Welcome to UConn ECE!

Being part of UConn Early College Experience (ECE) means that you are part of the University of Connecticut. By taking UConn courses through UConn ECE, you have officially started your college career and are considered a non-degree student at the University of Connecticut. There are many benefits to taking UConn courses before you matriculate to a college or university. By earning UConn credits through UConn ECE you will graduate from high school with:

- A deep understanding of a university’s academic culture.
- Exposure to college material in a familiar environment.
- Credits from a top-20 public university, which makes you far more competitive when applying to college.
- Highly transferrable UConn credits (see ece.uconn.edu/home/research)

By entering college with UConn credits, not only will you be more prepared for the rigors of college work once you are in college; you will have:

- The luxury of additional credits, which will help you explore additional academic interests.
- A “cushion” of credits that gives you the freedom to change majors in college.
- The flexibility to study abroad, volunteer, and/or intern with a reduced course schedule.
- A head start on graduating in four years – a financial savings & a time savings.

In short, your UConn credits are a currency that allows you greater opportunities once you are in college. Moreover, your early college experience prepares you academically and culturally for the world of higher education that awaits you.

Welcome to UConn Early College Experience! We are proud of you!
What is UConn Early College Experience?

UConn Early College Experience (ECE) is the University’s largest academic outreach program that offers UConn classes at the high school during the regularly scheduled day. The courses you are taking are UConn courses which are recorded on a UConn transcript. Your courses are taught by high school instructors – UConn ECE Adjuncts – who are certified by the UConn departments based on their academic credentials and experience. Being a UConn ECE Adjunct is an elite professional credential. There are approximately 1,400 UConn ECE Adjuncts in the State, offering students the opportunity to take UConn courses at 233 high schools.

Established in 1955, UConn Early College Experience is the nation’s oldest concurrent enrollment program and is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). www.nacep.org

Registration & Add/Drop Period

Online Registration: April 30th – June 29th
UConn Early College Experience student registration is completed online via a registration system called Compass, accessible at ece.uconn.edu.

June 1st Application Deadline – All students must apply to the program by June 1st.

June 29th Enrollment Deadline – All students must enroll in all Fall 2018, Spring 2019, and full-year courses by June 29th.

Once a student applies, the student is guided through the multistep registration process via e-mails sent by UConn with instructions to complete all five steps.

Add/Drop Period: August 15th - September 28th
September 14th – Late Application Deadline for students who did not submit an application by June 1st.

September 28th – Late Enrollment Deadline for students to add or drop courses.

Add/Drop Processing Fee
A $25 non-refundable processing fee is charged during the Add/Drop period for adding or dropping courses. This fee is automatically added to your invoice and is in addition to program fees. Courses must be dropped online in the Compass Enrollment Center on or before September 28, 2018 to result in a refund of already paid fees minus the $25 processing fee.

Withdrawing after September 28, 2018
You may decide, for a variety of reasons, to drop your UConn ECE course after September 28th. Courses dropped after September 28, 2018, require a WAU (Withdrawn Audit) Form to be completed and all course fees to be paid. Complete a WAU Form with your high school counselor and submit it to the ECE office before the course concludes. You cannot withdraw from a course after the course concludes. The course will appear on your UConn transcript with a WAU grade. You will not receive credit for the course, nor will the course impact your grade point average.

For additional Registration information and tutorials visit: ece.uconn.edu or call the Registration Helpline at 1.855.382.UECE.

For high school specific questions see your high school Site Representative. Your Site Representative oversees the ECE program and is readily available to help you.
Net IDs

A NetID is a unique identifier created by the University that allows access to University technology services. Your NetID is needed to enroll in your course via Compass, as well as to access the University of Connecticut Student Administration System and Library resources. You will also use your NetID to set up your UConn e-mail account.

University Information Technology Services (ITS) will send a NetID e-mail to your personal e-mail address after you have submitted an application via Compass. This e-mail will provide you with your NetID and instructions on how to activate and set a NetID password.

Memorize your NetID and password! You will need this information to access most University online services like the bill pay and requesting an official transcript. If at any point you cannot find your NetID or have forgotten your password, you can visit netid.uconn.edu or call UITS at 860.486.4357.

Student Administration System

The University of Connecticut’s PeopleSoft Student Administration (SA) System manages your academic records, grades, and financial information. Visit studentadmin.uconn.edu to access the SA System. You will need your NetID and password to log in.

As a UConn ECE student you will be able to:

- Pay your course fee bill
- View your course grade
- Request your transcript
- Complete a FERPA waiver
- Add an Authorized User

For help and available tutorials on the various features, visit ece.uconn.edu.

Most universities and colleges throughout North America use similar SA systems, so getting accustomed to using this to manage your records and request official UConn transcripts is good practice.

FERPA

As a UConn ECE student, regardless of your age, you are included in the University’s Family Educational Rights and Privacy Act (FERPA) policy. Under the FERPA policy, you have a right to expect that information in your education records will be kept confidential and will be disclosed only with your permission or under provisions of the law. For purposes of FERPA, the University considers all students taking a UConn class independent. Education records (including course grades and payment information) will not be provided to parents without your prior written consent. To better understand the law, visit ferpa.uconn.edu.

**Since many UConn ECE students are minors, you are encouraged to complete a FERPA delegate authorization to make communication with parents possible. For more details, visit our website and search, “Parents Corner”.”
Program Fees
By registering for a UConn course through UConn ECE, you have a financial obligation to the University of Connecticut and are subject to billing policies similar to those used for all UConn students. Program fees are $35 per registered course credit. In addition, a $20 University resource fee is automatically added to each course offered through UConn ECE.

Four-credit courses are $160 and three-credit courses are $125. If you withdraw from a course and do not drop the course online by September 28th, you are responsible for all course fees. Students who take part in the Federal Free/Reduced Lunch Program are eligible for a program fee waiver. All verification for the Free/Reduced Lunch Program or an income verification form for participating CEP schools must be received by the ECE Office by November 22nd. Verifications received after this date will not be accepted.

All students are billed by e-mail notification only.

- **Fall and full-year course** invoices are issued in July and due November 22nd, 2018
- **Spring course** invoices are issued in November and due January 8th, 2019

Failure to receive an e-mail bill notification does not absolve you of the responsibility of payment by the due date. You may view any term fee bill by accessing your student account in the Student Administration System.

You may pay your invoice online through the University’s Student Administration System by e-check or credit card. Checks or money orders are accepted in person or by mail. Returned checks will result in a $25 returned check fee.

It is important to pay your invoice by the date shown on the bill in order to avoid a $50 late fee for each semester that is not paid on time. Failure to pay your program fees will result in a hold on your academic record and eventual collection proceedings.

Detailed instructions on ways to pay your bill can be found on our website ece.uconn.edu under STUDENTS.

Library Access
You can use the UConn Library at lib.uconn.edu to find full text scholarly resources for research needs, as well as many self-help research tools and guides. “Ask a Librarian”, the Library’s online chat reference service, provides real-time help with research questions. Students can borrow up to 150 books from any UConn Library, and are able to request books and articles not owned by the UConn Library through Interlibrary Services.

Academic Integrity
As a UConn ECE student, you must adhere to the academic integrity policy set by the University of Connecticut. This includes UConn polices that have been created for academic misconduct, plagiarism, misrepresentation, falsification in research and computer violations. For a complete policy listing, please visit the Community Standards website at community.uconn.edu.
Grading
When your UConn course has concluded, your grades will be posted on the Student Administration System. Your fall course grades will be available by February 15, 2019. Your full-year and spring course grades will be available by July 1, 2019.

If you earn a grade of C or higher in your UConn course, you will have the credits applied toward your UConn transcript. Students receiving a grade of C- or below will have their grade automatically translated to an audit (AU) and will not receive credit for the course. UConn ECE courses should be a beneficial way to begin your college career and are not meant to penalize your grade point average. Audited courses do appear on your non-degree UConn transcript, but do not affect your grade point average. Some UConn courses are prerequisites for other courses. If you are enrolled in a sequence course (example, MATH 1131Q & MATH 1132Q) you must pass the first course of the sequence with a C or higher in order to continue onto the second course. If you do not pass the first course of the two-course sequence, the second course of the sequence will be automatically dropped from your record and you will be refunded any paid course fees. Visit ece.uconn.edu for a full list of sequential courses.

Please note: You may notice that your high school grade and UConn grade differ. It is possible that two different grades are awarded for the same course. Your high school grade is determined by your high school while your UConn course grade is determined by the grading rubric set by the University department.

Course Evaluations
As your course comes to a close, you will receive an e-mail to your personal e-mail address with directions on how to complete an online course evaluation. Course evaluations allow students to provide insight to key course aspects and are considered an important resource that enables the program to continuously improve. Please take a moment to complete your course survey by the published deadline in order to best serve future students of the program.

Scholarships
Students who participate in UConn ECE can apply for individual student scholarships based on their academic achievement and community involvement. UConn ECE awards five scholarships annually to exemplary students in their senior year (in high school) who have not only earned high grades, but also applied their classroom learning to a larger project. Scholarships are awards in three areas: Art, Humanities, or Social Sciences; Science, Technology, Engineering, and Mathematics; and Civic & Community Engagement. For more details visit ece.uconn.edu, and search for keyword, “Scholarships”.

Ambassador Program
The Ambassador Program allows current UConn ECE students the opportunity to support their school counselor as a peer mentor who helps in the process of UConn ECE student registration. This is an important leadership opportunity which requires a very outgoing student who will engage with their peers – communicating the benefits of UConn ECE to the next generation of students, supporting student registration by arranging for afterschool registration periods and/or speaking at class assemblies. For additional details, please see your high school UConn ECE Site Representative in the school counseling office.
Credit Transfer

The majority of students (87%) who take University of Connecticut courses through UConn ECE successfully transfer their UConn courses to the colleges and universities of their choice. You do not need to attend the University of Connecticut to have your courses recognized. While we cannot guarantee course recognition on behalf of another university, we strive to make the transfer of credits from one institution to another as simple as possible. When transferring your credits, UConn ECE recommends following these important steps:

- **Explore our Transfer Credit Database.** UConn ECE has constructed the largest transfer credit database in the country which details transfer credit policies of about 950 major universities. Visit ece.uconn.edu to find the likelihood of transferring your UConn credit.

- **Contact colleges and universities directly.** If you already know the institutions to which you plan to apply, contact them directly to see where transcripts should be sent and whether UConn transfer credits are accepted.

- **Request a transcript.** [See page 11 for details]

- **Save syllabi.** Colleges and universities might request a copy of your course syllabus to assure course comparability. Hold onto a copy for your records.

- **Speak to a college advisor.** If your course was not automatically transferred when a transcript was provided, do not give up! Advocate for yourself with your academic advisor or even the department head.

- **Contact UConn Early College Experience.** If a college is requesting program or course details that you cannot provide, contact the UConn ECE program office at 860.486.1045. We’re here to help!

There are many ways that universities recognize courses. Courses may be fully transferable into a program of study or you may be granted an exemption from taking a similar course. Courses may be used towards fulfillment of a prerequisite, allowing you to take more advanced courses as a first year student.

Request a Transcript

You can have your UConn transcript sent to another institution for free, but you must request your transcript. Transcripts are not sent automatically. Students should wait until the instructor has submitted a grade (due July 1) to request a transcript.

Check your grade: (OPTIONAL)

1. Go to studentadmin.uconn.edu with your NetID and password.
2. Click Self-Service > Student Center
3. Under Academics select grades from the drop down menu.
4. Select term to view and click the continue button.
5. Click the class title to review details about the course.
6. Click the change term button to view grades from a different semester.

Request a transcript:

1. Contact your new registrar and ask where a transcript should be sent.
2. Go to studentadmin.uconn.edu with your NetID and password.
3. Click Self-Service > Student Center > My Academics > Request Official Transcript.
4. Complete form and click Submit.

Plan on attending UConn? Credits earned through UConn ECE will automatically appear on your transcript as part of your non-degree career. You will have to meet with your advisor in order to elect to move the credit to your degree career. Talk to your UConn advisor or visit nondegreedecisions.uconn.edu for more information.
The University of Connecticut hopes that you will stay in touch during your college years. As a UConn ECE alumnus, you will see the benefit of having earned college credits while in high school. There should be more flexibility in your course schedule and increased opportunities. Remember to explore all of your options!

You will be asked to complete a survey one year after graduating from high school and four years after graduating from high school. The survey will focus on UConn ECE and how the program may have benefited you in furthering your education. Be honest! Surveys are one of the best sources of data to help improve the program.

Upon successfully completing your UConn course(s) we encourage you to create a LinkedIn profile and join our UConn ECE Alumni Community. This will allow you to connect with other UConn ECE alumni at your future college. You can ask students for advice, meet people in advance of attending school, and be notified of networking events that will help you professionally. UConn ECE started in 1955 and we are just starting to build our network across the generations so UConn ECE alumni can help UConn ECE Alumni.

Opportunities exist for UConn ECE alumni to share their experience with current high school students. For more information on how you can share your experience with others, contact the UConn ECE program office at 860.486.1045.

**UConn ECE Student Events**

Cardboard Boat Race September 2018  
French Immersion Day November 2018  
& Quiz Bowl  
Wallace Stevens Poetry Contest March 2019  
Globalization Conference April 2019  
Marine Science Symposium Spring 2019

*Keep an eye out for exciting ECE student events that occur throughout the year!*

A survey will be e-mailed to you in the fall regarding the contents of this Student Guide. Be sure to read the entire Student Guide and take the survey for a chance to win a $25 Amazon Gift Card!