



**STEMM Technical Middle College**  
**Student-Parent Manual**

**July 1, 2017**

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## **What is the STEMM Technical Middle College?**

Hagerstown Community College (HCC) and Washington County Public Schools (WCPS) have partnered to offer a STEMM (Science, Technology, Engineering, Math, and Medical) Technical Middle College (STMC) to bring students new opportunities to earn postsecondary credits and credentials. Since 2003, HCC has encouraged college-ready high school students to take classes at HCC; HCC and WCPS have also worked together to offer HCC classes at the local high schools. Since 1999, HCC and WCPS faculty have met bimonthly to coordinate curriculum decisions. These important collaborative efforts have enabled HCC and WCPS to admit the first cohort of STMC students during the 2013-2014 school year.

The first middle college in the country was created in 1974 at LaGuardia Community College in New York City. Since then, dozens of middle colleges have been developed all over the nation, many varying from the original model that focused only on at-risk students who had high academic potential and needed a special setting to flourish academically. The first Middle College in Maryland was founded in 2011 at Prince George's Community College in partnership with Prince George's County Public Schools. Washington County's technical middle college will greatly assist local high school students to secure a very strong foundation in math and science as they pursue curricula in numerous STEMM career areas.

Through STMC, each student will be given an opportunity to earn at least 30 college credits, and many will be able to complete requirements for certificates (approximately 30 credits) and associate degrees (60 credits). In addition, ninth and tenth grade students will be enrolled in STMC and take significant math and science coursework at their "home" high schools. Students who are at private schools and who are home-schooled are also eligible to apply for admittance to the STEMM Technical Middle College.

## Why Should I Apply to Enter the STMC? What are the Benefits?

The STEMM Middle College offers students the opportunity to complete college coursework while completing high school graduation requirements at the same time. This will give successful applicants a number of advantages:

- 1. Start and Finish Early.** If you're an STMC student, you can start and finish college early. Your STMC classes will also count for high school graduation credit. You'll be able to move on to further college studies or the workforce faster than non-STMC students, saving both time and money.
- 2. Save Money.** Due to a combination of discounts provided by HCC and WCPS, as well as scholarship opportunities, students and their families will pay considerably less for a college education if they start college through the STMC rather than waiting until after high school graduation. Students from private schools or who are home-schooled are eligible for HCC discounts and scholarships.
- 3. Enjoy Enhanced Learning.** As part of the STMC, you'll work with a close knit group of students. You'll start college with opportunities not offered to non-STMC college students, such as "Sociology of Science and Technology", a class about sociological perspective to the historical and potential future advancements in science and technology and "Impact of Science and Technology", a class in which you will learn about the perspective of the humanities to the historical and potential future advancements in science and technology. You will also work one-on-one with the STMC Coordinator/Counselor and academic advisors to plan your academic future, and other services and events.
- 4. Enjoy WCPS & HCC Activities.** As your schedule permits, you will be eligible to participate in both WCPS and HCC extracurricular activities. You'll also still participate in the high school graduation ceremony at your "home" high school.

## How Will I Pay for STMC Enrollment? What is the Cost?

Much funding for STMC students will be provided through a combination of HCC and WCPS payments/discounts mandated by Maryland's College and Career Readiness and College Completion Act of 2013. HCC will provide additional scholarship opportunities for low-income students in particular and high school students may now apply for a Federal Pell Grant by completing the Free Application for Federal Student Aid (FAFSA). Through a combination of discounts, scholarships, and the Pell Grant, it is most likely that students and their families will pay considerably less for STMC enrollment than they would for college enrollment after high school graduation.

Due to a combination of tuition discounts and scholarships, Washington County Public School students (WCPS) and private/home school students receive a 25% tuition discount on their first four classes they take at HCC. WCPS students will also receive a 10% discount paid by WCPS on their first four classes. After the first four classes, students receive a 10% tuition discount on all other classes taken while still in high school. Although course fees vary, the 2016-2017 tuition rate per credit hour is \$117 (in-county rate), so a three-credit class incurs a tuition cost of \$351 plus registration, college, and lab fees (\$417). Current tuition and fees rates are listed at <http://hagerstowncc.edu/finance>. Due to other scholarships HCC will provide, either through the S-STEM grant or through other sources, students will likely pay a reduced rate for additional classes if they have financial need. Due to the Career and College Readiness Act of 2013, Free and Reduced Meals (FARM) students receive free tuition each semester that they qualify, paid by WCPS. However, the Career and College Readiness Act does not cover the registration, college, lab fees, and books. FARM Students are responsible for these fees each semester. In order to meet the needs of students who are eligible for Free and Reduced Meals (FARM), lunch vouchers are available through an arrangement with WCPS

To help make college more affordable, HCC participates in the NBS payment plan in which tuition can be paid in payments throughout the semester.

Hagerstown Community College offers scholarship assistance to students in the Middle College program as well.

Of special note is that over \$600,000 in STEM-specific scholarship funding has been secured by HCC for student scholarships (S-STEM). S-STEM awards may also cover costs of tuition, fees, and books that are part of attending college. If you qualify for S-STEM, you will

also be eligible to receive scholarship money even after you leave HCC—a limited number of scholarships are available for students who transfer from HCC to a four-year institution after completing their program of study. Transfer is an important part of the S-STEM’s goals and the program is designed particularly for students who have high academic achievement levels but also have financial need.

Students can apply for scholarships through the HCC Foundation. The Foundation awards both need and non-need based scholarships. One of the requirements is to complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). The HCC Foundation Scholarship Committee awards a number of scholarships each with its own criteria and dollar amounts in the fall and spring of every academic year to students taking at least six credits. Recipients are selected by the Foundation Scholarship Committee. The Student Financial Aid Office uses the same application and awards miscellaneous scholarships from private donors and organizations. Scholarships are awarded to students in financial need and who show scholastic promise (merit). Most scholarships are for a one year period but some may be renewed the following year. Applications are keep on file for one year in the event additional funds become available to award.

Students and parents should be certain to carefully read all scholarship application materials and complete forms accurately and completely in order to be considered for STMC-related scholarships. Though some discounts will be applied automatically, consideration for additional scholarships beyond discounts provided by HCC and WCPS will be based on applications that students and parents submit to HCC’s Financial Aid office. It’s important to follow all procedures and meet all deadlines listed in application materials.

### **Federal Pell Grant**

HCC was one of 44 institutions in the country who received a grant through the US Department of Education to allow early college students (STMC) who attend public schools the ability to qualify for and start using Pell Grant money to pay for college tuition while in high school (usually Pell Grants are awarded to students after high school graduation). This program started in the fall 2016. A Pell Grant is money that is awarded to lower income students (based on parent information if the student is dependent) to help afford college. The Federal Pell Grants does not need to be repaid as long as the student is attending and completing courses. Therefore, all STMC students are encouraged to complete the FAFSA to determine Pell eligibility. Once a

student completes the FAFSA and qualifies for a Pell Grant, the grant will be applied to the tuition at HCC.

### **What are the Requirements to Attend STMC?**

In order to be eligible for enrollment in the STMC, you will need to fill out the STMC application forms that have been provided to you. A student-parent-WCPS-HCC contract serves as an integral part of this application, requiring that students pledge to do well academically and follow HCC’s Code of Student Conduct, that parents pledge to assist their children with transportation and to provide other support as possible, and that high school and college staff will share relevant records. Application forms must be complete before they will be accepted. Once you have submitted complete application forms, your forms will be processed quickly so that you will know whether you have been accepted to STMC. Final decisions regarding applications will be communicated by HCC.

Students must, before enrolling in credit-bearing HCC classes as a part of the STMC, have achieved a passing score on all High School Assessments or equivalent state-mandated tests; they must also have fulfilled their Student Service Learning Requirement. Students in ninth and tenth grade who are applying for STMC entrance while taking at classes at WCPS must make sure that they meet these requirements before making the transition to taking college classes at HCC. Some additional STMC student requirements are as follows:

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|---|
| 1. Each STMC freshman and sophomore student will meet at least four times each year with WCPS counselors and/or HCC counselors/advisors to review academic/career plans; each junior and senior will meet with the STMC Coordinator/Counselor at least four times a week (group setting) and will review specific academic/career plans individually at least four times/year.  |
| 2. Students approved to participate in the STMC must maintain a 3.75 high school GPA (or have attained that GPA prior to taking classes at HCC) or be approved by WCPS for clearance to participate in the STMC based on placement test scores.   |
| 2. Once he or she is taking classes at HCC, any STMC student whose HCC GPA drops below 2.8 will enter “warning” status, with a GPA of 2.5 required for all STMC students who are taking HCC classes.  |
| 3. STMC students taking classes at HCC must abide by HCC’s Code of Student Conduct (see <a href="http://hagerstowncc.edu/printforms/office-student-affairs/code-student-conduct">http://hagerstowncc.edu/printforms/office-student-affairs/code-student-conduct</a> ). If a breach of student conduct occurs while students are at HCC, they will be subject to disciplinary action through the office of the HCC Dean of Student Affairs. If a breach of student conduct occurs while students are taking classes at their “home” high schools, WCPS (or other “home” high school) disciplinary codes and procedures will be followed. |

4. Each STMC junior and senior will complete at least 60 tutoring/study group/independent study hours each semester in the Learning Support Center.

5. Each STMC student will complete Accuplacer college placement exams (or submit proof of SAT or ACT scores, with exact scores required to be set by HCC) before the end of his/her sophomore year of high school or, for students entering as juniors or seniors, before admission to STMC.

## Programs of Study

Programs of study offered in the STEMM Middle College include the following, with at least 20 programs available for 2017-2018:

- Advanced Manufacturing Systems
- Alternative Energy Technology
- Biology
- Biotechnology
- Chemistry
- Computer Science
- Cybersecurity
- Dental Hygiene
- Digital Instrumentation and Process Control
- Environmental Studies
- Engineering
- Mathematics
- Mechanical Engineering Technology
- Nursing
- Paramedic Emergency Services
- Pre-Medical
- Pre-Pharmacy
- Physics
- Radiography
- Simulation and Digital Entertainment

HCC and WCPS have completed program/educational plans for each program showing which courses students will typically take in high school and which STEMM major courses they will take at HCC.

## Student Enrollment & Student Activities

### STMC Students at “Home” Schools (9<sup>th</sup> and 10<sup>th</sup> Grades)

HCC and WCPS encourage students to apply for the STEMM Middle College as rising eighth graders and to begin participation as early as ninth grade.

### School Year Activities

During ninth and tenth grades, students accepted for entrance into the Middle College will take a strong math- and science-based curriculum but will also complete additional requirements for high school graduation, receive advising from WCPS counselors regarding which courses to take for STMC, participate in STMC field trips and “Speaking of STEMM” events, and participate in special Summer Bridge programs.



## Summer Bridge

Summer Bridge programs, is offered for students in June between their freshman and sophomore years and sophomore and juniors years. The Summer Bridge program includes: group activities designed to help students explore STEMM career options, learn about study skills necessary for college, and prepare to take classes at HCC's campus starting their junior year of high school; mini-courses in various STEMM fields (taught by WCPS and/or HCC teachers); and in-depth exploration of career pathways.

## STMC Students at HCC (11<sup>th</sup> and 12<sup>th</sup> Grade College-Ready Students)

The STMC day is your high school day. Eleventh and 12<sup>th</sup> grade students will work particularly closely together when taking classes at HCC. HCC's Middle College Coordinator/Counselor will meet with on-campus Middle College students each morning for homeroom session. Middle College students will also meet together for study group times in HCC's state-of-the art Learning Support Center (LSC) during their school days. They will attend classes in their majors during other hours of the day. **As an STMC student, you will be expected to be on campus Monday through Friday from 8 am-3:30 or 4 pm (depending on your particular course schedule).**

In order to ensure that classes you take meet high school as well as college graduation credit, attendance will be taken each day and sent back to each high school weekly.

STMC students who wish to complete their selected programs of study as quickly as possible are welcome, but not obligated to, take HCC classes during summer months.

## Student Services at HCC

STMC students will be dual-enrolled (enrolled both at HCC and WCPS) when they are taking classes on HCC's campus, but they will have full access to a multitude of HCC resources just as any other HCC student would, including financial aid services, advising, and potential college work study employment. Transcripts will be available by following HCC request procedures after STMC student's complete courses, showing that each course taken at HCC will be for college credit and will be as transferable as college credits earned after high school graduation.

HCC and WCPS are committed to ensuring equitable access to and participation in the STMC by identifying special needs of students and assisting students with overcoming any barriers to participation. HCC and WCPS both support student engagement in extracurricular activities, and STMC students will be expected and encouraged to take part in such activities at

HCC or WCPS as their schedules permit. STMC students will participate in their “home” WCPS high school graduation.

### **Food Service**

HCC and WCPS work together to ensure that students who are eligible for Free and Reduced Meals will receive vouchers or other means of accessing meal benefits while they are taking classes at HCC.

### **Safety & Security**

HCC is a campus that prides itself on its safety and security. HCC has its own Police Department, certified by the Maryland Police and Correctional Training Commissions. The officers have full police authority on campus and at off-campus locations under the control of HCC. The HCC Police Office may be reached at 240-500-2312, or 240-500-2308 for emergencies.

### **Learning Resources: Tablet Computers for STMC Students**

As part of the benefits of attending the STMC, students who have successfully completed their first two weeks of enrollment in HCC courses will be granted use of a personal iPad or other tablet computer to use for STMC coursework and communication.

### **Transportation**

STMC students and/or their parents or guardians will be expected to provide their own transportation to and from HCC’s campus.

### **College Calendar**

Middle College students will follow the HCC calendar, including all term start and end dates and holidays. For the current HCC calendar, please go to <http://www.hagerstownc.edu/sites/default/files/documents/fy13-academic-calendar.pdf> .

### **Facilities**

In December 2011, HCC opened its new Science, Technology, Engineering and Math (STEM) building. This five-story, 65,000 square-foot structure features green roof components, as well as solar, wind, and geothermal energy components. Classrooms and labs in the STEM building are equipped with the latest learning technology.

## **All Students: Career Guidance and Academic Advising**

WCPS and HCC advisors/counselors will meet together regularly to discuss student progress and plans for students to take courses designed to prepare students to begin college-level coursework as high school juniors. Specialized STEM career advising will be provided to STMC freshmen and sophomores to help students choose a STEM path in time for their junior year of high school; counseling will be provided by lead WCPS counselors, with the STMC Coordinator collecting data from these counselors regarding students' progress and working to help coordinate their efforts and ensure that they are in keeping with STMC programs of study.

Academic counseling/advising for 11<sup>th</sup> and 12<sup>th</sup> graders will be provided by the STMC Coordinator/Counselor, who will meet daily with students to discuss academic progress and will update each student's academic/career plans at least four times each year. Students whose GPAs drop below 2.8 will be required to meet weekly with a WCPS or HCC counselor, or the STMC Coordinator, to review plans to avoid dropping below the 2.5 GPA required for STMC.

Career advising/exploration will also take place during the school year for students at all grade levels (9-12) through field trips and "Speaking of STEM" events (these activities will be scheduled if grant funding is secured), during which guest speakers who are experts in STEM fields and/or motivational speakers will explain what skills lead to academic and job success. "Speaking of STEM" events will also be open to community members.

### **Placement Tests**

The first step in academic and career advisement for STMC students will be to assess their current skill level via Accuplacer, which also serves as HCC's entrance exam. All STMC students will complete Accuplacer assessments during their sophomore year or, for students admitted later than their sophomore year, before admission to the STMC. High scores on standardized tests such as the SAT and ACT may substitute for Accuplacer scores. By 2017, in keeping with S.B. 740 provisions, all high school students will also take the PARCC assessment verification.

### **Learning Support Center at HCC**

All STMC students will be expected to participate in study time, study groups, and tutoring (as needed) in HCC's Learning Support Center. Features of the LSC include tutoring for students in all curricular areas at all levels of coursework and faculty progress reports showing how many

students accessed LSC resources. In addition, the LSC offers the single largest and best-equipped open computer lab on campus, with hours spanning seven days a week, and offers services virtually as well as on site. HCC has equipped the LSC with over 125 laptop computers as well as dozens of higher-end desktop computers for students studying in STEMM fields, as well as an LSC Coordinator, instructional assistants, and other staff members.

## **Key Personnel**

As an STMC student, you'll work closely with the STMC Coordinator/Counselor. On campus, the Coordinator/Counselor will serve as your "lead teacher" who can help you navigate everything from how to get books to where the library is. Other HCC faculty and staff will be happy to help you, too. As noted earlier in this manual, STMC students are eligible for student services such as financial aid help, advising, and other services, such as potential college work study jobs.

## **For Further Information**

For further information about the STEMM Technical Middle College, please contact:

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Thank you for considering attending the STEMM Technical Middle College. We hope you will apply and enjoy the many benefits your attendance will bring!