



# COLLEGE 101



Everything parents need to know to  
support their children in college classes



# What is college seminar?

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College seminar is our support period for students who take college classes. It is through college seminar that we teach students

- How to log into (and navigate) BlackBoard
- How to log into (and navigate) GTC4Me
- How to access their GTC email

We also

- Ensure they obtain college textbooks and access codes
- Give them time within the school day to complete college assignments
- Have a certified teacher they can obtain help from - whether that means partnering with a peer in the same course, finding resources at the tutoring center from the college, or helping them know the best way to approach their professor via email

# BEFORE COLLEGE CLASSES BEGIN

- Students attended one college seminar per day to ensure students could
  - Sign into GTC4me
  - Check BlackBoard for college schedule
  - Check college email (or set up if new to taking college classes)
  - Determine where and when college classes meet
  - Determine what access codes and textbooks are needed for college classes
  - Join College Seminar google classroom as this is how they will submit weekly college grades and receive important announcements

# Class Attendance

If a college class does not meet unexpectedly for any reason, students are expected to notify Ms. Hamrick and return to college seminar that day.

Students are not permitted to be in other areas on campus instead of college seminar without a pass from Ms. Hamrick.

Please note that we are not an open campus. Students can not leave to go get lunch, pick up breakfast, or go home and come back once they are on campus for classes. They also may not go back to their cars to sit. Students can receive disciplinary consequences if they are out of area or leave without signing out.

After college classes begin students may be excused from some assigned college seminar periods by submitting a college seminar excuse form to Ms. Hamrick.

# How to read your child's college schedule

<b>GTC</b>	<b>fully in person class at college</b>
<b>GTCHyb</b>	<b>this is a hybrid class that only meets one day per week. The day will be designated as M, T, W, or R. i.e. GTCHybR is a hybrid class that meets on Thursdays</b>
<b>GTCOnl</b>	<b>this is a fully online class - Students should be in College Sem doing these classes</b>
<b>GTCSyn</b>	<b>these are synchronously online classes. Students should be in college sem doing these classes</b>

# Accessing College Grades

Neither the high school staff or parents have access to student grades. As a result, students are required to submit a screenshot of college grades every Friday to the College Seminar google classroom.

In the past, some students fail to submit grades or they attempt to submit “false grades”; both of these things prevents us from assisting them in a timely manner.

Not submitting grades or submitting inaccurate grades will result in a parent contact and informing Dr. Gregory. Submitting false grades is considered dishonesty in our student code of conduct.

Ms. Hamrick does notify parents when she has a failing grade submitted; however, we also strongly encourage parents to ensure their children are including their college grades on their academic reports each Monday AND periodically have them show you their college grades within the BlackBoard system.

# Deadlines for Assignments

Deadlines and attendance are strictly enforced at the college level.

Failure to turn in assignments for a college class could result in the professor dropping that student from the class.

If a student is dropped, they must contact Ms. Hamrick ([jhamrick@staff.gtchs.org](mailto:jhamrick@staff.gtchs.org)) and notify Mrs. Burrow ([aburrow@staff.gtchs.org](mailto:aburrow@staff.gtchs.org)) immediately.

# Withdrawing from or failing a Class

In general, withdrawing from a class is not encouraged or approved by GTCHS; however, we know there are extenuating circumstances. We do have a 93% first time pass rate for our students as we do our best to “set them up for success” when we enroll them.

Please be aware

- ALL course attempts are required to be documented on the high school transcript. It may not affect the college transcript, but we must put a WP (withdraw pass) or WF (withdraw fail) on the high school transcript.
- If the college has charged GTCHS for the course, we must charge you as well.
- If the student fails a course or withdraws from a class, they must pay for the books/access codes for that course as well.



# Communication with the College



All communication between parents and the college is required to be facilitated through Mrs. Burrow, our early college liaison. **This is not a suggestion; it is a requirement.** This is for several reasons:

- Many professors and staff are not aware of the unique requirements we must follow as a high school that is also bound by state regulations. As a result, they will guide the student with erroneous information through no fault of their own.
- Parents are not permitted to contact colleges directly at most institutions. We want to teach your child how to advocate for themselves with our assistance.
- Part of our mutual agreement with the college is this requirement.



# Additional Support and Resources

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All students and parents are required to review the [Middle College Handbook](#) for more detailed information.

Ms. Hamrick has created a page for [College Seminar](#) students.

Tutoring is available through the college. [CLICK HERE](#) for more information.