



Welcome to Concord University!

Congratulations on deciding to get a head start on your college education at Concord University! Concord's Early Enrollment program allows high school sophomores, juniors, and seniors to take college courses at a reduced tuition rate while in high school.

This document provides the essential information you'll need to get started, along with answers to commonly asked questions about the Early Enrollment program.

If you have any questions or concerns, please don't hesitate to reach out. We are here to support you every step of the way!

ACCESSING YOUR EMAIL

Concord University email is the official communication tool used between faculty, staff, students, etc. It is imperative that you activate your account early and check your email frequently throughout the week. To activate your account, you will receive an email with the subject 'Welcome from Technology Services'. Or, go to [Get My Account](#) and follow the steps to activate your account and email.

PREPARING FOR CLASS

Know your class format. Concord University offers classes in a variety of formats including face-to-face classes, hybrid classes, and asynchronous (online classes). The section number will designate the type of class that you are taking. For example, if you see numbers such as 01 or 08 following the course number and title (ENGL 101), the numbers indicate that the class is a face-to-face class. If you are in a class section designated with a number followed by "HW," this is a hybrid class. If you are in a class section designated with a number followed by "AS," this denotes an asynchronous or totally online class.

Hybrid (HW) classes include both face-to-face class meetings as well as work online through Blackboard. Asynchronous (AS) classes will be completed totally online through Blackboard.

Students in face-to-face or hybrid class should report to the classroom on the first day of class and students taking asynchronous classes should log into Blackboard on the first of class on the MyConcordU Portal.

If you are taking an asynchronous class (AS), you must *log into the course on Blackboard* on the first day of class and complete any assignments. If you fail to login on the first day of class, the professor will likely drop you from the class. You can access Blackboard from the [MYCONCORDU](#). Scroll down to "Everyday Tools" and click on "Blackboard" on the first day of class. (Note: If you are registered for an asynchronous class, the class will not show up in Blackboard until the weekend before the first day of class each semester **or** the first day of class depending on the instructor's preference.)

Review the course syllabus and note due dates, class meetings, final exams (Note: the Final Exam time is different from the class time), textbook and other required materials, etc. You can access the syllabus from the [Courses Offered](#) page by clicking on the blue title of the class that you are taking. If the title of the class does not appear in blue ink, the syllabus is not available. Please check back frequently until you can access the syllabus.



TEXTBOOKS

Concord University's Follett Textbook program offers students easy access to required course materials through the university bookstore. The program includes access to textbooks on the first day of class at a discounted rate. Concord students are automatically opted into the textbook program.

The Provost office will work with Early Enrolled students to evaluate if the program is in the best interest of the student in the given semester. Once registered, the student will be notified via email of the students opt in and opt out choice.

Additionally, textbooks and other course materials are available for purchase in the [CU Bookstore](#).

IN THE CLASSROOM

Class attendance whether in person or online is CRITICAL to your success. If you must miss class in case of an emergency, please email your professor prior to the beginning of the class period. You can access the professor's email by clicking on the "Contact Me" button on the professor's page in the CU Directory.

Plan on completing and submitting all assignments by the due date. Many professors will not accept late assignments or if they accept late assignments, there is a penalty for submitting the assignment late.

A student withdrawing from the University during any semester or summer term will be given grades of W in all courses provided that the student has completed withdrawal procedures prior to the beginning of the last week of classes for that semester or term. Any high school student needing to withdraw will need to contact rfarley@concord.edu. Questions about withdrawing [follow this link](#).

The University provides face-to-face and online resources to help students who are struggling. These resources include [tutoring](#), a [writing center](#), and additional topics such as time management, study skills, plagiarism, citations, etc. through the [Center for Academic and Career Development](#), mental health counseling through the [Counseling Center](#) to name a few.

If you currently have an IEP, 504 Plan, or other documented accommodations in high school, you may submit those records to the Concord University Office of Disability Services so that a determination concerning appropriate academic accommodations can be made. Providing this documentation early helps ensure timely access to appropriate accommodations and resources. Please note that certain modifications commonly provided in high school-such as alternative assignments, tests in alternative formats, word banks, memory aids, reduced workloads, or shortened assignments-are not offered at the college level. Once students transition to college, they are expected to meet the same academic requirements as all other students. Approved accommodations are intended to provide equal access, not alter academic standards. We want to ensure students have an accurate understanding of the types of support that may be available.

NEED TO KNOW

Sign up to receive email and text alerts from the [University's Emergency Alert System](#). Once registered, you will receive any alerts regarding inclement weather or other emergency announcements. In the event of bad weather, the University sometimes delays the start of classes using an inclement weather schedule. On these days, all classes meet on a shortened schedule up until 4:00 PM. You can access the Inclement Weather schedule [here](#). In the case of severe weather when the University is closed, all classes are cancelled.



The University is not allowed to release information regarding your progress, grades, financial aid, or health unless you have completed a FERPA Release granting one or more individuals access to information about you. Please go to the [FERPA/Release page](#) to complete a FERPA release to give someone access to your records and information.

High school students taking classes are assigned to the Associate Provost for advising. You can contact the Associate Provost at asauchuck@concord.edu or 304-384-6306, or, contact the program associate, Robin Farley, rfarley@concord.edu or 304-384-5123.

DegreeWorks is a web-based tool that enables students to monitor their progress toward a degree. It includes the classes that you have completed, the classes that you need to complete to earn a degree, your GPA, the number of credits completed, your advisor, etc. You are encouraged to use DegreeWorks in collaboration with your academic advisor to keep track of your progress toward earning a degree. You can find DegreeWorks by going to your [MyCONCORDU](#) portal.

The University requires that professors assign mid-term grades to help students have an accurate assessment of where they stand at the mid-point of each semester. You can access your mid-term and final grades on the [MyCONCORDU](#) portal. If your mid-term grade is not stellar, you are encouraged to meet with the professor of your class(es) to see what you need to do to raise your grade, as well as utilize the academic resources listed previously to help you complete the course successfully. In the event that you need to drop to the class, please contact the Provost office at the contact information below to help you **prior** to 4:00 PM on the last day of class in the semester.

NEED ASSISTANCE?

Please feel free to contact the following individuals in the Provost's Office if you have questions or need help: Robin Farley rfarley@concord.edu or 304-384-5123 or Dr. Amanda Sauchuck, Associate Provost, at asauchuck@concord.edu or 304-384-6306.

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#ITSTARTS WITH YOU

FAQ'S

Q: I'm having a problem with my professor. What do I do?

A: If a student is having an issue with a professor or instructor, the steps are as follows:

1. The student should first try to resolve the matter directly with the faculty member.
2. If the issue is not resolved after speaking with the faculty member, the student should then contact their academic advisor, in this case, the Associate Provost.

Following these steps in order ensures proper resolution. For more detailed information about the Grade Appeal process or other formal complaints, refer to the Concord University Academic Catalog.

Q: My instructor isn't responding to my emails. What should I do?

A: First, check the course syllabus for the correct email address to contact your instructor. Make sure you're



sending your messages to the email listed in the syllabus. Avoid relying on communication through Blackboard, as email is usually more reliable for contacting your professor.

Q: I'm taking an online class and my instructor says they didn't receive my work, but I submitted it through Blackboard. What should I do?

A: After submitting an assignment in Blackboard, always check the "My Grades" section to ensure your submission was successful. Look for the "Submitted" status next to the assignment. If you don't see the submission, contact your instructor right away. They may be able to reopen the assignment or contact Blackboard support if needed.

Q: Will my credits transfer to other colleges?

A: Yes, most credits earned through Concord University's Early Enrollment program will transfer to other accredited colleges and universities. However, it's always a good idea to check with the specific school where you plan to transfer credits, as each institution may have its own transfer policies.

Q: Can I participate in extracurricular activities at Concord University?

A: While Early Enrollment students do not typically participate in Concord's full range of extracurricular activities, you are welcome to attend special campus events, such as guest lectures, open houses, or cultural activities. These are great opportunities to get involved and experience college life!

Q: What happens if I'm struggling with a class?

A: If you're struggling with a class, reach out to your instructor as soon as possible to discuss your concerns. You can also take advantage of academic support services, such as tutoring or the Writing Center. Concord University is committed to helping students succeed, and there are many resources available to assist you.

Q: How do I access my grades?

A: You can access your grades online through Concord University's student portal (MyCU). Grades are typically posted at the end of the semester, but you can check your progress throughout the term by looking at individual assignments and exams in Blackboard.

Q: Can I take online courses?

A: Yes, Concord University offers online courses as part of the Early Enrollment program. These courses allow you to complete college credits from the convenience of home or school, making it easier to fit college classes into your schedule.