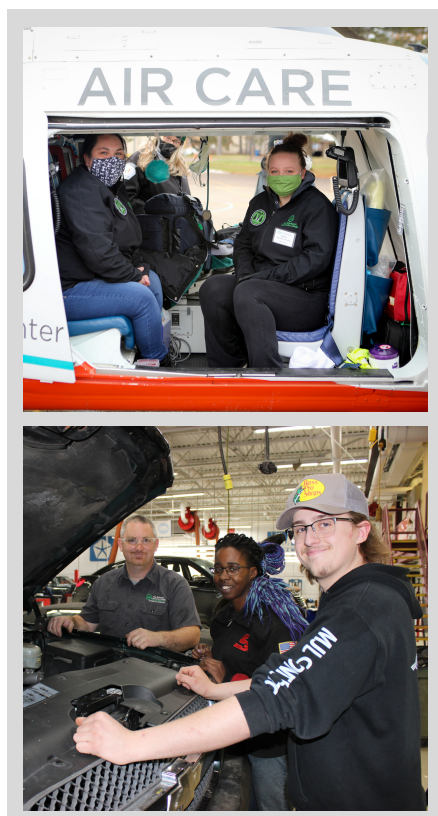




TIPS FOR SUCCESS IN COLLEGE



STAY FOCUSED

Students should arrive to class on time, be prepared, participate in class, ask questions, and seek assistance and resources as soon as a concern or issue arises. Connect with an instructor, classmates, or someone at the high school or college that can offer support and encouragement.

READ YOUR COURSE SYLLABUS

Understand the course syllabus provided by the instructors of each course. A syllabus will explain attendance expectations, grade evaluation, due dates for projects, exams, and assignment requirements.

RULE OF THUMB

For every credit you are registered for, plan to spend 2 to 3 hours of study time to work on assignments and reading outside of class time.

STUDY SKILLS

Take detailed notes, ask questions, and access academic support earlier rather than later. Make a study plan and stick to your schedule!

STAY CONNECTED & ASK FOR HELP

PTCC campus staff and faculty are here to support you. If you are struggling in a course, or have questions - just ask! The K-12 Partnerships staff work specifically with all College Credit in High School students.



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THINGS YOU SHOULD KNOW

REQUESTING TRANSCRIPTS

Courses attempted, grades earned, and program completion is reflected on the academic record or transcript. Students may access their unofficial transcript through their eServices account. Requests for official transcripts may be obtained through Student Affairs or online at: www.pine.edu/transcripts

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

College Credit in High School students are entering into an exciting new phase of adult responsibilities and privileges. This phase comes with some federal and state data privacy protection that separates the role of parents from the student. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA requires that specific information related to a student's educational records may not be shared with anyone (including parents) other than the student. The law does not consider age, so even if you are under the age of 18, the privacy laws apply. Faculty or staff may not discuss private matters or grades with a student's parents or guardian unless the student chooses to sign the written authorization. The PTCC Release of Information form is available on the Pine Technical & Community College website.

K-12 PARTNERSHIPS STAFF CONTACTS

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