



SITE COORDINATOR HANDBOOK

2023 - 2024

Revised July 2022

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SITE COORDINATOR DUTIES AND RESPONSIBILITIES

- ☐ Attend In-service
 - Early August on the GCCC campus
- ☐ Schedule dual credit enrollment events
 - GCCC will be available to assist with enrollment on your campus
 - Early enrollment helps assure there are offerings to meet students course needs
- ☐ Assure students qualify for requested courses
 - Schedule Accuplacer testing, if needed
 - Provide copies of transcripts or ACT scores
- ☐ Complete necessary paperwork
 - Line schedules
 - Enrollment forms
 - Drop/Add slips (Add slips require a parent signature due to additional financial responsibility)
- ☐ Communication
 - Expressing course requests to meet needs of students in your district
 - Identifying/recommending possible concurrent instructor candidates
- ☐ Technology
 - Acquire access to Canvas
 - Check GCCC BusterMail periodically
- ☐ Oversee Concurrent instructors and assist as needed for completion of their duties and responsibilities
- ☐ Ensure that instructor evaluations are completed by students

GCCC SERVICE AREA SITE COORDINATORS' PAY SCHEDULE

2023-2024

\$200.00 base pay per semester (+) 3-year average of student credit hours (x) the Number of Years of Service as GCCC OSC

*No. of Years of Service
GCCC Outreach Site Coordinator

1	\$5.91
2	\$6.04
3	\$6.15
4	\$6.27
5	\$6.40
6	\$6.52
7	\$6.62
8	\$6.75
9	\$6.87
10	\$6.97
11	\$7.11
12	\$7.22
13	\$7.33
14	\$7.46
15+	\$7.57

Site Coordinators are expected to attend coordinator meetings in order to advance on this Pay Schedule.

Site Coordinators will receive payment ONLY for those students who have certified. Pay will be calculated after all semester classes have certified. Please assist your instructors as necessary to ensure that all students are enrolled and have met any outstanding obligations. Please communicate with your instructors any information you have regarding the enrollment status of his/her students.

Instructor/Monitor Pay

GCCC contracts with Unified School Districts. Therefore, payment is made to USD administration.

1. Concurrent instructors will receive payments through their USD administration, not GCCC. **(Please check with your district administrators to verify policies regarding teaching concurrent classes)** Payment for a concurrent class is submitted to the GCCC business office following the completion of each semester after final grades have been entered and verified by the registrar's office. Concurrent classes that run the full academic calendar year are verified and submitted for payment after the spring semester.
2. Online Monitors of dual credit courses, with a minimum enrollment of 4 and offered fully online through GCCC, will also receive payments through their USD administration. Payments to monitors will occur at the completion of each semester after final grades have been entered and verified by the registrar's office.

GARDEN CITY COMMUNITY COLLEGE LINE SCHEDULE WORKSHEET

1. Please indicate the name of your high school in the area provided.
2. Please indicate the division for the classes on this page:
 - BSAD (Business Administration and Computer Science)
 - COMM (Communications)
 - PCDE (Essential Skills)
 - HPER (Health, Physical Education and Recreation)
 - HUFA (Humanities and Fine Arts)
 - SCMA (Science and Math)
 - SOSC (Social Science)
 - TECH (Technical Education).
3. Please indicate the semester/year.
4. Please provide the correct:
 - course number;
 - course title;
 - number of credit hours;
 - day(s) of week the class will meet (Su M T W Th F S);
 - beginning/ending class meeting times;
 - name of instructor (please remember to have the instructor approved prior to submitting their name on this worksheet);
 - beginning/ending dates of the class (is the class meeting for at least the required number of hours?);
 - **estimated number of students you expect to enroll**, or if enrollment must be limited due to space or equipment (computer) requirements; and
5. Please include the proposed Date, Time and Location of your Enrollment session.

ACADEMIC CALENDAR

The academic calendar includes important dates for campus operation, including days when the College is closed. Also located on this page are important “Academic Dates” for each semester, including when drops dates, last date for refund, withdrawing, etc. The finals schedule can also be located here.

https://www.gcccks.edu/academics/academic_calendar.aspx

ENROLLMENT PROCEDURES

High school students are eligible to enroll in college courses under the following conditions:

1. Each student is enrolled in grades 10, 11, or 12 maintained by a school district, or a gifted child who is enrolled in any of the grades 9 through 12 maintained by a school district.
2. Each student has the permission of his/her principal to enroll. The form is to be filled out for each student, signed by the high school principal, counselor, parent and student, and kept on file in the student's community college file. This permission form must be provided to the Kansas Board of Regents auditors during the college's annual fiscal audit.
3. The course is a *bone fide* college course, approved by the Kansas Board of Regents, taught with the same requirements and rigor as any other college course.
4. The college and unified school district have a Dual Credit Cooperative Agreement.

Kansas Challenge to Secondary Schools Students Act

https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii_coordination_of_institutions_2/chapter_iii_full_text#concurrent

Enrollment Application/Forms

1. Enrollment Application - High School students enrolling in classes must use this form each semester. Signatures are required from the student, parent/guardian, principal, and counselor.
2. Student Tuition and Fee Refund Policy – Each student must sign this form each semester.
3. Unpaid Obligations – Student information and signature required. If a student is a minor, parent/guardian information and signature is also required.
4. I.E.P. – The IEP form must be submitted each semester for gifted students who qualify for college credit.
5. Qualifiers – Students must meet certain prerequisites, including but not limited to: Accuplacer scores, GPA, and/or ACT scores.

PROTECTING STUDENTS' RIGHTS

FERPA

The **F**amily **E**ducational **R**ights and **P**rivacy **A**ct is a federal law that protects students. We have a legal obligation to protect the privacy of our students. For more information on what is considered directory information (disclosable) and what is not, please visit: <https://gcccks.sharepoint.com/sites/tlc2/SitePages/FERPA-Family-Educational-Rights-and-Privacy-Act.aspx>

Release of Information

Regarding release of financial aid, transcripts of academic progress, attendance, course schedule and student account information; students must give permission to individuals of their choice, including parents. Without this form on file, parents cannot inquire and receive any information, even if the student is under 18.

CONCURRENT INSTRUCTOR HIRING PROCEDURE

Once you have identified an individual who would like to be considered for a Concurrent teaching position, it is very important that the individual begin the application process **immediately**. The Dean of Academics or the Dean of Technical Education & Workforce Development must approve an individual **before** the teaching assignment occurs. The approval process will most likely include an on-campus interview with the Division Chair and/or Dean of Academics/Dean of Technical Education.

To begin the approval process, the following documents must be submitted to the GCCC Concurrent/Dual Credit Office:

1. **GCCC Employment Application**
2. **Resume and Transcripts** - A resume and copies of official transcripts must be submitted with the employment application. *ALL official college transcripts will be required to be on file with the HR department if the individual is approved for a concurrent teaching position with GCCC. Instructors should ask **all** their educational institutions to send official transcripts directly to the Director of Human Resources.*
3. **Assessment of Qualifications** – A review of qualifications in each subject area to be taught by a prospective concurrent instructor will be conducted by the Dean of Academics or Dean of Technical Education.

Both you and the prospective instructor will be notified upon approval or disapproval to teach the identified course. Once you have received the approval notification, the individual must complete personnel data before he/she may teach.

Once an individual has been approved as a concurrent instructor, the service area site coordinator and the instructor have received notification of said approval and all required documents are completed and returned to the Human Resources office, the class may be added to the line schedule. Even though an instructor's contract

is not based on the Certification Roster, that roster is still used to initiate the contract. **NOTE: Contracts for courses under the Concurrent Enrollment Partnership (CEP) will be submitted to the USD Superintendent's office for signature, and upon completion of the course(s) and fulfillment of all contractual obligations, payment(s) will be remitted to the school district.**

CERTIFICATION ROSTERS

Certification rosters are required to validate attendance. Certification rosters are sent to the instructors after the class (es) have met 25% of its scheduled meetings. The instructor must certify that all students listed on the roster have attended class between enrollment date and the state aid determination date. While some factors are beyond our control, it is imperative that individual instructors verify class attendance and submit any and all requested information to the college in a timely manner.

To GCCC, there are potential negative consequences for incorrect federal financial aid reporting to the Kansas Board of Regents. We simply must comply – if we have incomplete or inaccurate data, our reports are not useful and will adversely affect state and federal financial aid for future years.

This is a requirement of all outreach instructors for Garden City Community College. It is part of the outreach instructor performance evaluation conducted by the Office of Instructional Services.

EVALUATIONS

Concurrent Instructors

The Service Area Site Coordinator (or designated person) will conduct an administrative evaluation for each instructor at least one time during the school year. If an instructor teaches both fall and spring semesters, only one administrative evaluation needs to be completed for the year. All new instructors will be evaluated both semesters for the first two years. The administrative evaluation should be done during a classroom visit. The college appointed mentor/liaison or instructional administrator will also complete a classroom evaluation. Upon completion of the administrative evaluation, the Service Area Site Coordinator must have the instructor sign the evaluation and return it to the Concurrent/Dual Credit Office. All evaluations will be kept on file in the Garden City Community College Human Resources Office.

The students will evaluate concurrent instructors each semester. The student evaluations are to be completed online through the GCCC website during the LAST FOUR WEEKS of the semester. These evaluations will be summarized and sent to the instructor via email. If you would like assistance with administering the evaluation (administrative and/or student), please contact the Concurrent/Dual Credit Coordinator on the GCCC campus.

Service Area Site Coordinators

The GCCC Concurrent/Dual Credit Coordinator will conduct an annual evaluation for each service area site coordinator during the spring semester. Upon completion, the GCCC Concurrent/Dual Credit Coordinator will meet individually with each service area site coordinator to review the evaluation. Both coordinators will sign the evaluation and it will be on file in the Garden City Community College Human Resources Office.

On-line Student Course Evaluations

Students will receive an email that contains a link to course evaluations. This link is unique to each student. They will continue to receive this notification until they complete the evaluation. Students can delay the evaluation request up to 5 times. On the 5th request, students must complete the evaluation or the LMS will be locked until completed.

RECORDING/REPORTING GRADES

Final Grades

The Registrar's Office will send an email to all instructors (to their GCCC email address) each semester explaining grade entry via Self-Service. If problems occur, the Registrar's Office should be notified at 620-2769605. The Concurrent/Dual Credit Coordinator may be reached for additional assistance at 620-276-0441.

Incomplete Grades

Due to extenuating circumstances, if a student does not complete the requirements of the course by the end of the semester, he/she may contract for an incomplete grade (fill out the appropriate form). The instructor will not automatically record an incomplete; the student must petition the instructor before the final examination. An incomplete grade may be changed to a letter grade by completing the assigned work by the date agreed upon by the instructor and student or no later than the Friday immediately prior to finals week of the next regular semester. The instructor must issue a Change of Grade Request form before the "I" can be removed and a letter grade entered on the transcript.

Grade Change

If a student's grade needs to be changed after it has been reported to the Registrar's Office, the instructor must submit a Grade Change form directly to the Registrar's Office. A failing grade will not be changed to a passing grade without the signature of the Vice President.

Grade Appeals Policy

Students wishing to appeal a grade received should first meet with the instructor who issued the grade. If the student does not feel that the matter was resolved satisfactorily, the student may consult with the appropriate instructional administrator in an attempt to resolve the matter. If the student still feels that the grade is in error, he/she may request a meeting with the Vice President for Instruction and Student Services. The VP's decision is final in the appeals process.

Add/Drop

When a student drops a class, the Add/Drop form must be filled out and submitted to the Registrar's Office. Students wishing to drop a class must do so according to the Student Tuition and Fee Refund Policy. Students wishing to add a class must also complete the form with a parent's signature.

GCCC PLACEMENT GUIDELINES

Mandatory Placement Policy

All degree-seeking students or students enrolling in a Math or English course must provide evidence of proficiency prior to enrollment. Only the Vice President for Instructional Services or designee may authorize enrollment in reading, math or writing courses without demonstrated proficiency through the placement methods below.

GCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. Students who provide high school transcripts that meet the following requirements are encouraged to use their cumulative high school GPA instead of placement exams. Please meet with an academic advisor prior to enrollment to ensure appropriate course selection.

At GCCC, students have **three** options to demonstrate proficiency for English, Math and Reading placement:

Option #1 High School Transcript

You may qualify if...

You are a current H.S. student, or have completed H.S. within three years

GPA	Math Placement	Writing Placement	Reading Placement
< 2.0	College Math MATH005	Basic English ENGL090	Reading Improvement I READ092
2.0-2.49 CUM	Beginning Algebra MATH006	Basic English ENGL090	Reading Improvement I READ092
2.5 < 3.0 CUM Or ≥3.0 CUM + <3.0 in Subject	Intermediate Algebra MATH107	English Companion ENGL098 + English I ENGL101	College Reading READ093
≥3.0 CUM + ≥3.0 in Subject		English I ENGL101	
≥3.25 CUM	College Algebra MATH108	English I ENGL101	No Reading Requirement

H.S. Transcript must be submitted prior or presented at advising/enrollment appointment to qualify. If your GPA is 3.25 or higher and you wish to qualify for a higher Math course, you must take the ACCUPLACER Advanced Algebra test or have a qualifying ACT score. Option #2 GED Test Scores

Option #2 GED Test Scores

You may qualify if...

You have completed a GED (Version 2014) Test within three years

GED Scores	Math Placement	Writing Placement	Reading Placement
90			
145-154 Average	Beginning Algebra MATH006	Basic English ENGL090	Reading Improvement I READ092
155-164 Average	Intermediate Algebra MATH107	English Companion ENGL098 + English I ENGL101	College Reading READ093
≥ 165 Average	College Algebra MATH108	English I ENGL101	No Reading Requirement

GED Test Scores must be submitted prior or presented at advising/enrollment appointment.

Option #3 Placement Test

You may qualify if...

You have completed an ACT, SAT, or ACCUPLACER within three years

You will need to take a placement test if...

Your H.S. Transcript or GED Test Scores are more than 3 years old.

ACT					
Math Placement		Writing Placement		Reading Placement	
0-17	College Math MATH005				
18-20	Beginning Algebra MATH006	0-14	Basic English ENGL090	0-13	Reading Improvement I READ092
21	Intermediate Algebra MATH107	15-17	English Companion ENGL098 + English I ENGL101	14-17	College Reading READ093
22-23	College Algebra MATH108	18	English I ENGL101	18	No Reading Requirement
24-27	Trig. MATH109 or Stats MATH110 or Precalculus MATH120 or Fund. of Calc MATH121				
28-36	Calculus MATH122				

SAT					
Math Placement		Writing Placement		Reading Placement	
240-480	College Math MATH005				
490-520	Beginning Algebra MATH006	0-360	Basic English ENGL090	0-350	Reading Improvement I READ092
530	Intermediate Algebra MATH107	370-420	English Companion ENGL098 + English I ENGL101	360-440	College Reading READ093
540	College Algebra MATH108	430	English I ENGL101	450	No Reading Requirement

ACCUPLACER – Next Generation							
Math Placement (QR,Alg., & Stats)		Adv. Algebra & Functions		Writing Placement		Reading Placement	
200-236	College Math MATH005						
237-249	Beginning Algebra MATH006			200-236	Basic English ENGL090	200-236	Reading Improvement I READ092
250-262	Intermediate Algebra MATH107			237-254	English Companion ENGL098 + English I ENGL101	237-254	College Reading READ093
263-300*	College Algebra MATH108			255-300	English I ENGL101	255-300	No Reading Requirement
		243-282	Trig. MATH109 or Stats MATH110 or Precalculus MATH120 or Fund. of Calc MATH121				
283-300		283-300	Calculus MATH122				

*If score is 274 or higher, student may request to take Adv Algebra & Functions test.

Test Administration

Students who wish to take a placement test for additional placement options are welcome to do so. The ACCUPLACER Next-Generation tests are available in the Testing Center, please call 620-276-9654 or email rafaela.arana@gcccks.edu for hours testing is available. All sections are untimed. However, you should allow at least 1½-2 hours to complete the entire battery of tests.

Testing Accommodations

Testing accommodations for testing can be provided when proper documentation is presented prior to the test administration.

Ability to Benefit

Accuplacer: Reading 55, Sentence Skills 60 and Arithmetic 34. All testing must be completed on the same day. Minimum one ID with student name, signature and recognizable photograph. No calculator allowed. Within any 3-month period, an initial and one retest are permitted. There must be a 2-week waiting period between the initial test and the retest. ATB testing accommodations can be arranged if proper documentation is supplied prior to the test administration.

Purpose of the Tests

ACCUPLACER Next-Generation is composed of tests in three subject areas: writing, reading, and mathematics. It is NOT a pass/fail test. However, your best effort is extremely important, as the results may determine placement in writing, reading, and mathematics courses.

Reading Placement Test

20 multiple choice questions with a focus on four main content categories: information and ideas, rhetoric, synthesis, and vocabulary. Reading passages range from 75-400 words and cover a variety of disciplines.

Writing Placement Test

25 multiple choice questions (presented in sets of 5) assessing ability to revise and edit multi-paragraph texts. Texts include both literary and informational, and are 300-350 words in length, covering a variety of disciplines.

Math Placement Tests

Quantitative Reasoning, Algebra, and Statistics (QAS)

Beginning, Intermediate & College Algebra Placement

20 multiple choice questions covering rational numbers, ration and proportional relationships, exponents, algebraic expressions, linear equations, linear applications and graphs, probability and sets, descriptive statistics, and geometry concepts.

Advanced Algebra and Functions (AAF)

Analytic Geometry and Calculus Placement

20 multiple choice questions covering linear equations, linear applications and graphs, factoring, quadratics, functions, radical and rational equations, polynomial equations, exponential and logarithmic equations, geometry concepts, and trigonometry.

Calculator Usage: 4-function and square-root calculators are available on-screen for select test items only.

HOW CAN I PREPARE FOR THE ACCUPLACER?

It's important that your ACCUPLACER scores accurately represent your skills and knowledge. ACCUPLACER offers tools and resources to help you prepare for the tests. Sharpening your academic skills by answering sample test questions in reading, writing, and math can lead you to improve and can help boost your confidence when you take the actual tests. ACCUPLACER resources at the link provided below include a FREE web-based study app, along with sample questions for each of the sections of the test. Simply go to <https://studentportal.accuplacer.org>, and click on "Practice Resources." Note: GCCC administers the "Next-Generation" version of ACCUPLACER.

TEST-TAKING TIPS

- Be well-rested before you test. If you are hungry, eat something before testing.
- If you have children with you, return when you have a sitter.
- Try to relax. We want to assess your best performance through the ACCUPLACER tests.
- Take your time! None of the ACCUPLACER tests are timed.

Accuplacer Retest Policy

Students are permitted one retest per enrollment period (any single test or complete placement package). Students are highly encouraged to study/remediate prior to retesting.

Test Expiration

Placement scores are valid for three years except for Accuplacer ESL and Michigan Placement Test scores which are valid for 3 months.

ESL			
ESL ACCUPLACER Composite	Michigan Placement Test	Course Placement	
≤ 196	0-54	Adult Learning Center (non-credit) LANG094 Dev. Lab in ESL (online)	
197-318	55-74	LANG220 Inter. Reading LANG221 Inter. Speaking & Listening LANG222 Inter. Writing LANG223 Inter. Grammar	LANG233 High-Inter. Grammar LANG224 Inter. Lab (online) LANG205 Academic Vocab.
319-440	75-95	LANG220 Inter. Reading LANG221 Inter. Speaking & Listening (online) LANG222 Inter. Writing	LANG233 High-Inter. Grammar LANG234 High- Inter. Lab LANG205 Academic Vocab.
>441	○ 95 + clear writing sample	LANG223 Inter. Grammar LANG233 High-Inter. Grammar	ENGL101 English I

TUITION & FEES

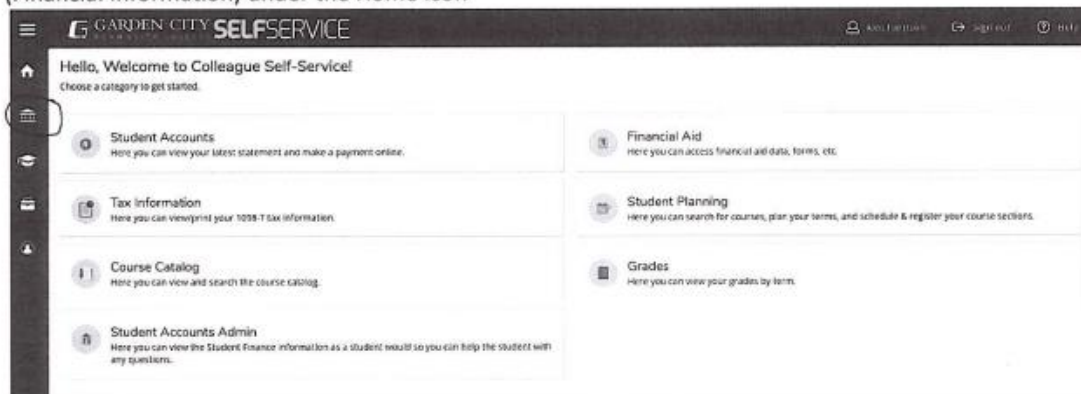
2023-2024 GCCC TUITION & FEES Finney County On Campus					2023-2024 GCCC TUITION & FEES In State Out of County On Campus					2023-2024 GCCC TUITION & FEES Border State Tuition (CO, NE, MO, OK, TX, NM) On Campus				
No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours	No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours	No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours
1	61.00	58.00	119.00	1	1	63.00	58.00	121.00	1	1	77.00	58.00	135.00	1
2	122.00	116.00	238.00	2	2	126.00	116.00	242.00	2	2	154.00	116.00	270.00	2
3	183.00	174.00	357.00	3	3	189.00	174.00	363.00	3	3	231.00	174.00	405.00	3
4	244.00	232.00	476.00	4	4	252.00	232.00	484.00	4	4	308.00	232.00	540.00	4
5	305.00	290.00	595.00	5	5	315.00	290.00	605.00	5	5	385.00	290.00	675.00	5
6	366.00	348.00	714.00	6	6	378.00	348.00	726.00	6	6	462.00	348.00	810.00	6
7	427.00	406.00	833.00	7	7	441.00	406.00	847.00	7	7	539.00	406.00	945.00	7
8	488.00	464.00	952.00	8	8	504.00	464.00	968.00	8	8	616.00	464.00	1080.00	8
9	549.00	522.00	1071.00	9	9	567.00	522.00	1089.00	9	9	693.00	522.00	1215.00	9
10	610.00	580.00	1190.00	10	10	630.00	580.00	1210.00	10	10	770.00	580.00	1350.00	10
11	671.00	638.00	1309.00	11	11	693.00	638.00	1331.00	11	11	847.00	638.00	1485.00	11
12	732.00	696.00	1428.00	12	12	756.00	696.00	1452.00	12	12	924.00	696.00	1620.00	12
13	793.00	754.00	1547.00	13	13	819.00	754.00	1573.00	13	13	1001.00	754.00	1755.00	13
14	854.00	812.00	1666.00	14	14	882.00	812.00	1694.00	14	14	1078.00	812.00	1890.00	14
15	915.00	870.00	1785.00	15	15	945.00	870.00	1815.00	15	15	1155.00	870.00	2025.00	15
16	976.00	928.00	1904.00	16	16	1008.00	928.00	1936.00	16	16	1232.00	928.00	2160.00	16
17	1037.00	986.00	2023.00	17	17	1071.00	986.00	2057.00	17	17	1309.00	986.00	2295.00	17
18	1098.00	1044.00	2142.00	18	18	1134.00	1044.00	2178.00	18	18	1386.00	1044.00	2430.00	18
19	1159.00	1102.00	2261.00	19	19	1197.00	1102.00	2299.00	19	19	1463.00	1102.00	2565.00	19
20	1220.00	1160.00	2380.00	20	20	1260.00	1160.00	2420.00	20	20	1540.00	1160.00	2700.00	20

2023-2024 GCCC ONLINE TUITION & FEES \$150.00/CH						2023-2024 ONLINE HIGH SCHOOL \$116.00/CREDIT HOUR					
No. of Hours	Total Tuition	Credit Hour Fee	On-Line Course Fee	Total Charge	No. of Hours	No. of Hours	Total Tuition	Credit Hour Fee	On-Line Course Fee	Total Charge	No. of Hours
1	61.00	58.00	31.00	150.00	1	1	61.00	43.00	15.00	119.00	1
2	122.00	116.00	62.00	300.00	2	2	122.00	86.00	30.00	238.00	2
3	183.00	174.00	93.00	450.00	3	3	183.00	129.00	45.00	357.00	3
4	244.00	232.00	124.00	600.00	4	4	244.00	172.00	60.00	476.00	4
5	305.00	290.00	155.00	750.00	5	5	305.00	215.00	75.00	595.00	5
6	366.00	348.00	186.00	900.00	6	6	366.00	258.00	90.00	714.00	6
7	427.00	406.00	217.00	1050.00	7	7	427.00	301.00	105.00	833.00	7
8	488.00	464.00	248.00	1200.00	8	8	488.00	344.00	120.00	952.00	8
9	549.00	522.00	279.00	1350.00	9	9	549.00	387.00	135.00	1071.00	9
10	610.00	580.00	310.00	1500.00	10	10	610.00	430.00	150.00	1190.00	10
11	671.00	638.00	341.00	1650.00	11	11	671.00	473.00	165.00	1309.00	11
12	732.00	696.00	372.00	1800.00	12	12	732.00	516.00	180.00	1428.00	12
13	793.00	754.00	403.00	1950.00	13	13	793.00	559.00	195.00	1547.00	13
14	854.00	812.00	434.00	2100.00	14	14	854.00	602.00	210.00	1666.00	14
15	915.00	870.00	465.00	2250.00	15	15	915.00	645.00	225.00	1785.00	15
16	976.00	928.00	496.00	2400.00	16	16	976.00	688.00	240.00	1904.00	16
17	1037.00	986.00	527.00	2550.00	17	17	1037.00	731.00	255.00	2023.00	17
18	1098.00	1044.00	558.00	2700.00	18	18	1098.00	774.00	270.00	2142.00	18
19	1159.00	1102.00	589.00	2850.00	19	19	1159.00	817.00	285.00	2261.00	19
20	1220.00	1160.00	620.00	3000.00	20	20	1220.00	860.00	300.00	2380.00	20

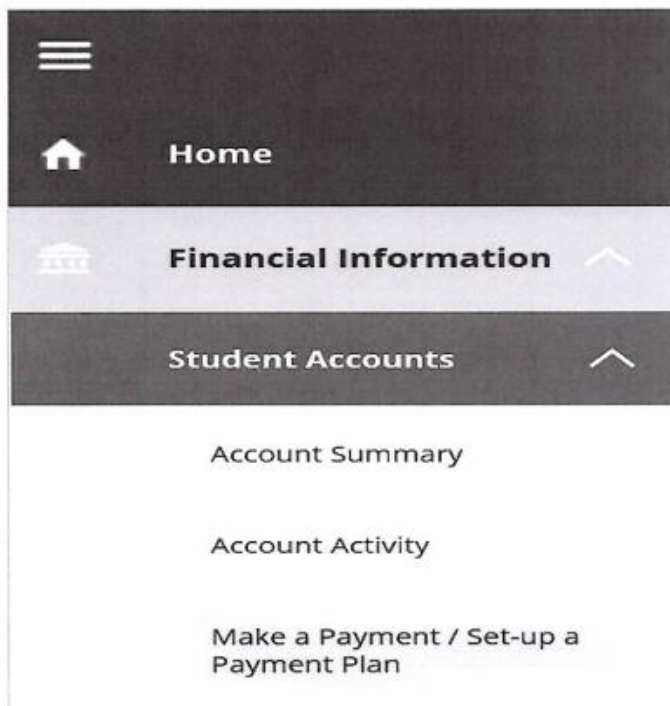
PAYING FOR COURSES

Paying for Courses

From the Home page of Garden City Community College Self Service click on the Icon on the right side (Financial Information) under the Home Icon



To Review your student account, make a payment or set up a payment plan simply click on Make a Payment/Set-up a Payment Plan.



This will direct you to GCCC's third party payment software (NelNet).

The first time you login to NelNet you will have to review and complete your contact information

FORMS

**Garden City Community College**

High School Concurrent/Dual-Credit Enrollment Application

☐ NEW STUDENT☐ RETURNING STUDENT

Semester/Year: FALL 20 SPRING 20 SUMMER 20

GRADE LEVEL: ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR ☐ OTHER

GENDER: ☐ M ☐ F

High School Site:

Anticipated Graduation Month/Year:

☐ Deerfield
☐ Lakin

☐ Dighton
☐ Leoti

☐ Garden City
☐ Scott City

☐ Healy
☐ Syracuse

☐ Holcomb
☐ Tribune

APPLICANT INFORMATION:

DATE: _____ GCCC ID or SOCIAL SECURITY NUMBER: _____ DATE of BIRTH: _____

LEGAL NAME: _____

PERMANENT ADDRESS: _____

NO. & Street	PO Box	City	State & Zip

PRIMARY PHONE: _____ IS THIS A CELL PHONE? ☐ YES ☐ NO ☐ NO TEXTS PLEASE

EMAIL ADDRESS _____

DATA USED FOR OPTIONAL STATISTICAL INFORMATION ONLY:

Are you Hispanic or Latino? ☐ YES ☐ NO

RACE: ☐ African American or Black ☐ American Indian or Alaska Native ☐ Asian

☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Other

RESIDENCY INFORMATION:

Are you a U.S. Citizen*: ☐ YES ☐ NO If NO, what is your status? _____ Resident Alien Card No. _____

Are you a U.S. Citizen? ☒ YES
 *Citizenship is used to determine tuition rate.

Kansas Resident: ☐ YES ☐ NO County: Six (6) months prior to enrollment: ☐ YES ☐ NO

Previous State: _____ Date Kansas Residency began _____

COURSE REGISTRATION:

I wish to enroll in the following courses at GCCC:

Course	Section No.	Title	Instructor	Credit Hours
--------	-------------	-------	------------	--------------

☐ I have taken the ACCUPLACER test and I am recommended for the GCCC course(s) above.

☐ The ACCUPLACER test is not required for the GCCC course(s) above.

Applicant's signature for Enrollment and Residency Certification-Upon signing this form, I understand and agree to the policies and procedures of Garden City Community College. I understand and withhold information requested on this form, or giving false information may make me ineligible for enrollment or continuation at Garden City Community College. I certify that all the statements on this application are correct and complete. I agree to abide by the rules and regulations of the College. The College reserves the right to refuse release of student's transcript or degree for failure to comply with enrollment requirements or to pay accounts due at the College.

STUDENT SIGNATURE

DATE _____

ADVISOR SIGNATURE _____

DATE _____

SECTION 1>>>>PARENT SIGNATURE REQUIRED

I have read and understand all parts of this document. I agree to allow this student to take the GCCC course(s) listed above. By allowing student to enroll in GCCC courses, I understand that I will be responsible for all tuition and fees incurred.

PARENT SIGNATURE _____

DATE _____

(PLEASE COMPLETE THE SECTION THAT APPLIES)

SECTION 2>>>>SOPHOMORE, JUNIOR or SENIOR (10TH, 11TH, or 12TH Grade) STATUS STUDENT

I HEREBY CERTIFY THAT THE ABOVE NAMED STUDENT IS ENROLLED IN AT LEAST GRADE 10 AT - _____ HIGH SCHOOL AND IS RECOMMENDED FOR ENROLLMENT IN COLLEGE COURSES AS AUTHORIZED BY KANSAS BOARD OF REGENTS AND THE COOPERATIVE AGREEMENT BETWEEN U.S.D. _____ AND GARDEN CITY COMMUNITY COLLEGE.

SIGNATURE, HIGH SCHOOL PRINCIPAL _____

DATE _____

SECTION 3>>>>GIFTED PROGRAM STUDENT

I HEREBY CERTIFY THAT THE ABOVE NAMED STUDENT IS CURRENTLY ENROLLED IN GRADE 9 AT _____ SCHOOL, HAS BEEN SPECIFICALLY STAFFED AS "GIFTED", AND IS RECOMMENDED FOR ENROLLMENT IN COLLEGE COURSE(S) AT GARDEN CITY COMMUNITY COLLEGE. A copy of the student's Individual Education Plan (IEP) is attached hereto and made a part of this authorization.

SIGNATURE, HIGH SCHOOL PRINCIPAL _____

DATE _____

SOCIAL SECURITY NUMBER NOTICE

In accordance with Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers to Admissions is voluntary. Students are notified however that according to federal regulations, the Social Security number is the only identifier for grants and/or financial assistance including the 1098T tax credits. The student's Social Security number will not be disclosed to individuals or agencies outside Garden City Community College except in accordance with institutional policy on student records.

ADA/EQUAL ACCESS

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or those who need special accommodations, should contact Kari Adams, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638, accommodations@gccocks.edu.

TITLE IX NON-DISCRIMINATION/ ANTI-HARASSMENT/ EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, pregnancy, age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Title IX Coordinator oversees the college's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, 620-276-9508, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Kellee Munoz, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, compliance@gccocks.edu.

Agreement for Payment of Unpaid Obligations for Outreach Classes

Any student who enrolls at Garden City Community College is encouraged to pay all financial obligations in full when completing their enrollment process. However, in those situations that warrant such action, payment plans are available through the students Self-Service. All bills must be paid in full, or students must be signed up and current on a payment plan before any additional enrollments will be processed.

Student's Name *Address* *City, State, Zip*

Social Security Number *Phone Number*

STUDENT FINANCIAL RESPONSIBILITY: I understand when I register for any class or receive any services from Garden City Community College, I accept full responsibility and agree to pay for all associated costs assessed as a result of my registrations and/or receipt of services. I further understand and agree that my registration and/or receipt of services, and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. 523 (a)(8) in which Garden City Community College is providing me educational and associated services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date. I understand in the event action is required to collect payment herein, I further agree to pay the associated costs of collection agency fees up to the State of Kansas maximum fee of 15% of the unpaid debt after default or attorney fees for collecting outstanding debt.

STUDENT SIGNATURE _____ **DATE** _____

Parent Financial Responsibility (if student is a Minor)

PAYMENT OF FEES/PROMISE TO PAY: I understand and agree to the Student Financial Responsibility. I accept full responsibility for payment of tuition, fees, and other charges assessed as a result of my student's registration, and/or receipt of services. I understand that, regardless of any expected reliance on any third-party resources, I remain personally and solely responsible for paying any and all outstanding balances.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____

Address: _____

Phone Number: _____ Social Security Number _____

Relationship to Student: _____



GARDEN CITY COMMUNITY COLLEGE
Tuition and Fees Refund Policy/Student Financial Agreement
Effective Spring 2018

Tuition and Fee Refunds

Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office within the refund periods outlined below.

Refunds are calculated based on the day the official withdrawal is filed in the Registrar's Office (in person, by fax or by postmark date), not when the student stopped attending class. **(Failure to attend or ceasing to attend a class does not constitute an official withdrawal.)**

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class.

If a student withdraws from a class after the refund period and simultaneously adds a class, including section and/or level changes, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class.

If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.

Students receiving Federal Financial Aid who completely withdraw from Garden City Community College are also subject to a Return of Title IV fund calculation.

Drop/No-Show Fee

Students who do not attend Face-to-Face or Hybrid classes within the first two (2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 No-Show fee for each class not attended. Students must login and complete an assignment prior to the refund date for Online classes. Students who do not login and complete an assignment will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 per course no-show fee.

100% Refund Periods - (also applies to Evening and Outreach classes):

• **12-16 Week Classes**

Students who officially withdraw are entitled to a full refund of tuition and fees through the **second Friday** after the start of class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.

• **8 -11 Week Classes**

The 100% refund period for 8-11 week classes is the **second Friday** after the start of class.

• **6 - 7 Week Classes**

The 100% refund period for a 6-7 week class is **prior to the fifth calendar day** after the start of the class.

• **2 - 5 Week Classes**

The 100% refund period for a 2-5 week class is **prior to the third calendar day** after the start of the class.

• **1 Week Classes**

The 100% refund period for a 1 week class is **prior to the start of the class**.

• **EduKan Classes**

For 100% refund period for EduKan classes, please refer to www.edukan.org for exact dates.

Refund Appeal Procedure

Students wishing to appeal their refund must complete a "Refund Appeal Request" form and return it with appropriate documentation to the Business Office **within one week** of the official withdrawal being filed in the Registrar's Office (in person, by fax or by postmark date).

Ruling on the appeal will be determined by a committee consisting of representatives from the Business Office, Student Services and Instructional Services.

The Business Office will notify the student, in writing, of the committee's decision.

I understand when I register for any class or receive any services from Garden City Community College (including but not limited to: tuition and fees, room and board, textbooks, supplies, etc.) I accept full responsibility and agree to pay for all associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and/or receipt of services, and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Garden City Community College is providing me educational and associated services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, housing, and other associated costs by the published or assigned due date.

I understand in the event action is required to collect payment herein, I further agree to pay the associated costs of collection agency fees up to the State of Kansas maximum fee of 15% of the unpaid debt after default or attorney fees for collecting outstanding debt.

Student Signature _____ Date _____ Student ID # _____



CHANGE OF SCHEDULE GARDEN CITY COMMUNITY COLLEGE

White Copy: Registrar
Yellow Copy: Business Office

Student Name Last First Local Phone #

Student I.D. # Social Security #

SEMESTER
☐ Fall
☐ Spring
☐ Summer

20

ADD

Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day

DROP

Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day

Date With above change(s), my current enrollment totals hours.

Student's Signature Advisor's Signature

Note: Dropping and adding classes after published dates will result in full obligation for classes dropped and added. For students who are receiving financial aid or scholarship assistance **AND** are dropping below 12 hours, signatures (approval) from the Financial Aid Office and the Scholarship Sponsor are required.
WHITE/YELLOW COPIES MUST BE FORWARDED TO THE REGISTRAR'S OFFICE.

Please Print Firmly -- Use Ball Point Pen

Date _____

Course No.	Name of Course	Cr. Hrs.

Instructor's Signature _____

White: Registrar's Office Yellow: Vice President

**A failing grade cannot be changed to a passing grade without the signature of the Vice President of Instruction signifying approval. _____
Vice President's Signature

For Registrar's Office Use Only

By _____ Registrar



Please Print Firmly -- Use Ball Point Pen

Date _____

Course No.	Name of Course	Cr. Hrs.

Instructor's Signature _____

White: Registrar's Office Yellow: Vice President

**A failing grade cannot be changed to a passing grade without the signature of the Vice President of Instruction signifying approval. _____
Vice President's Signature

For Registrar's Office Use Only

By _____ Registrar

Garden City Community College Site Coordinator Evaluation													
Site Coordinator: _____			Location: _____										
Evaluator: _____			Date: _____										
3 Exceeds Expectations		2 Meets Expectations		1 Doesn't Meet Expectations	NA Not Applicable								
3	2	1	NA										
☐	☐	☐	☐	Communication Communicates with instructors and GCCC personnel in a timely manner <i>Comments:</i>									
☐	☐	☐	☐	Promptness Meets all college deadlines <i>Comments:</i>									
☐	☐	☐	☐	Oversight Oversees each concurrent instructor to ensure completion of <u>Adjunct Duties and Responsibilities</u> <i>Comments:</i>									
☐	☐	☐	☐	Paperwork Submits complete and accurate paperwork <i>Comments:</i>									
☐	☐	☐	☐	Evaluations Completes and submits all instructor evaluations <i>Comments:</i>									
☐	☐	☐	☐	Procedures Follows GCCC policies and procedures <i>Comments:</i>									
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Site Coordinator's Signature</td> <td style="width: 15%; border-bottom: 1px solid black; text-align: center;">Date</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Evaluator's Signature</td> <td style="width: 15%; border-bottom: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Administrator's Signature</td> <td style="border-bottom: 1px solid black; text-align: center;">Date</td> <td></td> <td></td> </tr> </table>						Site Coordinator's Signature	Date	Evaluator's Signature	Date	Administrator's Signature	Date		
Site Coordinator's Signature	Date	Evaluator's Signature	Date										
Administrator's Signature	Date												

Classroom Visitation of Adjunct/Concurrent Faculty

Instructor:

Course:

Enrolled:

Evaluator:

Date:

Time:

Present:

5	4	3	2	1	NA
Strongly Exceeds	Exceeds	Meets	Nearly Meets	Does Not Meet	Not
Expectations	Expectations	Expectations	Expectations	Expectations	Applicable

5	4	3	2	1	NA	
☐	☐	☐	☐	☐	☐	Objectives The instructor made the objectives of the course clear to the students at the appropriate time. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Preparation The instructor was prepared for class with the necessary materials. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Organization The instructor presented the material in an organized manner. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Clarity The instructor presented the material clearly with effective pacing. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Mastery The instructor displayed mastery of the lesson presented. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Learning Styles The instructor combined methods of instruction to accommodate the various learning styles of students. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Respect The instructor treated all students with respect. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Comprehension The instructor periodically checked student understanding of the material presented. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Responsiveness The instructor was receptive to student questions and comments. <i>Comments:</i>
☐	☐	☐	☐	☐	☐	Classroom Management The instructor demonstrated effective classroom control. <i>Comments:</i>

5	4	3	2	1	NA	
☐	☐	☐	☐	☐	☐	Professional Obligations The instructor meets professional obligations: submits grades and paperwork in a timely manner, fulfills Canvas requirements, responds to GCCC email promptly, participates in committee work, follows GCCC policies and procedure, etc. Comments:

Summary of Evaluator's Observations

Evaluator's Suggestions

Recommendations by GCCC Administrator

- ☐ I recommend that this instructor continue as an adjunct faculty.
- ☐ I do not recommend that this instructor continue as an adjunct faculty.

Employee's signature indicates the employee has reviewed the classroom visitation form. It does not necessarily indicate agreement with the contents. The employee is welcome to add written comments or prepare a response to the contents which will be filed in the employee's personnel file as part of this classroom visitation.

Instructor's Signature

Date

Division Chair's Signature

Date

Evaluator's Signature

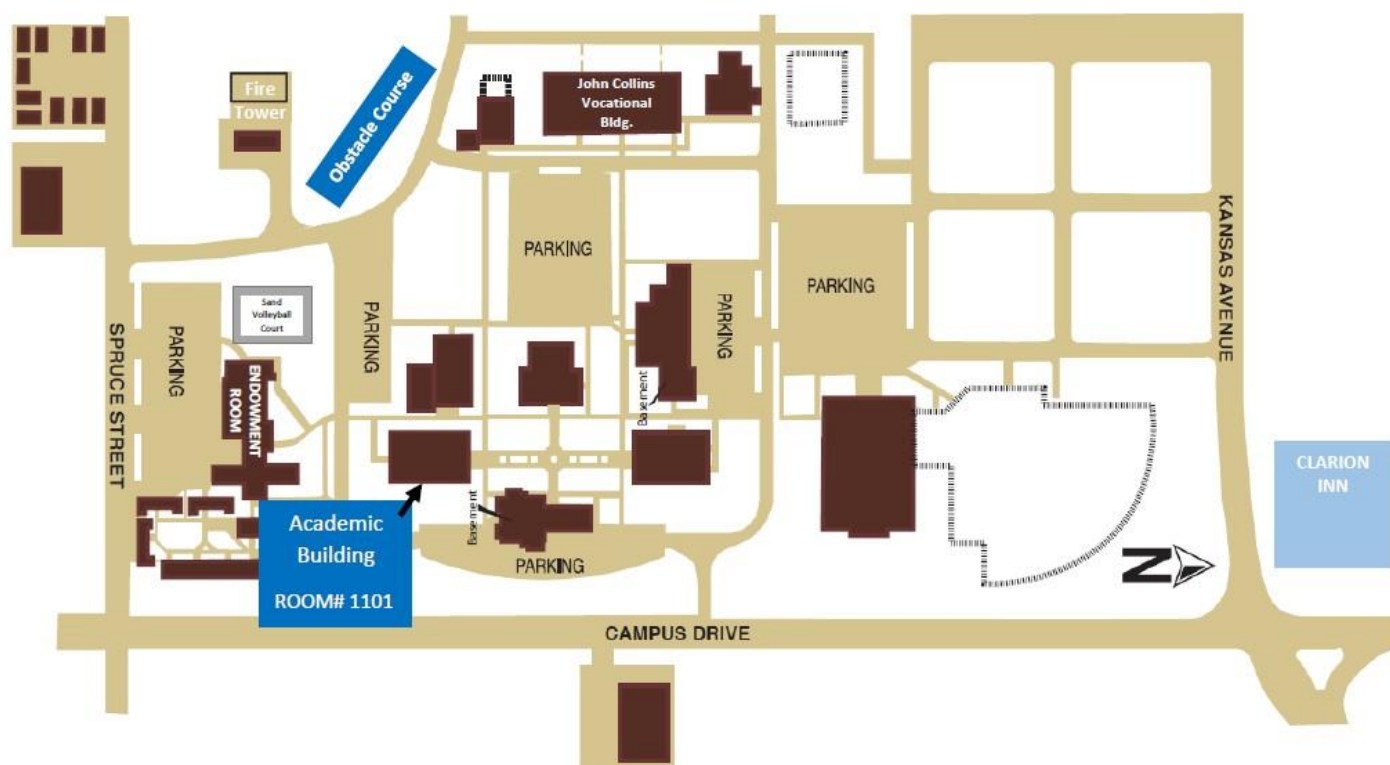
Date

Dean's Signature

Date

NOTES

CAMPUS MAP



G GARDEN CITY
COMMUNITY COLLEGE

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SITE COORDINATOR HANDBOOK ACKNOWLEDGMENT

This handbook is intended as a guide for Site Coordinators. It contains general information as well as the procedures and policies under which the college operates.

Important note: The Service Area Site Coordinator Handbook is intended only to provide information. The Handbook is subject to change as needed. Changes in Board Policies, institutional procedures, and governmental regulations will result in periodic modifications, additions, and deletions. Every effort will be made to provide employees additional information as these changes occur during the fiscal year. Therefore, unless otherwise stated, the policies and procedures listed may be changed from time to time as conditions change at the institution. It is your responsibility to maintain awareness of all changes to Board Policies.

I acknowledge that I have received a Garden City Community College Site Coordinator Handbook for the 2023-2024 school year. I understand that it is my duty to read and review said handbook, and to comply with policies contained herein. I understand that I should consult the GCCC Concurrent/Dual Credit Coordinator regarding any questions not answered in the handbook. I enter into my employment relationship with the Garden City Community College voluntarily and understand that there is no specified length of employment. I acknowledge that this handbook is neither a contract of employment nor a legal document.

Employee's **Printed** Name

Employee's Signature

Date

GCCC Representative

Date