

Complete and current precollege course information and links can be found on the precollege webpage  
Students in Michigan visit the [CUAA Precollege Webpage](#)  
All other students visit the [CUW Precollege Webpage](#)  
Email general precollege questions to [precollege@cuw.edu](mailto:precollege@cuw.edu)

## PRECOLLEGE HANDBOOK

Concordia's Precollege program is managed by the university Extended Campus Office (ECO). This handbook serves as a supplement to the [ECO handbook](#) that contains ALL online learning policies.

### ACCREDITATION

Concordia University is accredited by the Higher Learning Commission, a regional accreditation agency recognized by U.S. Department of Education.

### LOCATIONS AND ORGANIZATION

Concordia has one president and governing body presiding over residential campuses in Mequon, Wisconsin (CUW) and Ann Arbor, Michigan (CUAA), satellite center campuses, and an online learning community reaching students worldwide.

### GOALS FOR CONCORDIA PRECOLLEGE

Concordia offers Precollege courses to:

- x Help fulfill the Concordia University mission.
- x

# ADMISSIONS

## ADMISSION REQUIREMENTS

Honorslevel grade 912 students of typical high school age are eligible to apply.

Students should have self-discipline, motivation and available time to complete college level coursework.

Minimum precollege admission requirements:

1. Students must have a 3.0 grade point average in high school core academic subjects.
2. Typically, juniors and seniors enroll but freshmen and sophomores with a grade reading and writing skills may be admitted. A writing sample test score may be required for younger students.
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## TIPS FOR SUCCESS

1. **MEMORIZE OR WRITE DOWN YOUR F00-6** You will need your F00-6 digit Concordia ID number as your login ID. Use F + zero + zero (don't use the letter 'O').
2. **CONCORDIA SINGLE SIGN ON**  
Concordia uses a single sign-on system allowing students to login into Blackboard, the Portal, email, and the library using the same login ID and password. You should only need to rememb



## 5. ACCESSING A COURSE IN BLACKBOARD LEARN

## 6. SUBMIT ALL REQUIRED ASSIGNMENTS BY THE DEADLINE

Students are expected to submit all required assignments by the posted date and time (Central Time).

- x No late submissions on the initial discussion post will be graded. A student who misses the deadline for the initial post may reply to posts from others to earn some points for the week.
- x For nondiscussion items, points will be deducted for late work:
  - 1-2 days late: 33% reduction,
  - 3 days late: 66% reduction,
  - 5 or more: no credit, grw ae 3

Student

## Technology Requirements

Concordia online learners need to have access to a reliable computer and internet connection with enough bandwidth to view course materials and videos.

Students can purchase hardware and software at a discount through Concordia's P

### Hardware

Chrome Books, ipads, tablets and handhelds may be used to navigate the course but for quizzes, tests, and uploading assignments, a laptop or desR (s)-3.1 ( t)-5.1 .3 (e)-5.1 (d)]TJ 0 -1.217 TD [(t)-5.1 (o)-8.7 ( na)-2.4 (v)-7.7 (i)-2.4 (g)0.5 ()

# FINANCES

## TUITION PAYMENT

Selfpaying students will be billed for precollege classes AFTER they are enrolled in the class by Concordia. State or district funded students may get an invoice, but should not pay. Concordia bills the state or school district.

- x Account Balance and Payment History: Students can view statements on the Concordia Portal.
- x Payments: Student can pay online using the Portal under **Pay Your Bill Online** channel.
  - o Debit/credit: (Visa, MasterCard, Discover), allow 2 business days to post.
  - o Phone: Pay by phone through 262-243-4360. Payments are posted within 24 hours.
  - o Pay by Mail: Mail a check with the student ID (FOO) number and the course name(s) on the check, and mail to: Cashier's Office at 12800 North Lake Shore Drive, Mequon, WI 53097.
- x Overpayment: For reimbursement of a balance, [email cash release@cuw.edu](mailto:emailcashrelease@cuw.edu) or call 262.243.4318.



# POLICIES

Students are to comply with the entire [Code of Student Conduct](#)

## FERPA and PRIVACY The Federal Family Educational Rights and Privacy Act

Precollege students are considered university students and have privacy rights through FERPA.

- x Student: Grades and conduct are confidential and ~~will~~ be shared with parents by the university unless the student waives their right to privacy.
- x School Reps: University personnel will only communicate with the student ~~at the high school representative~~ about grades and conduct.
  - For homeschool students, the parent who signed the Course Enrollment Form is the school rep.
  - A student has the option to share grade and conduct information with a parent.
- x Demographics: .6 (n)2.3 (n)2.2(te)-6 4.3 (h8ere f )10.6 (th)nlati6102b.1.9 (atd.9 h)04 Tc 076.3 5nai8.9 1.9 (at

## Concordia University WI & Ann Arbor Precollege Contact List

Concordia University (CUW) 12800 North Lakeshore Drive Mequon, WI 53097 262.243.5700

Concordia University (CUAA) 4090 Geddes Rd, Ann Arbor, MI 48105 734.995.7300

Director of Precollege Programs, CUW-Campus and Online Admissions Amanda Saugstad  
[Amanda.saugstad@cuw.edu](mailto:Amanda.saugstad@cuw.edu) 262.243.4542

- x Coordinates Concordia Promise Partnerships with high schools.
- x Communicates information regarding state funding (ECCP and PSEO).
- x Promotes the Precollege program with high schools and homeschool families.
- x Serves as instructional designer for online Precollege courses.
- x Supervises and supports online instructors.
- x Establishes and enforces Precollege policies and procedures.
- x Secures course and instructor approvals from program directors and department chairs.
- x Approves applications for online, ECCP students and transfer CUW students.
- x