



Kirkwood

HIGH SCHOOL COMPLETION PROGRAM



Kirkwood High School Distance Learning Program Handbook

Table of Contents

Introduction	3
Registration Procedures	4
Getting Started in a Course	7
The Role of the Proctor/Coach	10
Testing Procedures	11
Completing Courses	13
Appendix	
-Copy of Registration Form	14
-Copy of Welcome Letter for Packet Courses	15
-Copy of Test Report and Grade Report	16
-HSDL Brochure	19

Introduction

Hello! I would like to take this opportunity to thank you for the privilege of working with you and your students. We appreciate your support of our program. The purpose of this handbook is to help you have quick answers to some of the most commonly asked questions in regard to the basics of our program. Please keep this book handy when you register students, get students ready to test, or have questions about our program.

This handbook is not intended to have every answer for you, but instead to be a first resource when you have questions. Our webpage is kept up-to-date with the most current list of course offerings, tuition costs, timelines, and other information that may be of use to you. You can access this information at any time by visiting www.kirkwood.edu/hSDL

If you cannot find the answer to your questions in this booklet or online, please do not hesitate to contact us. You can call us at 319-366-0142 or 1-800-332-2055 ext. 5380, or by emailing me at mkielku@kirkwood.edu Again, we appreciate your support of our program and the opportunity to make a difference in the lives of your students.

Marcel Kielkucki
Kirkwood HSDL
Coordinator

Registration Procedures—How do I register students?

One of the most commonly asked questions we receive is how to get students started in a HSDL course. The first thing to do is to determine which course format the student would like to take. In our program we offer correspondence (packet) courses and online courses. Below is a chart with some of the key features of each:

	Packet Courses	Online Courses/Replacement Unit Courses
In State Cost	<ul style="list-style-type: none"> • \$150 per semester • \$60 book deposit 	<ul style="list-style-type: none"> • \$150 per semester • No Book Deposit except for some English and Science courses
Out of State Cost	<ul style="list-style-type: none"> • \$200 per semester • \$60 book deposit 	<ul style="list-style-type: none"> • \$200 per semester • No Book Deposit except for some English and Science courses.
Length of Time to Complete	4 months from registration date	4 months from registration date
Key Features	<ul style="list-style-type: none"> • Students receive a textbook and workbook in the mail, sent to the test proctor • Students complete workbook activities and text readings prior to taking exams • Exams are taken in the presence of a test proctor • Students may contact the HSDL Coordinator with questions or for assistance 	<ul style="list-style-type: none"> • Students and test proctors are emailed instructions on how to get started in the course. Any books necessary are mailed to the proctor • Students complete most of the course readings and quizzes online • Exams at the end of each unit are taken in the presence of a test proctor • Students can contact a course facilitator (instructor specializing in each course field) with questions or for assistance
Re-Registration Fee	\$150 (Book deposit only if book was returned)	\$150
How to register	Go to www.kirkwood.edu/hsdl Click on either Online Registration Form or Mail-In HSDL Registration Form from the menu on the right side of the page	Go to www.kirkwood.edu/hsdl Click on either Online Registration Form or Mail-In HSDL Registration Form from the menu on the right side of the page
Courses Available	Visit www.kirkwood.edu/hsdl and click on What courses are available from the menu on the right side of the page	Visit www.kirkwood.edu/hsdl and click on What courses are available from the menu on the right side of the page

What is the right course for my student?

This is a tough question, and one that is really unique to each situation. The key question to ask is what course is the HSDL course replacing or supplementing? For example, does the student need to take Algebra I, or just any math course? Once you have the answer to this question, you can proceed to look at available options.

Should my student take the S-1 or S-2 portion of the course?

Because we allow students to enroll in a course at any time of the year, the student should take the portion of the course that reflects what content they need to cover. Just because it's September doesn't mean that a student has to take the S-1 portion of the course.

When can I enroll a student?

Students can start a course with our program at any time. The four months given to complete a course begins the date the registration is processed.

What about replacement units?

If a student just needs to take or retake a portion of a course, we allow this option with our online courses only. Please visit our website for step-by-step instructions on how to utilize this option.

I have the course my student needs. How can I register him/her?

For registration with our courses, we have two options:

- a) Online Registration—Counselors and other school officials may request a username and password to access our online registration form. We only allow registration by these individuals to ensure that the school is going to accept the course and credit for the student. If you'd like to use this option, please contact the HSDL program to receive the username and password.
- b) Mail-In Registration—This PDF file is also available on our website. A copy of a completed registration form is included on the following page. Some key things to remember when registering are:
 - The form is a PDF file and if accessed via the computer, it may be typed on directly. A typed form is much easier for our staff to read and input, and will speed up the time it takes to process your request.
 - Please be sure to include an email address for the student and the proctor, as this is our primary method of communication and also how test scores are delivered.
 - When identifying the course(s) to be taken, please be sure to also check the boxes for the semester and format.
 - Verify whether or not a textbook deposit is needed for the course. If unsure, consult our website.
 - If the district is paying for the course, please be sure to check the appropriate box on the form.
 - Before submitting, be sure that all parties have signed the form and all information has been completed.

Kirkwood Community College HSDL (High School Distance Learning) Registration Form

Print Form

(Please print clearly. If downloaded, you may type on this form directly.)

Last Name Kirkwood **First Name** Samuel **Middle Name** J.
Address 912 18th Ave SW **City** Cedar Rapids **State** IA **Zip** 52404
County of Residence Linn **Home Phone** 319-366-0142 **Cell Phone** 319-398-7400
Birth Date 01/01/1966 **My age today is** 43 **Social Security Number** 123-45-6789
Gender Male Female **Iowa Resident** Yes No
Are you Hispanic/Latino? Yes No
Select one or more races: American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Pacific Islander White
Email Address (Required) samuel.kirkwood@kirkwood.edu
High School Attending(ed) Kirkwood Adult HS **City** Cedar Rapids **State** IA

To Be Completed by High School Official

I authorize this student to enroll in the following course(s)

Family Living	<input type="checkbox"/> S-1	<input checked="" type="checkbox"/> S-2	<input type="checkbox"/> Online	<input checked="" type="checkbox"/> Correspondence
Introductory Algebra Units 3 and 5	<input checked="" type="checkbox"/> S-1	<input type="checkbox"/> S-2	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Correspondence

Send Tests To: Marcel Kielkucki **Name of School** Kirkwood HSDL
Address 912 18th Ave SW **City** Cedar Rapids **State** IA **Zip** 52404
Name of School Kirkwood Lincoln Center **District** Kirkwood Community College
Address 912 18th Ave SW **City** Cedar Rapids **State** IA **Zip** 52404
CEEB Code (ACT Number) 123-456 **Phone** 319-366-0142 **Fax** 319-398-1049
Email Address (Required) mkielku@kirkwood.edu **Please Bill School District for Course**
Signature of School Official _____ **Date** _____

I authorize Kirkwood Community College to provide information to the school listed above regarding enrollment status, grades, and credit.

Signature of Student _____ **Date** _____
Parent Signature (if under 18) _____ **Date** _____

Fees Per Course	Reason for Taking Course
<input checked="" type="checkbox"/> In-State Tuition \$150 per semester	<input type="checkbox"/> Credit Advancement
<input type="checkbox"/> Out of State Tuition \$200 per semester	<input checked="" type="radio"/> Credit Recovery
<input type="checkbox"/> Book Deposit Fee \$60 (If Needed)	<input type="radio"/> Other

Please visit our website for an updated list of courses and book fee requirements:
www.kirkwood.edu/hSDL

Please return completed form and payment to:
 Kirkwood Community College-HSDL
 912 18th Ave SW, Cedar Rapids, IA 52404
 Fax (319) 398-1049

Payments can also be made using a credit card by calling (319) 366-0142.

All correspondence materials will be sent to the test proctor for pickup. Online course items are sent via email.

Who pays for the course?

This is up to each individual district. In some instances, districts are willing to pick up the costs of a course for a student. Typically this is the case when a student is taking a course that is not offered by a district or when a student has an IEP or other accommodations.

Many times, we are asked if we can take payment after the course is completed. We are unable to do this. However, some districts have instituted policies where they will pay for the course as long as the student completes the course successfully. If the student does not finish the course, then the student is responsible for payment to the district.

Is there financial assistance available for courses?

Because these courses are for high school credit only, there is no financial assistance available for our courses.

I've filled out and sent in the registration. Now what?

Once the registration is received in our office, we will process it within 5 business days. For correspondence courses, a textbook, workbook, getting started materials, tests, and return envelopes will all be sent to the test proctor identified on the registration form. Once those items are received, please contact the student to inform him or her that the materials have arrived.

If a student has enrolled in an online course, the student and test proctor will receive an e-mail welcoming them to the course and providing them with getting started instructions. A few days later, the test proctor will receive an envelope in the mail with a copy of the testing procedures and return envelopes in which to send completed exams.

Getting Started in a HSDL Course

Once a student has received his or her materials to get started in a course, there are some key items to go over with the student. Each format will be discussed separately, as the information provided is in different formats.

Correspondence (Packet) Courses

For students taking a packet course, there are a few key items to point out to the student once they have received their course materials:

1) Welcome Letter

Included with a course is a two page letter that outlines some key expectations and procedures. Please have the student read over this item and encourage them to contact the HSDL program if they have any questions.

2) Pace Guide

With every course that is sent to a student, a recommended pace guide chart is included. We encourage students to use this guide as a way to plan out successful completion of the course. Students are not held to this time frame, but it does help them to lay out how they intend to finish the course.

3) Plan for Success

In each workbook that is provided with a course are pages with the title, "Plan for Success." A copy of a plan from one of our courses is included below. This plan lays out the course requirements (homework and tests) in a step-by-step manner for the student. This plan can also be used as a check sheet that the student can refer to as he or she works on the course, marking off what items have been completed.

PLAN FOR SUCCESS

Below is a detailed explanation to help you schedule your time as you study this course. Plan your time wisely and enjoy!

		Registration Date
Units/Chapters	Instructions	Helpful Hints
Chapter 1: Earning Money	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <u>You are now ready for the Chapter 1 Test.</u>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. Take your written work with you to be sent in with the test.
Chapter 2: Buying Food	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <u>You are now ready for the Chapter 2 Test.</u>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. <u>Note on page 42</u> , when determining the price per item, the store charges a full penny for any fraction of a cent. <u>Note on page 46</u> , the unit price is determined by rounding to the nearest cent. Take your written work with you to be sent in with the test.
Chapter 3: Shopping for Clothes	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <u>You are now ready for the Chapter 3 Test.</u>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. <u>Note on page</u>

		65, sales tax should be figured using the cost of each order, not including shipping charges. Shipping charges should be figured using the cost of each order, not including sales tax. Take your written work with you to be sent in with the test.
Chapter 4: Managing a Household	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <u>You are now ready for the Chapter 4 Test.</u>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. <u>Note on page 82</u> , the renter’s rule. <u>Note on page 84</u> , the banker’s rule. You will need to know <u>both</u> for the test. Take your written work with you to be sent in with the test.
Chapter 5: Buying and Maintaining a Car	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <u>You are now ready for the Chapter 5 Test.</u>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. Take your written work with you to be sent in with the test.
Chapter 6: Working With Food	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <u>You are now ready for the Chapter 6 Test.</u>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. Take your written work with you to be sent in with the test.
	This completes Consumer Math S-1.	

Online Courses

In our online courses, students and test proctors will receive a welcome email the same date the student is enrolled in the course. The subject line of the email will say, “Welcome to Your Online Course.” Attached to the email are three important documents:

- 1) Getting Started Materials—This document will have a file name consisting of the student’s first and last name. Within this document the student will find their username and password, how to access the online course, and information on the testing procedures.
- 2) Coach Materials—Our online courses allow for the student to add an email address of a “coach” or other adult who will receive weekly progress reports on the student. This document provides step-by-step instructions on how to add the email addresses.
- 3) Learning Support Agreement—This final document essentially outlines the expectations the HSDL program has of the student, and what the HSDL student can expect from the program.

Once all documents have been read, the student is asked to email the HSDL facilitator confirming they have received and understood the getting started instructions. If the student needs additional assistance getting started, an orientation video for our online courses is on our website, which walks a student through this process as well.

The Role of the Test Proctor/Coach

Over the years, we have found that the proctor/coach plays a critical role in the success or failure of students taking our courses. Students in our program--as well as in other similar programs across the nation—are more successful when someone who is close to them takes an active role in their course.

What can a proctor/coach do to help students be successful? There are a few critical things you can do to help:

1) Check in with your students early and often! Within the first week of their enrollment, contact them to see if they've been able to get started, or if they are experiencing any difficulties. Students who get off to a good start within the first two weeks, as well as those who have continual contact with their proctor/coach, are much more likely to finish their course successfully.

2) Be an advocate on behalf of your students. If your students are having trouble with their course, encourage them to be in touch with the HSDL coordinator or their course facilitator. If the students are uncomfortable making contact, offer to help them make that contact.

3) Give positive encouragement to your students. Those little pats on the back can go a long way!

Also, if your students are taking one of our online courses, sign up for "coach" updates. These emails will be sent to you weekly. Directions are sent out with the welcome materials sent via email. This is a great way to keep tabs on your students! Student success is a team effort, and we know that your efforts will help all of us achieve our goal!

Testing Procedures

Once a student has completed the first unit or chapter, they will be ready to take a test. Testing protocols for our courses depend on the course taken and the method of delivery.

Correspondence (Packet) Courses

When a student is ready to take a test in a packet course, the first step is to contact, you, the test proctor, to arrange a time for testing. Once that has been established, here are some quick steps to follow:

- 1) Verify that the student has completed the appropriate homework. If you are unsure, please check the “Plan for Success” in their workbook.
- 2) The student can turn in their homework now, or can wait until the course is completed. If he or she decides to turn this in now, have them tear out any appropriate worksheets and give you any other items needed.
- 3) Give the student the exam. The exams for packet courses were delivered with the student’s initial materials.
- 4) When taking tests, students are not to use any notes or their textbook. For math courses (with the exception of General Math S-1 and S-2,) calculator use is permitted.
- 5) Once the student has completed the exam, please send the completed exam and any homework submitted in the business reply envelopes provided.
- 6) If desired, the exams can also be faxed to the HSDL program. Our fax number is 319-398-1049.

Online Courses

With our online courses, the first step for the student is to contact the test proctor to arrange a time for testing. Once a time has been arranged, the following steps are to be followed:

- 1) The student is to contact the course facilitator via the email address provided at least 24 hours in advance of when they want to test.
- 2) Because homework for courses is completed online, there are no items for the student to submit prior to testing.
- 3) When the student arrives to test, they will need access to a computer with Internet capability.
- 4) The student will log into their course and then print out a copy of the Teacher-Scored Test (TST) for the appropriate unit.
- 5) Once a copy of the test has been printed, the student will write out the answers to the test by hand.
- 6) When taking tests, students are not to use any notes or their textbook. For math courses calculator use is permitted unless stated otherwise on the test.
- 7) Once the student has completed the exam, please send the completed exam and any homework submitted in the business reply envelopes provided.
- 8) If desired, the exams can also be faxed to the HSDL program. Our fax number is 319-398-1049.

What happens once the test has been submitted?

Once the test has been received by our program, it will be evaluated on site or sent via email to a course facilitator for evaluation. Students and proctors should receive notification of results via email within 48 hours of the test being received.

For packet courses, a correspondence test report form will be emailed to the proctor and student, provided an email address has been provided. This form will indicate the score on the individual chapter/unit test received, as well as score-to-date for the course. Feedback on the test will be provided, as well as information on any homework or other items that are outstanding.

For online courses, the student and test proctor will receive email notification from the course facilitator on the teacher-scored test results. Each facilitator uses different methods for relaying this information.

How many tests can be taken at once?

We recommend that students take no more than two tests per course per day. One of our program's goals is to help students improve their scores on tests as they work through the course, and if students take all tests at once, it's very difficult or impossible to give students constructive feedback.

What happens if a student fails a test?

If a student does not score 60% on a test, they do have the option to retake that exam. A retake exam for packet courses will be sent via email or US mail to the test proctor. For online courses the student needs to request for the test to be reset by sending an email to the course facilitator.

Completing Courses

Once a student has completed his or her last exam, the student is ready to finalize the course. Below is a quick step-by-step guide for course finalization:

- 1) The student and proctor will be notified of the final test results.
- 2) Verify that all homework for the course has been completed. For packet courses, this information is indicated on the correspondence test report form. If homework has not been completed, please have the student complete all missing items.
- 3) Once all homework has been completed, please have the student return his or her textbook and homework to the following address:

Kirkwood HSDL
912 18th Ave SW
Cedar Rapids, IA 52404

- 4) Textbooks can be sent using the media mail/library rate from the postal service. Using this rate cuts the cost of sending the book back in half.
- 5) When the textbook has been received, an official grade report will be sent to the student and test proctor via email. This report will indicate the course title, recommended overall grade, and recommended credit for the course.
- 6) Because Kirkwood HSDL offers transfer courses, official transcripts are not provided. Grades and credits are granted by the district authorizing the student to take a course.
- 7) If a textbook deposit was paid, the refund will be sent 1-2 weeks after the book has been received. If the course was billed to a school district, the district will receive the refund. If a course is paid for with a credit card, the card will be credited with the deposit. In all other instances, a check will be sent in the name of the student to the address provided on the registration form regardless of who paid for the course.

Kirkwood Community College HSDL (High School Distance Learning) Registration Form

Print Form

(Please print clearly. If downloaded, you may type on this form directly.)

Last Name **First Name** **Middle Name**
Address **City** **State** **Zip**
County of Residence **Home Phone** **Cell Phone**
Birth Date **My age today is** **Social Security Number**
Gender Male Female **Iowa Resident** Yes No
Are you Hispanic/Latino? Yes No
Select one or more races: American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Pacific Islander White
Email Address (Required)
High School Attending(ed) **City** **State**

To Be Completed by High School Official

I authorize this student to enroll in the following course(s)

S-1 S-2 Online Correspondence
 S-1 S-2 Online Correspondence
Send Tests To: **Name of School**
Address **City** **State** **Zip**
Name of School **District**
Address **City** **State** **Zip**
CEEB Code (ACT Number) **Phone** **Fax**
Email Address (Required) **Please Bill School District for Course**
Signature of School Official **Date**

I authorize Kirkwood Community College to provide information to the school listed above regarding enrollment status, grades, and credit.

Signature of Student **Date**
Parent Signature (if under 18) **Date**

Fees Per Course	Reason for Taking Course
<input type="checkbox"/> In-State Tuition \$150 per semester	<input type="radio"/> Credit Advancement
<input type="checkbox"/> Out of State Tuition \$200 per semester	<input type="radio"/> Credit Recovery
<input type="checkbox"/> Book Deposit Fee \$60 (If Needed)	<input type="radio"/> Other

Please visit our website for an updated list of courses and book fee requirements:
www.kirkwood.edu/hsdl

Please return completed form and payment to:
 Kirkwood Community College-HSDL
 912 18th Ave SW, Cedar Rapids, IA 52404
 Fax (319) 398-1049

Payments can also be made using a credit card by calling
 (319) 366-0142.

All correspondence materials will be sent to the test proctor for pickup. Online course items are sent via email.

Kirkwood HSDL (High School Distance Learning) Correspondence Courses

Welcome to the your Kirkwood HSDL correspondence course! With this letter you should receive your textbook (if one is required) as well as a course guide that will explain what needs to be done with the course. In order to earn 1.5 Kirkwood Credits (one semester credit,) you must complete the course described in the guide and successfully pass the tests within 4 months of your registration date.

Please look at the end of this letter to verify your registration date, end date, and testing option. If there is an error in any of this information, please contact us as soon as possible.

Some items to note:

- When you registered, you paid a \$60.00 book deposit. In order to have your book deposit returned, the book must come back in **usable condition**. Your book refund, official grade report, and credit **will not be issued until a textbook is returned**, so please be sure that you return your book as soon as possible. When you return your text, please send it to the address listed below, and please put the student's name on a piece of paper in the book, so we can determine to whom the book belongs.

Textbook refunds will be issued as a check to the student through our computer system if the course is paid for by a check. Courses paid for with credit cards will have the textbook refund issued as a credit on the card account.

- As you look through your course guide, you will find the requirements for each individual course. Please be reminded that written work (homework) is a requirement in each course. This work is to be mailed in with the appropriate exam (if exams are a part of your course.) **The course is considered incomplete without the written work, and grades will not be reported until all work is received.**
- When you are ready to test, please be aware that you may only take one test per day in a course.
- The grading scale is as follows:
 - 90-100% A
 - 80-89% B
 - 70-79% C
 - 60-69% D
 - Under 60% An exam may be retaken one time or be averaged in with other test scores.
- Students who have experienced success in courses have generally begun working on the course right away. In order to help you to be successful, we ask that you complete the pace agreement that has been included in your course guide, and that the agreement be returned within the first two weeks of receiving your materials. Please refer to the agreement for more information.
- Because course guides are used for multiple high school credit programs, the terms "learning centers" or "trimesters" may be mentioned in your course guide. Please follow the semester instructions and if there are questions regarding worksheets or checking work, please contact the HSDL coordinator.
- If you are a senior, be sure to have all work completed by **May 1st** or **two weeks** prior to the last day for seniors at your school, even if your six months have not expired. This will allow enough time to process your grades in order to meet graduation requirements from your school. **Grades cannot be guaranteed to be issued in time if work is not completed by this deadline.**

- You will have **four** months to finish your correspondence course. Any extension for time must be approved by the HSDL coordinator. Requests for extensions must be made in writing and will be approved on a case-by-case basis.
- The minimum time in which to complete a course is one calendar month unless permission is sought in writing from the HSDL coordinator and the local school district to complete the course in a shorter amount of time.

Good luck as you begin your course!

If you have any questions, please contact:

Marcel Kielkucki, HSDL Coordinator
Kirkwood Lincoln Center
912 18th Ave SW
Cedar Rapids, IA 52404
319-366-0142 ext. 114
1-800-332-2055 ext. 5380
mkielku@kirkwood.edu

Registration Information:

Date of Registration: _____

End Date: _____

Testing Option:

_____ Tests sent to high school counselor. When you're ready for an exam, please make arrangements with the counselor for testing.

_____ Testing at the Lincoln Center. Please contact Marcel to arrange a time.

Kirkwood Community College Kirkwood HSDL Grade Report

Name	Enrolled Course(s)	Unit/Chapter Test Attempted	Unit/Chapter Test Grade	Current Overall Grade
Student Name	Course Names	Chapter/Unit Number	The score for each test is listed.	This box contains the grade to date on all work received to this point.

Has all homework been submitted?

If no, which unit(s) need to be submitted? If there is missing work it will be indicated here.

Has textbook been received? _____ If no, please return text as soon as possible upon completion of the course.

A final grade report will not be issued until textbook has been returned.

Comments: Feedback on test submissions is listed here.

If there are any questions regarding this report, please contact Kirkwood HSDL at 319-366-0142 or 1-800-332-2055 ext. 5380 or mkielku@kirkwood.edu



Kirkwood HSDL Official Grade Report

Name	Enrolled Course(s)	Recommended Final Grade	Recommended Credit Awarded*
Student Name	Course Names	Overall grade recommended is listed here.	Recommended amount of credit is listed.

*1.5 Kirkwood Credits=1 semester credit

If there are any questions regarding this report, please contact the HSDL program at 319-366-0142 ext.114 or 1-800-332-2055 ext. 5380 or mkielku@kirkwood.edu

What Happens if You Can't Finish a Course?

- If you want to withdraw from a course, contact the HSDL coordinator in writing. All course materials and textbooks must be received by the coordinator before a refund will be issued.
- A 50 percent refund will be granted if requested in writing within 14 calendar days of the date of registration.
- The book deposit is fully refundable when you return the book in useable condition to the HSDL coordinator.
- Course registration is not transferable.

Looking for College Credit Courses?

A variety of college credit courses are available in various formats through the Kirkwood Distance Learning department. Find out more information at www.kirkwood.edu/distancelearning.

Who Do You Contact for More Information?


Please let us know if we can answer any questions by contacting us at:

HSDL coordinator
Kirkwood Lincoln Center
912 18th Avenue SW
Cedar Rapids, IA 52404
319-366-0142 ext. 114
1-800-332-2055 ext. 5380

Available courses and textbooks are subject to change. For an updated list of courses and other information, go to www.kirkwood.edu/hSDL.


Non-Profit Organization
U.S. Postage Paid
Cedar Rapids, Iowa 52406
Permit No. 94

Kirkwood
COMMUNITY COLLEGE
Lincoln Center
912 18th Ave. SW
Cedar Rapids, Iowa 52404



Kirkwood

HSDL (High School Distance Learning)



Kirkwood Community College
Start Here.
Go Anywhere!

www.kirkwood.edu

Kirkwood High School Distance Learning (HSDL) offers flexible and convenient options to earn high school credits. Work with us to:

- Make up credits you need to graduate.
- Take courses that aren't offered at your school.
- Take courses that don't fit into your schedule.
- Take courses offered by other schools through the Iowa Communications Network (ICN).

What We Offer

Kirkwood HSDL has four options:

1. Correspondence Courses
 - Students earn high school credits or complete high school diplomas by taking a variety of independent study courses. For most courses, students work with a textbook and course guide which are mailed to a test proctor. Students complete the homework portions and take proctored exams, which are then mailed to the HSDL coordinator for grading.
2. Online Courses
 - Students earn high school credits or complete high school diplomas by taking a variety of online independent study courses. For most courses, students view course material from any computer with Internet access. Proctored exams are mailed to the HSDL coordinator for grading.
3. Online Physics
 - Students receive a textbook and workbook in the mail, as well as a user name for Kirkwood's e-learning course platform where additional course materials can be found. Tests must be taken in the presence of a test proctor. (This course fulfills the University of Iowa's high school physics requirement for the Department of Nursing.)

4. Iowa Communications Network (ICN) Courses

- We work with schools within Kirkwood's service area to share high school credit classes among participating districts.

Visit our Web site at www.kirkwood.edu/hSDL to discover which courses are available in each format.

How Do You Get Started with HSDL Courses?

- Meet with your school counselor or principal and discuss your interest in taking a correspondence or online course.
- Review the course descriptions and decide what to take.
- Get a copy of the course registration form from your counselor, principal or from our Web site. Complete the upper section of the form, including your signature and your parent's or guardian's signature.
- The counselor or principal completes the lower section of the form, including the name of the approved course.
- Mail the completed form, tuition and book deposit (if required) to the HSDL coordinator.
- After your registration form and payments are received, course materials—except for physics courses—will be sent to the school listed on the registration form.
- Tests, if required, will be sent to the approved test proctor.

How Do You Get Started with ICN Courses?

- If your school is interested in sharing an ICN course or is looking for shared courses, contact the HSDL coordinator.

How Do You Complete a Course?

- Correspondence courses include homework to help students prepare to take the tests and complete the course requirements. This work is graded pass/fail and must be submitted in order to complete the course. You can mail your assignments to the HSDL coordinator or deliver them to the Kirkwood Lincoln Center in Cedar Rapids.
- Online courses include homework assignments that are a part of the entire course. Assignments must be completed before a student is able to take an exam and are completed online.
- Most courses require a proctor who agrees to administer tests and verify assignments are being completed. Usually the proctor is a school counselor or other school employee. Tests must be completed under the supervision of the approved proctor.

Grades and Credits

- HSDL will e-mail students and proctors all grades. This information will be mailed if an e-mail address is not available.
- Refunds and official transcripts of grades and credits will not be issued until the textbook is returned.

Book Deposit

- If enrolling in a course that requires a textbook, a book deposit is necessary in addition to course tuition. The book deposit is fully refundable when you return the book in useable condition to the HSDL coordinator.

Timelines

Students enrolling in our program have the following timelines to complete courses:

- Four months for correspondence and online courses.
- Seven months for Online Physics courses.