1818 Advanced College Credit Program
High Altitude Overview

Bretton M. DeLaria, Assistant Director
Student Qualifications

• Junior or Senior
• Cumulative GPA of 3.0 or higher (4.0 scale)
• Have endorsement from the principal or guidance counselor
• Have teacher approval for each course
Qualification Exemptions

• Sophomores – New Updated Policy
  – Course is junior or senior level
  – Student meets 3.0 GPA
  – Student scored in 90th percentile on standardized test

• 3.0 GPA
  – A High School official may request exemption for a student who carries below a 3.0 GPA provided a compelling reason exists
Terminology

Academic Loves Acronyms
SLU Terminology

- CRN
- Banner ID/ Student ID Number
- SLUNet ID
- MySLU
- Banner Self-Service
1818 ACC Terminology...

- 1818 ACC
- Ledger
- Course Listing
- Roster
- Professional Development Days
- National Alliance of Concurrent Enrollment Partnerships / NACEP
• New Student.
  – A new student is one who has never participated in 1818 before.
  – AKA, a student who has NEVER completed an application.

• Returning Student
  – Any student who has completed an application in the past and received a Banner ID Number and SLUNet ID.
  – This includes both students who received credit and those who registered but were dropped for non-payment.
..and.. More 1818 ACC Terminology.

• High School Adjunct Instructor
  – Teacher at the high school that is utilizing a SLU approved syllabi to deliver a SLU course as dual credit

• High School Coordinator
  – Individual at the high school that is overseeing the administrative aspects of the 1818 ACC Program for their school

• SLU Faculty Liaison
  – SLU faculty member from a distinct department that ensure academic integrity of SLU courses, and serves as a collegial resource for high schools.
The Academic Year

Administrative Timeline
Timeline: Preparation

• March, April, May, and June prior
  — Review Ledger for next year, submitting changes to 1818 ACC office
  — Assist new teachers through the application process

• July
  — Ledger and teacher assistance continues
  — Attend the Pre-Service Orientation
  — Review the Course Reference Numbers website for your school, double checking for accuracy
Timeline: Fall Semester

• August
  – Assist with New Student Applications and Returning Student Registration
  – Check 1818 ACC rosters
    • Correct Students Listed
    • Students all meet Qualifications

• September
  – Continue August duties
  – End of Month – Submit your school’s Application & Registration Confirmation Sheet
Timeline: Fall turns to Spring

• October
  – Continue to review Rosters

• November
  – Remind students of Tuition due date
  – Continue to review Rosters

• December
  – Students Dropped for Non-Payment
  – Continue to review Rosters
  – Remind Instructors to grade their course(s)
  – Check the Course Reference Numbers website for your Spring courses to ensure accuracy
  – Spring Registration Opens
Timeline: Spring Semester

• January
  – Assist with New Student Applications and Returning Student Registration
  – Check 1818 ACC rosters
    • Correct Students Listed
    • Students all meet Qualifications
  – End of Month – Submit your school’s Application & Registration Confirmation Sheet

• February
  – Check 1818 ACC rosters
Timeline: Spring Wraps Up

• March
  – Check 1818 ACC rosters
  – Remind students of Tuition due date

• April
  – Students Dropped for Non-Payment
  – Continue to review Rosters

• May & June
  – Continue to review Rosters
  – Remind Instructors to grade their course(s)
Everything is Online

The 1818 ACC Website:
The Main Brain to Mastering 1818 ACC
Brainstorm:

- From our terms list what are a few systems we can deduce we’ll need to use?
  - mySLU
  - Banner Self Serive
  - School Ledger
  - School Course Listings

A Quick Overview
Accessing the Systems You Need
What You Need and Where to Go
All Powerful Password

• Streamline Process: All in One

• First time notes:
  – Temporary Password
    • Capitol “I”, lower case “d”, last 6 digits of your Banner ID number
    • If your Banner ID is 000123456, your default password is ld123456
Setting Up A New Password

• Password Protocol
  – Why a new password?
  – Password Protocol:
    • Numbers
    • At least 1 Capitol letter
    • At least 1 lower case letter
    • Must be at least 8 characters long

• Tutorial for setting new password: 1818 ACC website

• Record your password somewhere
  • Password Books

• What happens if I forget my password?

• Remember, your students and instructors must do this process as well
MySLU & Banner Self-Service

• MySLU
  – Validates your identity and password
  – Provides links to the other systems
  – Tutorials on 1818 ACC
  – Quick url: myslu.slu.edu

• Banner Self-Service
  – Centeral Data Hub
  – Where you modify the data
  – Tutorial on 1818 ACC
  – Access through mySLU.slu.edu
MySLU
The Front Gate
Instructors & Coordinators

• Primary Function: Access Banner Self-Service
  – Why?
  – MySLU changes frequently
    while Banner Self-Service does not
Students

• MySLU is used for things like:
  – Returning Student Registration
  – Viewing academic history (grades, etc.)
  – Accessing Banner Self-Service in order to view and request transcripts

• 1818 ACC Website Student Section
  – Registration Resources for New and Returning Students
  – Managing Your College Career: Process Outlines and Tutorials
  – Transferring 1818 ACC Credits
  – Student Handbook
Banner Self-Service
Accessing the Main Brain of SLU
Instructors and Coordinators

• What you’ll use it for:
  – Viewing Class Rosters
  – Posting Grades
  – Verifying Grades
  – Submitting Grade Request Changes

• 1818 ACC Website Tutorials:
  1818.slu.edu -> High Schools -> Banner Tutorials
  – Accessing mySLU and Banner
  – Resetting Your Password
  – Posting Grades in Banner
  – Verify and Change Grades in Banner
  – Accessing Class Roster
Students

• Banner Self-Service provides access to everything in MySLU and:
  — Transcript
  — Transcript Request
  • Tutorials Available on 1818 ACC Website
  • Office of Registrar handles all transcript items
  — Course Evaluations

• We utilize MySLU more with students as it is more friendly than Banner Self-Service
Banner Self-Service Demo
Managing Enrollment
Ensuring Smooth and Simple Registration
New Student Application

• Review:
  • What defines a new student?
  • Which systems do students access to apply?
  • Where can students find the link to the application?
  • Where can students find their CRNs?
  • Where can you find help with registration?
Application Worksheet

• **Access ALL application materials from 1818 ACC website**
  (1818.slu.edu -> Students – Registration Resources -> New Student Application)

• **Worksheet: Homework Assignment #1**
  – Take class time to review how to fill out a form; including reason for the SSN
  – Print the Application Worksheet from the website and assign your students to complete it with their parents at home before start of registration

• **Why?**
  – Many of the areas are biographical (name, address, etc.)
  – Some of the areas are more obscure (Course Reference Numbers / CRN)
  – Ensures parents aware they are doing this
  – Starts communication with parents, student, school, and our office
  – No matter how obvious they may seem, the worksheet has really helped the accuracy of what the students enter
Online Application – Numbers and Codes

• **High School Code**
  - High School Codes are printed on the back side of the Application Worksheet
  - They match your school’s AP test code

• **Course (CRN) # field**
  - Please use the 1818 ACC Course Listing website to access the accurate CRN’s for your school’s courses
  - Remember, CRN’s change every semester and every year.
Online Application -
SLU Needs my Social?

• SLU uses the student’s SSN to ensure each student record is unique
• By entering a SSN students will receive a 1098T tax form, allowing their parents to claim the tuition on their income taxes.
  – No SSN, no 1098T
Online Application – Common Errors Encountered

• Phone Number
  – First Box is 3 Digit Area Code
  – Second Box is the 7 Digit Phone Number
  – Third Box is for Extension (Not normally used)

• Address Not Recognized
  – The Online Application validates addresses based on the USPS database
  – Occasionally addresses are not recognized by the system
  – In this instance contact 1818 ACC for assistance
Returning Student Registration

• What defines a returning student?
  – Types: First Time Banner v. Veteran Banner
• What do they need?
• Where do they register?
Registration Tips

• Register as a group instead of individuals
  - Computer Lab example

• Review filling out forms / need for SSN

• Review with students if they are new or returning

• Don’t let mom and dad do the registration

• Key Principle: This is College.
Communication
A Two-Way Street
E-mails

• **Weekly Rosters**
  – Each Wednesday you should receive an E-mail containing rosters for each course offered at your school
  – What do I do with these?
    • Review the roster ensuring the students who are supposed to be in the class are listed, and ensuring that students who do not meet program qualifications did not “sneak” into the course.

• **Miscellaneous E-mails throughout the year**
  – E-mail is usually the method of contact as the messages is generally sent to all of our 90+ coordinators
Saint Louis University
Prepared By: Office of the University Registrar
Prepared On: Apr 23, 2014
Unduplicated 1818 Student Roster for O'Fallon Township Hs (143270) for Spring 2014 (201420)

Hist of the U.S. Since 1865 - HIST-261-X50 (29643)

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Saint Louis University  
Prepared By: Office of the University Registrar  
Prepared On: Apr 23, 2014  
1818 Student Roster for Alton Senior High School (140040) for Spring 2014 (30301)

General Chemistry II Lecture - CHEM-164-X03 (30301)

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Saint Louis University
Prepared By: Enrollment Management Information Systems (emis@slu.edu)
Prepared On: Apr 23, 2014
Eligible, Not Registered in 1818 courses for Waterloo High School (144290)

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Saint Louis University
Prepared By: Office of the University Registrar
Prepared On: Apr 23, 2014
1818 Course Summary for Alton Senior High School (140040) for Spring 2014 (201420)

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Other Administrative Processes

- Intent to Participate
  - Annual: High School, Coordinator, Teacher
  - Online via 1818 ACC website
- Update School Ledger
  - Everything online via 1818 ACC Website
- Change of Registration Request
  - Online form via 1818 ACC Website
- Course Drop
  - Process outlined and form accessible via 1818 ACC Website
- Program Updates
  - Newsroom on 1818 ACC Website
- Important Dates/Events and Registration
  - Events Calendar on 1818 ACC Website
1818 ACC Office Contact Info

- Email: 1818admin@slu.edu
- Phone: (314) 977-3142
- Fax: (314) 977-7160
- Social Media:
  - facebook.com/SLU1818
  - Youtube.com/SLU1818ACC
  - Issuu.com/SLU1818
- Mail:
  One North Grand Blvd.
  Dubourg Hall Room 17
  St. Louis, MO 63103
Questions?
Major Take Away:
Utilize the 1818 ACC Website Coordinators Section to Find Answers
Thank You
A.M.D.G.