

# CONCURRENT ENROLLMENT PARTNERSHIP

PARENT &  
STUDENT  
GUIDE





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# Understanding CEP

## Washburn University Concurrent Enrollment Partnership Student & Parent Guide

Welcome to Washburn University's Concurrent Enrollment Partnership! We have assembled answers to the most commonly-asked questions about the program in this guide, and more information is available at [washburn.edu/cep](http://washburn.edu/cep).



### What is Washburn's Concurrent Enrollment Partnership program?

In the Concurrent Enrollment Partnership (CEP) program, you attend class in your own high school with your high school teacher and simultaneously earn course credit for both high school and college. Washburn University coordinates with local high schools to ensure the CEP courses offered follow the same standards we set for our classes on campus. The specific classes offered by each high school vary; check with your high school counselor for information on other courses available.

Juniors and Seniors with at least a 3.0 GPA are eligible for Washburn's CEP program. Highly qualified sophomores will be considered but require approval from the Dean's office of the Washburn College of Arts & Sciences.



# Options for College Credit

**What are my options to earn college credit while I am in high school?**

CEP classes are one of several ways of earning college credits while in high school. You and your family can evaluate the options and decide which best suits your needs.

	CEP	AP	Senior Academy
Description	college-level courses taken at high school for both college and high school credit	college-level courses taken at high school; college credits possible at end of course	Washburn courses taken on campus during the spring semester by nominated seniors with at least a 3.5 GPA
Instructor	courses taught by Washburn-approved high school teachers who follow the same schedule and content as the college instructors	courses taught by teachers who are approved by the high schools and meet the AP requirements	courses taught by Washburn faculty
Exam required for course credit?	no external exam, but all course requirements must be completed	standardized AP exam taken at end of course	no external exam, but all course requirements must be completed
Cost	50% of Washburn's current undergraduate tuition rate	cost of AP exam	50% of Washburn's current undergraduate tuition rate
Credit	grade received at end of course becomes part of the student's permanent academic transcript	credit applied to transcript only if score on the AP exam is sufficiently strong	grade received at end of course becomes part of the student's permanent academic transcript
Transferability	Washburn CEP course credits will transfer seamlessly to all public colleges and universities in Kansas	possible credit depends on the institution and AP exam score	advisors work with students to select appropriate courses





## Concurrent Enrollment has many benefits.

### Here are a few:

#### College credits at a reduced tuition cost

The cost per credit hour is 50% of undergraduate tuition, so you and your family save money while you earn valuable credits toward a college degree.

#### Fewer required classes to take once in college

Taking required classes through the CEP program will give you more time in your college course schedule to explore other opportunities. For example, you could:

- graduate earlier.
- add a second major or a minor more easily.
- participate in a study abroad program.
- gain an internship.
- serve in a leadership role in student organizations.
- engage in community service.
- conduct an independent research project or other academic work.

#### Academic challenge

If you are looking for a greater academic challenge, you will find CEP courses move faster than standard high school classes and cover more complex material.

#### Increased experience

CEP courses allow you to build confidence in your academic abilities as you transition to college.



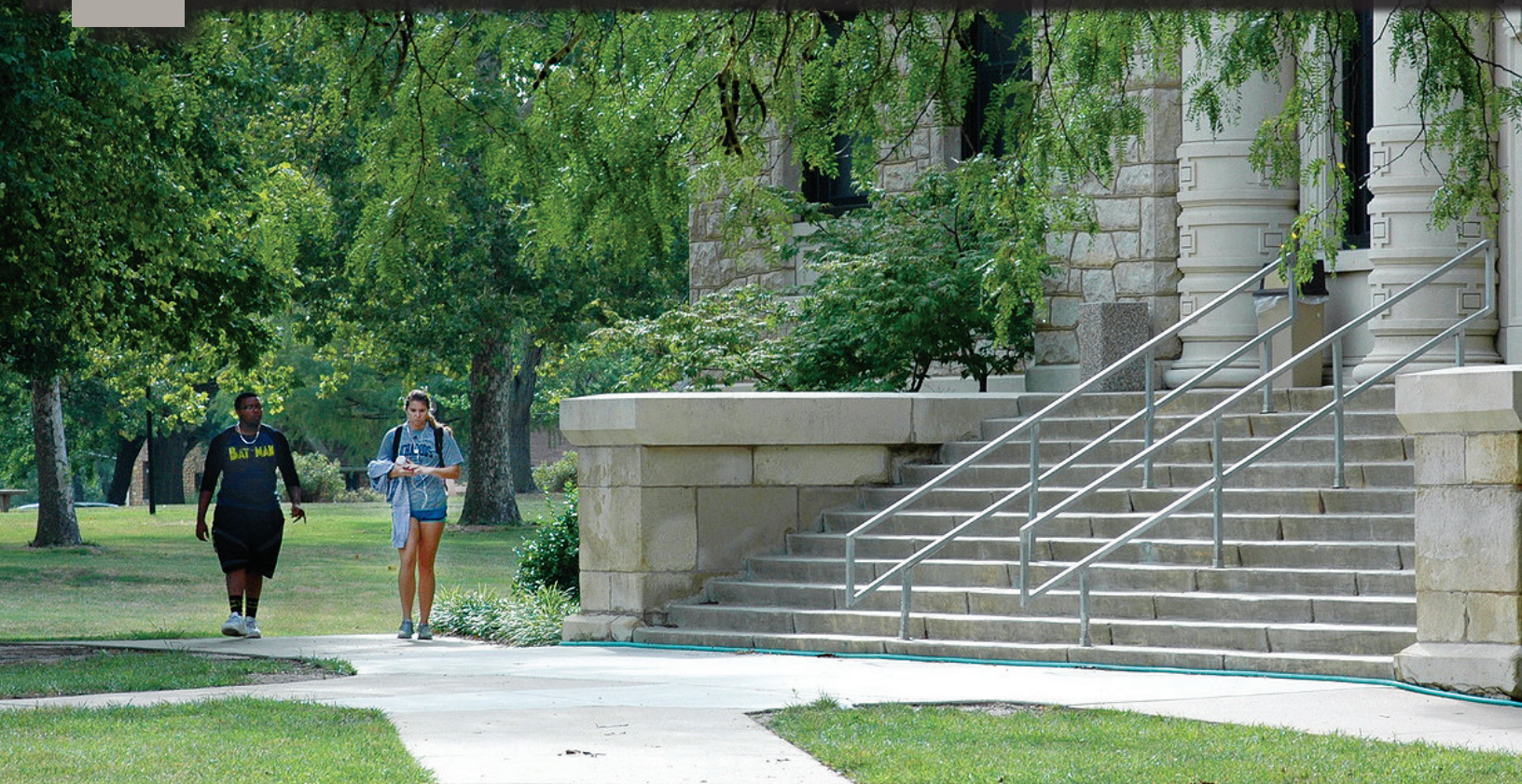
**CEP tuition is half off  
the undergraduate tuition  
rate - you save 50%!**

**What are the  
challenges of CEP?**

The biggest challenge is the difficulty of the coursework, which is more advanced than content in your regular high school classes. You should be prepared to put in more study time for a CEP course; the general rule of thumb is three hours of homework per credit hour per week.

You should also understand the grade you earn in a CEP course – whatever it is – will become a permanent part of your Washburn transcript and will stay with you for your academic career.





### How do I apply to Washburn and enroll in a CEP class?

To enroll in a CEP class you must first apply to Washburn University, a simple process that only takes a few minutes.

1. Visit **BecomeAnIChabod.washburn.edu** and select "Create Account."
2. Fill in the form to create the account.
3. Once the account is created, click "Apply Online," select the CEP application and complete it.
4. Select "Concurrent Enrollment Program." On the following page, select semester and click "next." Fill in all fields and submit the application.
4. Visit your high school counselor to fill out the paper copy New Student Enrollment Form.

After these steps are complete you will receive an e-mail with your MyWashburn portal activation code and a letter by mail with your Washburn Identification Number (WIN), along with instructions on how to set up your MyWashburn portal and make payment.

Additional information specific to your high school's CEP program is available at **washburn.edu/cep** under the "Students and Parents" link. There you will find your school's course listings, the calendar with deadlines, forms for adding/dropping a class and much more.



The course syllabus provided by the teacher will include all due dates for homework and tests, the grading criteria and any additional requirements. Your instructor will expect you to read, understand, and follow the guidelines in the syllabus. For example, homework not turned in on time might be given a lower grade or not accepted at all. You will also be bound by Washburn's academic integrity policy, which forbids plagiarism and cheating.

One of the biggest differences between high school and college is in college you are expected to be a more active partner in your education. Being successful means:

- setting a study schedule to meet all course requirements.
- finishing all assignments and homework before class.
- asking for help if needed.

**What are the academic expectations in a CEP course, and what do I need to know about study skills?**

At Washburn you get a quality education with one-on-one attention from faculty.

- 83% of full-time faculty hold the highest degree available in their field.
- Our student/faculty ratio is 12:1.
- More than half of all undergraduate classes have 20 students or less.





## Choosing a Class

**What CEP courses are offered at my high school?**

Courses offered vary from high school to high school. Contact your high school counselor or CEP liaison for more information about your school's classes, or visit the Washburn CEP website at [washburn.edu/cep](http://washburn.edu/cep).

All Washburn CEP courses are part of the Kansas seamless transfer system and will easily transfer to any Kansas public college or university. Visit [kansasregents.org/transfer\\_articulation](http://kansasregents.org/transfer_articulation) for more information about transferring credits.



**Which CEP courses are best for me?**

It might seem obvious you should take CEP courses in the field in which you plan to major, but this is not necessarily true. It may be more beneficial in the long run for you to satisfy degree requirements outside your major, which will then allow you to focus on your major program once you begin attending college.

This is partly because credit hours fall into four categories: University Requirements, General Education, Major Requirements and Electives. The following page has some additional information to help you understand the different categories.



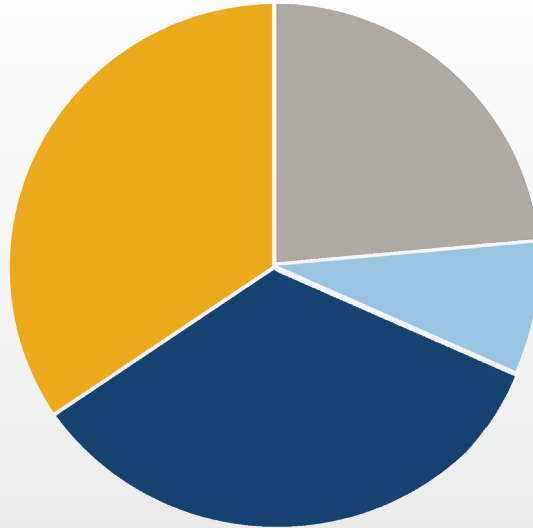
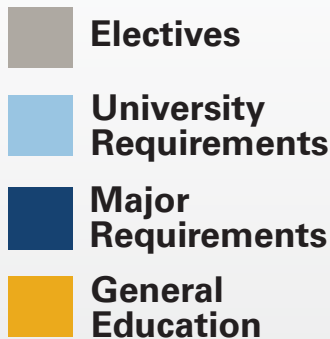
**University Requirements** - This category consists of six hours of English (EN101 and EN300), a Math course (MA112 or MA116) and WU101: The Washburn Experience. All degrees require these four courses.

**General Education ("GenEd")** – Divided into three categories: Humanities, Social Sciences and Natural Sciences. Every Washburn degree requires a combination of courses in each of these three areas to fulfill the General Education requirements and provide every student with a well-rounded education.

**Major Requirements** – The courses specific to your degree program make up this category. Each major has its own requirements to maximize what you learn about your field of study.

**Electives/Minor** – To encourage you to explore your academic options and potential, you have room in your degree to take additional classes outside of your major and/or declare a minor. Almost all degree programs allow you to explore some of the great courses Washburn has to offer outside of your major.

**Washburn offers more than 200 programs of study, so you can find the Major that's right for you.**



*Degree requirements pictured are based on a standard, four-year Bachelor of Arts degree, but degree programs vary. To see all areas of study, visit [washburn.edu/aos](http://washburn.edu/aos).*

Almost all of Washburn's CEP classes fulfill General Education ("GenEd") requirements, but they may or may not fulfill Major Requirements, which is why concentrating on your GenEd classes may be your best option. Satisfying your GenEd credits while still in high school will result in increased schedule flexibility and ability to focus on your Major once you are in college. For help choosing which specific classes to take, consult your high school's counselor.





## How many CEP courses should I take?

How many CEP classes are appropriate depends on many factors, including:

- previous experience.
- personal study skills.
- intended major in college.

Discuss your options with your high school counselor, family and possibly the teachers of the courses. Together you can determine your best schedule.

Enrolling in more than six credit hours in one semester requires the approval of the Dean's office of Washburn's College of Arts & Sciences, as well as maintaining at least a 3.0 GPA. Sophomores require approval to take CEP courses no matter how many credit hours they wish to take.

## How do I add or drop a class?

In order to change a class schedule, whether adding or dropping a class, you will need to complete a CEP Schedule Change Form, available from your high school counselor or by visiting [washburn.edu/cep](http://washburn.edu/cep) and downloading the form from the "Forms" section.

Please note enrolling in a CEP class is a financial commitment, and tuition may not be fully refunded when dropping a class, depending on how late it is in the semester.



## What are the important dates?

It is important for you to be aware of the deadlines for applying for the CEP program, adding or dropping classes and making payments. The current CEP calendar is available at [washburn.edu/cep](http://washburn.edu/cep). Click the “Students and Parents” link, and then the “Important Dates and Deadlines” link.

For the most up-to-date calendar, visit [washburn.edu/cep](http://washburn.edu/cep) and click the link for “Important Dates and Deadlines.”



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## What is an Ichabod?

Founded in 1865, Washburn University was originally named Lincoln College, after President Lincoln. Then—as now—the college was dedicated to offering a quality education to any student willing to learn, regardless of race, gender or income. Ichabod Washburn was an abolitionist who was inspired by the college’s commitment to education equality, and when Lincoln College faced financial hardship, his generous donation allowed the school not only to survive, but to flourish. In honor of that generosity, the school was renamed Washburn University.

Washburn students began referring to themselves as Ichabods in the late 1800s, and a mascot was designed by alumnus Bradbury Thompson in 1938.





# Financial Aid & Transfer Credits

**Will CEP affect my financial aid in the future?**

While high school students do not qualify for federal financial aid, it is important to be aware your academic performance could impact your future eligibility for federal grants and loans. Students who apply for financial aid must maintain Satisfactory Academic Progress (SAP) in accordance with federal regulations. SAP includes completion rate, academic performance by GPA and how long it takes you to graduate. Grades from CEP classes taken as a high school student are included in your SAP standing. More information about financial aid can be found at [washburn.edu/financial-aid](http://washburn.edu/financial-aid).



**How will my credits transfer?**

All Washburn CEP courses are part of the Kansas seamless transfer system and will easily transfer to any Kansas public college or university you choose to attend. Visit [kansasregents.org/transfer\\_articulation](http://kansasregents.org/transfer_articulation) for more information.

Note that for colleges and universities outside of Kansas, course requirements might vary, and a specific CEP course may or may not be accepted.



**Wondering what degrees are possible at Washburn?**

**We offer more than 200 programs. Explore them at [washburn.edu/aos](http://washburn.edu/aos).**

# Washburn University

## Schools & Degree Programs

12

### College of Arts & Sciences

#### **Creative & Performing Arts**

Art (BA) / (BFA)  
Art Education (BFA)  
Art History (BA)  
Mass Media (BA)  
Contemporary Journalism  
Creative Advertising  
Film/Video  
Public Relations  
Music (BA)  
Music Education (BM)  
General  
Instrumental  
Vocal  
Music Performance (BM)  
Brass, Strings, Percussion, Woodwinds, Guitar, Organ, Piano  
Voice  
Theatre (BA)

#### **Education & Kinesiology**

Early Childhood Education (AA)  
Elementary Education (BEd)  
P – 12 Licensure Level  
Physical Education (BEd, Kinesiology)  
Art (BFA)  
Music (BM)  
French (BA)  
German (BA)  
Spanish (BA)  
Secondary Concentration Area  
Biology (BA) (BS)  
Chemistry (BA) (BS)  
English (BA)  
History (BA)  
Mathematics (BA)  
Kinesiology (BA) (BEd) (BS)  
Exercise & Rehabilitation Science (BS)  
Health & Fitness Promotion (BA)  
P-12 Physical Education Teaching (BEd)  
Sport Management (BA)

#### **Language & Humanities**

Communication Studies (BA)  
English (BA)  
Literature  
Writing  
Secondary Education  
Humanities & Creative Performing Arts (AA)  
Modern Languages (BA)  
French  
German  
Spanish  
Secondary Education  
Philosophy (BA)  
Religious Studies (BA)

#### **Natural Sciences & Mathematics**

Biochemistry (BA) (BS)  
Biology (BA) (BS)  
Forensic Biology (BS) (pending approval)  
Secondary Education (BS)  
Environmental Biology (BA) (BS)  
Molecular Biology / Biotechnology (BS)  
Pre-Med and other health-profession programs  
Chemistry (BA) (BS)  
Secondary Education  
Forensic Chemistry (BS)  
Computer Information Science (BS) (BA) (AA)  
Digital Forensics  
General Science (BS)  
Laboratory Science (AS)  
Natural Science & Mathematics (AA)  
Engineering Transfer Program (AS)

#### **Natural Sciences & Mathematics (con't)**

Mathematics (BA) (BS)  
Actuarial Science (BA) (BS)  
Mathematics Secondary Education Specialty (BA) (BS)  
Applied Statistics (BA) (BS)  
Mathematical Statistics (BA) (BS)  
Physics (BA) (BS)  
Computational Physics (BS)

#### **Social Sciences**

Anthropology (BA)  
Economics (BA)  
Forensic Anthropology (BS)  
History (BA)  
Secondary Education  
Political Science (BA)  
Psychology (BA)  
Public Administration (BPA)  
Public & Non Profit Management (C)  
Sociology (BA)  
Pre-Law

#### **Interdisciplinary Studies**

Integrated Studies (BIS)  
Kansas Studies (Minor only)  
Latin American, Caribbean, and Latino/a Studies (Minor only)  
Leadership Studies (Minor only)  
Peace, Justice and Conflict Resolution Studies (Minor only)  
Poverty Studies (Minor only)  
Women's and Gender Studies (Minor only)

### School of Applied Studies

Associate of Arts (AA)  
Criminal Justice  
Early Childhood Professional  
Human Services  
Legal Studies  
Associate of Science (AS)  
Health Information Technology  
Occupational Therapy Assistant  
Physical Therapist Assistant  
Radiologic Technology  
Respiratory Therapy  
Bachelor of Applied Science (BAS)  
Human Services  
Addiction Counseling  
Integrative Practice  
Technology Administration  
Bachelor of Health Science (BHS)  
Medical Laboratory Science  
Health Services Administration  
Medical Imaging  
Bachelor of Criminal Justice (BCJ)  
Law Enforcement  
Corrections  
Security Administration  
Forensic Investigations  
Bachelor of Legal Studies (BLS)  
Bachelor of Social Work (BSW)

### School of Business

Accounting (BBA)  
Economics (BA) (BBA)  
Entrepreneurship & Innovation (BBA)  
Finance (BBA)  
General Business (BBA)  
International Business (BBA)  
Management (BBA)  
Marketing (BBA)

### School of Nursing

BSN Program  
LPN-to-BSN Program  
RN-to-BSN Online



Washburn is a publicly-funded, independently-governed university that offers undergraduates a broad-based liberal arts education, as well as specialized professional instruction. People often mistake Washburn for a private university, perhaps because of our high academic quality, small class sizes and beautifully-maintained campus.

Academics are a priority at Washburn, and our faculty care about your success. You will find our smaller class sizes provide more personalized instruction, and our instructors know their students as individuals rather than as numbers in a program. No classes are taught by graduate teaching assistants—whether you are taking a beginning-level course or conducting an independent research project, you will be working directly with professors. Washburn is large enough to provide the quality education you need, while still being small enough to feel like home.

More than 1,000 Washburn students participate in an internship each year.

In addition to our strong on-campus academic opportunities, Washburn's close ties to the Topeka community mean many of our programs offer an internship or other professional hands-on experience. Our location in the state capitol provides access to opportunities in local businesses, the state government and agencies, healthcare facilities and public schools.





## Of course, life doesn't stop at the classroom door.

Washburn has more than 130 student organizations and clubs as well as 16 intercollegiate men's and women's sports. What's more, our students regularly participate in numerous volunteer, cultural, and recreational opportunities throughout the Topeka community, as well as on campus. The campus art gallery holds regular exhibits and events; the theatre hosts numerous theatrical programs, including a number produced by our own students; and our music ensembles perform regularly at our beautiful concert hall. The Washburn debate team is nationally ranked, and our mock trials are as much fun as they are competitive. Our Student Recreation and Wellness Center has everything you need for an active lifestyle, from a beautiful weight room overlooking the stadium to a rock climbing wall. You'll find opportunities to participate no matter your interests.



As a public institution with only one student fee, Washburn's tuition is competitive with other colleges and universities in Kansas.

Whether you've already chosen a career path or have yet to decide, your freshman year will enable you to explore new ideas as you take a range of courses. You may discover a new-found passion in the arts, the sciences or the humanities. An education at Washburn University will prepare you for a changing world, and you'll get that preparation affordably while attending one of the best public, Master's degree level universities in the Midwest.

Call our Admissions office at **785.670.1030**, or visit [washburn.edu/admissions](http://washburn.edu/admissions) to look over the programs we offer, explore financial aid opportunities, schedule a campus visit and much more.

Whatever your future brings, Washburn University is dedicated to helping you be your best self, and we congratulate you on your decision to get a head start on your college career with a Washburn CEP class!





# WASHBURN<sup>TM</sup>

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Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 785.670.1509, eodirector@washburn.edu.