UMKC **Early College Academy**

High School College Pipeline ECA Abridged Handbook
July 2023

Welcome to UMKC!

A new partnership between UMKC and Kansas City Public Schools (KCPS) and North Kansas City Schools (NKCS) encourages eligible high school juniors and seniors to enroll in classes at UMKC. The program provides the opportunity to earn college credit while gaining valuable college experience.

ECA Abridged Handbook

As an Early College Academy student, you are a UMKC student, with many of the privileges and responsibilities that come with being a student on campus. This handbook is intended to highlight areas we think would be most useful to you, however, UMKC students are responsible for knowing the information in the complete student handbook. The entire student handbook can be found at https://www.umkc.edu/student-affairs/student-handbook/index.html.

Contents

UMKC Administration and Support

Your first stop regarding orientations, logistics, and general information is the High School College Pipeline Administrative Staff. If we can't answer the question, we will direct you to the department or individual who can.

UMKC High School College Pipeline – Administrative Staff
The HSCP administrative staff work closely with your HS Liaison through the application and enrollment process to ensure your UMKC classes and credits are added to your high school schedule. We coordinate your orientation, parking needs, and communicate with your HS Liaisons during the semester regarding any program questions or concerns.

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Roo Advising
Your Roo Advisor works closely with your HS Liaison to ensure you have the right classes to meet your high school graduation requirements and begin your post-secondary education. Your UMKC classes are regular college classes, with a collegiate level rigor and workload. Your advisor, along with your HS Liaison, will be your contacts for any schedule questions or concerns.

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Atterbury Student Success Center
Where students go for academic support and mentoring, career services, and socializing. Includes the Welcome Center, the UMKC Cafe and Cafeteria.

Getting Started

Time to ROO UP with your student ID, parking permit, and if you would like, a Roo Bucks account so you can purchase food and items on campus.

Roo Card

As soon as students are enrolled in classes, they can get their Roo Card. Your Roo card is your UMKC student ID card. Students need their SSO (Secure Sign On) to fill out the online form and upload a photo. Students may also apply in person in the Student Union.

- For detailed information, please visit [How to get a ROO Card](#)

Parking

ECA students will receive free parking for the 2023-2024 school year. Beginning in the Fall of 2024, parking will be one-third the regular student parking rate per semester.

- Students with a parking permit may park in the blue parking areas as indicated on the [Volker campus map](#).
- Please be aware the campus speed limit is 10 mph, and there is no free parking on campus, day or night.
- Should you have questions regarding tickets, a lost parking permit, or any other matter, please visit the [UMKC Parking website.](#)

Roo Bucks

Roo Bucks is a secure and convenient stored-value account that can be used on-campus and at some off-campus merchant locations.

- To set up a Roo Bucks account, students/parents/guardians can contact the Roo Card office at (816) 235-6657 or umkcroocard@umkc.edu. The account must be activated by contacting the Roo Card Office prior to making an on-line deposit. In order to use Roo Bucks and to take advantage of discounts as they are offered, you only need to add money to your card. Roo Bucks will remain available in-between semesters and will carry over from semester to semester as long as the student is enrolled. Once a student is no longer enrolled, Roo Bucks will be removed from their Roo Card. Roo Bucks are non-refundable and non-transferable.

MyRoo

- The UMKC app will be launched in August 2023 and will be downloadable for IOS or Android phones. myroo@umkc.edu will have everything you need from applying to graduating! Access your UMKC email, Pathway, Connect, Canvas, technology resources, Roo Advising, staff and faculty directory, parking...and so much more. Download it to your phone right away!

UMKC Information Services (Accounts, Email, and Connectivity)

Please visit the UMKC Information Services website for detailed information specific to your device: [Technology Quick Start Guide | Information Services | University of Missouri - Kansas City](#)

- Username & Password
    - Your UMKC username and UMKC password is how you will access Canvas, email, WiFi, and many other services.

- Email
  - Your UMKC email is how you will communicate with all faculty and staff at UMKC. All official university communications are sent to your Microsoft 365 email account. ***You are strongly encouraged to check your UMKC email regularly for important announcements and information.*** You can access your email account from any web browser and email programs, such as Microsoft Outlook.
- Personalized email
  - By default, your email address is set to your UMKC username@umkc.edu. You can choose one additional email address based on your name to add to your mailbox. Sign in with your UMKC username and password and choose Personalize Email. Either will work for all information services.
- WiFi (UMKC WPA or eduroam)
  - Wireless internet access is available in almost every building and most community spaces on campus. Wi-Fi allows users the freedom to study and learn without restricting them to physical locations.
  - To connect to campus WiFi, you will need your UMKC Username and UMKC Password

Campus Safety and Wellness

Enjoy everything our dynamic urban environment at UMKC has to offer and rest assured your safety is our top priority.

Campus Police
UMKC Police Department is located at 5005 Oak St., Kansas City, MO 64112 in the Cherry Street Garage. Phone: 816-235-1515 Email: umkcpd@umkc.edu

UMKC Alert
The University of Missouri System uses an automated, rapid notification system to supplement the communication tools currently used to notify students, faculty and staff about campus emergencies and closings, as well as class cancellations due to inclement weather. Students are automatically signed up through Pathway.

Wellness - If a student is injured or becomes ill while on campus, UMKC will operate in the same manner as your high school nurse, providing basic care with parental/guardian consent, otherwise calling 911. UMKC Consent Form

Amenities – ECA students will have access to all the services from the Division of Student Success, which includes Advising, the Financial Wellness Center, Career Services, Tutoring, and the Writing Center. Students do not have access to the fitness center. For more information, please visit the Student Success Services website.

Applying, Advising, and Enrolling

Enrollment Process

All application and enrolling occurs online. Students will need to verify their participation in the Early College Academy <u>each semester</u> by updating their application to reflect the semester they wish to enroll in. Fall semester verification and enrollment occurs online in April/May, with advising taking place either at the UMKC campus or virtually and via email with your Roo Advisor, HS Liaison, and HSCP administrator. Spring semester verification and enrollment occurs online in November/December, with advising taking place either at UMKC or virtually and via email with your Roo Advisor, HS Liaison, and HSCP administrator.

1. Student applies online to UMKC – Early College Academy and sets up Pathway
   - NKC District Partnership Page - https://www.umkc.edu/admissions/nkc-schools/index.html
   - KCPS District Partnership Page - https://www.umkc.edu/admissions/kcps/index.html
2. HS Liaison informs HSCP Assistant Director which of the applied students have met the requirements and can be admitted.
3. Once the admission decision is entered, a student email is generated informing them of their Pathway account information. It can take up to <u>48 hours for the student to receive their admission notification and student information via their UMKC email.</u> ***Save this information, as you will need it in the future. Your UMKC email address is how the university will communicate with you.***
4. Once the student is admitted, appointed Roo Advisors will work with the high school liaisons and students to find the classes they need. Together they will log in to Pathway to enroll in the approved classes. Specific times and dates for enrollment assistance will be scheduled with each district and possibly school if necessary. If necessary, additional enrollment help by virtual appointment or email is also available to students with the appointed Roo Advisors.
5. An enrollment window of 2-3 weeks will be agreed upon by HS liaisons and UMKC. During the enrollment window, students will be able to add or drop courses. Once the enrollment window closes, students will not be able to change their schedules due to the Early College Academy Hold applied to all ECA student accounts. The hold states:

   > *"In order to make any changes to your schedule as an Early College Academy student at UMKC, you must first work with *HS Liaison*, (*contact information*) at *School District* to approve your requested change."*

6. All student schedules and schedule changes must be approved by HS Liaisons, who will then inform UMKC-HSCP of the change.
7. Once enrolled, the student will be able to view their schedule through Pathway.
8. All HS students will attend an Orientation Session prior to the start of their first semester.

Roo Advising

UMKC Roo Advisors and HS Liaisons can help ECA students choose classes that fit into their high school schedules while fulfilling high school credits still needed. These classes typically include 100/200-level courses that are general education requirements, major/minor interests, or prerequisites for other classes students may need in the future. Students can view class

offerings each semester on [this page](). Students can meet with an Exploratory/FLEX advisor by calling Roo Advising at 816-235-1148 or by scheduling on [Connect]().

Dropping Courses
All drops must be initiated by the HS Liaison. ECA students will not be able to drop a course through Pathway.

Typical 16 week course drop dates:

- Last day for 100% refund – Friday of the first week of classes
- Last day for 50% refund and drop with no record – Monday of the 5th week of the semester
- Last day for 25% refund – Friday of the 8th week of the semester

For exact dates and detailed registration events by semester, visit the [Office of the Registrar website](), go to Forms and Resources, and click on Student Resources - [Academic Calendar]().

Student Rights, Responsibilities, and Conduct

As a UMKC Early College Academy student, you are upheld to the same conduct expectations as other undergraduate students. You also have the same rights and responsibilities as other undergraduate students. We take your personal and academic rights and responsibilities seriously, and will work closely with you and your High School Liaison to ensure your rights and the rights of all students are upheld according to [UMKC policies and procedures]().

Student Rights
- You have the right to an efficient and predictable process that is sensitive to your needs.
- You have the right to appeal a denial of transfer credit at the receiving institution. Students are enrolled at UMKC through Pathway and are considered by the University as non- degree seeking university freshmen, with all the rights and privileges of an on campus UMKC student. Students making the choice to register for a university class take the responsibility for the higher education process.

Student Responsibilities
- Students are responsible for learning the admissions requirements of the institution to which you are applying.
- Students are responsible for learning and complying with the specific requirements of any professional program to which you apply.
- Students are responsible for contacting transfer advisors at both institutions to ensure smooth transfer of credits.
- Students are subject to the same regulations regarding credit requirements as degree-seeking students.
- **It is the student's responsibility to meet all deadlines.**

Student Conduct

> *"A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students assume new privileges along with new responsibilities in accordance with the University's mission and expectations."*

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at university-sponsored or University-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students for conduct on or off university premises in order to protect the physical safety of students, faculty, staff, and visitors.

Conduct for which students are subject to sanctions falls into the following categories:

1. **Academic dishonesty**, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.
   a. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
   b. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
   c. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

2. **Forgery, alteration, or misuse** of university documents, records or identification, or knowingly furnishing false information to the University.
3. **Obstruction or disruption** of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
4. **Physical abuse** or other conduct which threatens or endangers the health or safety of any person.
5. **Nonconsensual sexual behavior** including but not limited to rape; sexual assault; nonconsensual sexual touching of the genitals, breast or anus of another person or the touching of another with one's own genitals whether directly or through the clothing; or exposing one's genitals to another under circumstances in which he or she should reasonably know that his or her conduct is likely to cause affront or alarm, or sexual harassment.
6. **Stalking** another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.
7. **Harassment** by engaging in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
8. **Invasion of privacy** by photographing or recording (using electronic or other means) another person in a state of full or partial nudity in a place where one would have a reasonable expectation of privacy without that person's consent and distributing or transmitting that image without that person's consent.
9. **Participating in attempted or actual theft** of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
10. **Unauthorized possession**, duplication or use of keys to any University facilities or unauthorized entry to or use of university facilities.
11. **Violation of University policies**, rules or regulations or of campus regulations including, but not limited to, those governing residence in university - provided housing, or the use of University facilities, or the time, place and manner of public expression.
12. **Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance** without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri
13. **Disruptive or disorderly conduct** or lewd, indecent, or obscene conduct or expression.
14. **Failure to comply** with directions of University officials acting in the performance of their duties.
15. **The illegal or unauthorized possession or use of firearms**, explosives, other weapons, or hazardous chemicals.
16. **Misuse in accordance with University policy of computing resources**, including but not limited to:
    a. Actual or attempted theft or other abuse.

    b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

    c. Unauthorized transfer of a file.

    d. Unauthorized use of another individual's identification and password.

    e. Use of computing facilities to interfere with the work of another student,faculty member, or University official.

    f. Use of computing facilities to interfere with normal operation of the University computing system.

    g. Knowingly causing a computer virus to become installed in a computer system or file."

Grading, Attendance, and Transcripts

Family Education Rights and Privacy Act (FERPA) for Higher Education

The purpose of FERPA is to provide rights to students and their families with regard to access and privacy of academic records. It guarantees students at the post-secondary level the right to inspect and view their academic records.

FERPA also prohibits UMKC from releasing information from a student's record to any third party unless the student authorizes the release. All personally identifiable educational records maintained by the University and recorded as part of the normal business of the University are protected by FERPA (including grades, class schedule, fee assessments, scholarships, grants, work study, and loan amounts). The student and only the student may view their own records, unless specifically noted as an exception by FERPA. Some exceptions are:

- Employees of the university who need to view the records in order to conduct the business of the university.
- Lenders and organizations who are associated with the financial aid process may view records that are necessary to administer financial aid.
- Parents who demonstrate that they financially support the student may view the educational records of the student.
- The University will release educational records in compliance with a legally issued subpoena.

For details on the UMKC implementation of FERPA, please refer to the General Catalog appendix section Policy on Student Records or the Student Records section of the UM System Collected Rules and Regulations

Communication with High School Officials

UMKC may discuss student grades, behavior, attendance and general concerns with high school officials. FERPA regulations are different for K-12 institutions in that school officials have the right to discuss student information with parents/guardians. If you have questions regarding your student, please reach out to your high school early college liaison.

Grading

Grading updates throughout the semester will occur through Canvas or another grading platform selected by the professor. Only final grades will be entered into Pathway, and are due at 5:00 PM three (3) days after the last scheduled final (not including Sunday). This is generally

the Tuesday after finals week. Fall and Spring grades entered and marked as approved will be posted to student records after the last scheduled final for the term in the Fall and Spring.

UMKC Grading Scale
The following is the +/- grading scale and grade-point system used at UMKC. This +/- grading scale and grade point system is used by all faculty, in all undergraduate, graduate, and professional programs.

Letter Grade	Description	Points per Semester Hour
A	The highest grade	4.0
A-		3.7
B+		3.3
B	Work of distinction	3.0
B-		2.7
C+		2.3
C	Average work	2.0
C-		1.7
D+		1.3
D	Passing, but unsatisfactory	1.0
D-		.7
F	Failure without credit	0.0
NR	Not reported	
W	Withdrew; no academic assessment	-

Attendance Policy
- Students are expected to attend and participate in classes as indicated by the course modality (Classroom based, Online, etc. available on Pathway).
- In order to comply with federal regulations associated with eligibility rules for federal financial aid, students not attending a course during the first three weeks of the term will be administratively dropped from the specific course.
- Advance notice of attendance policies of academic units and individual instructors should be given, and such notice should be in writing.
- Students should notify instructors of excused absences in advance, where possible.
- Students who have an excused absence are expected to make arrangements with instructors for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible.
- Instructors should accommodate excused absences to the extent that an accommodation can be made that does not unreasonably interfere with the learning objectives of the course or unduly burden the instructor.
- Attendance policies shall be applied in a non-discriminatory manner.
- Enrollment as a student is required to attend any class unless otherwise pre-approved by the instructor.
- Instructors are responsible for verifying the class roster in Pathway throughout the term.

Each academic unit and instructor may adopt an attendance policy appropriate to that unit, a particular field of study, or for a specific course. Such policy or policies must be consistent with

the general principles, and must give students advance notice in writing. In the case of an academic unit, notice may be given in the appropriate section of the General Catalog, or in other materials provided to students for the purpose of informing them of the rules and regulations of the academic unit. In the case of an individual instructor, notice of an attendance policy should be given in the course syllabus.

If neither the academic unit nor the instructor has adopted an attendance policy, or if proper advance notice of the attendance policy was not given, the UMKC general attendance policy will govern. The general attendance policy is that students shall not be penalized for excused absences. "Excused absences" include absences due to illness of the student, illness of an immediate family member for whom the student must care, death of an immediate family member, religious observance (where the nature of the observance prevents the student from being present during class), representation of UMKC in an official capacity, and other compelling circumstances beyond the student's control. Students seeking an excused absence must provide documentation upon request to substantiate the excuse. Students with excused absences shall undertake appropriate make-up or alternative work to be provided by instructors of the courses in which excused absences were incurred.

Complaints concerning the application of an attendance policy or an instructor's attendance policy should be raised with the Department Chair of the instructor or with the Dean if there is no Department Chair or the instructor is the Department Chair. If the student or instructor is not satisfied with the resolution of the complaint, the matter may be appealed to the Dean and to the Division of Academic Affairs. Complaints concerning the adoption or modification of an attendance policy by an academic unit should be raised with the Division of Academic Affairs. Complaints are to be promptly addressed at each level of review.

Transcripts
Students have access to unofficial transcripts through Pathway as long as they are currently enrolled at UMKC. Official transcripts must be requested through the Office of the Registrar - Student Records, and are processed through the National Student Clearinghouse. You will need your student ID or your social security number to order transcripts. Official transcripts can be sent via mail or electronically for a fee of $17.00. Please read the step-by-step instructions to ensure you order the **correct transcript with all of your posted grades**.