have specific times for students to be logged on but students should expect to be active in a course 5 times per week.
- x Vacations and Breaks: Students are expected to submit work even if the high school breaks or family vacations do not match the course schedule. Students should communicate, in advance, any requests for scheduling accommodations directly to the university instructor.

CONCORDIA PROMISE PARTNER SCHOOLS

Christian high schools who have students participating in Precollege are called Promise Partner Schools.

COURSE EXTENSIONS

If a student is unable to submit work due to an extended illness or hospitalization, an extension to one week may be granted by the instructor with approval from the Director.

- x Proof of illness or a medical excuse may be required.
- x No extension will be granted past December 31 (from 11.04 to 11.04) BDC 00e (ran)98 (r) (e)-2.998e17be, J99

FERPA and PRIVACY (The Federal Family Educational Rights and Privacy) Act

Precollege students are considered university students and have privacy rights through FERPA.

- x Student: Grades and conduct are confidential and ~~will~~ be shared with parents by the university unless the student waives their right to privacy.
- x School Reps: University personnel will only communicate with the student and the high school representative about grades and conduct.
 - For homeschool students, the parent who signed the Course Enrollment Form is the school rep.
 - A student has the option to share ~~grade~~ and conduct information with a parent.
- x Demographics: Student demographic information (name, email, attendance dates, photo) is considered public directory information and may be disclosed by Concordia at its discretion.
- x Minor Students: If the student is under 18, the parents retain FERPA rights at the high school and may review any records sent by Concordia to the high school.
- x Conduct:

Concordia University WI & Ann Arbor Precollege Contact List

Concordia University (CUW) 12800 North Lakeshore Drive Mequon, WI 53091 262.243.5700

Concordia University (CUAA) 4090 Geddes Rd, Ann Arbor, MI 48105 734.995.7300

Director of Precollege Programs, CUW-On