



Advanced Studies Student and Parent Orientation Guide

What is the Advanced Studies Program?

The Advanced Studies Program is an opportunity for high school students to become part-time non-matriculated students at SUNY Erie Community College. Students can enroll in a college course and receive up to 11.5 college credits per semester at a reduced tuition. The program is open to all high school juniors or seniors of average or better academic ability. Sophomore students may be recommended by their teacher or school counselor.

What is an Advanced Studies Course?

An Advanced Studies course is taught in the high school by a high school teacher who has applied to SUNY Erie to teach the course. The course is the same SUNY Erie course as described in the college catalog: textbooks, course materials, course rigor and expectation, syllabus and assessments are identical to the course taught on campus by SUNY Erie faculty.

What Benefits Do Advanced Studies Students Receive?

- Earn concurrent college and high school credit for a course.
- Applying to SUNY Erie as an undergraduate will transfer the credit and grade point average.
- Applying to any other institution as an undergraduate will transfer the credit only.
- Experience the rigor of a college level course while attending high school.
- As a SUNY Erie student you have access to facilities and services including the library (<http://libguides.ecc.edu/home>), gym, student services and academic advisement. The services and facilities can only be accessed during the semester you are registered.
- SUNY Erie ID cards can be obtained at a security office at any ECC campus (bring with you your SUNY Erie ID number and a form of ID.) If you want an ID card, you need to stop by security during the semester you are registered for classes; Fall: September – December, Spring: January – May. Call to check hours: City – 716-851-1133, North – 716-851-1433, South – 716-851-1633

How Do I Register for an Advanced Studies Course?

1. New students to the program complete the SUNY Erie online application for Advanced Studies.
2. All returning and new students will complete the registration form for the course they wish to take for college credit. If applicable multiple courses may be on a single registration form.
3. Return the completed registration form with the required signatures and checkboxes to your teacher.
4. Once a course grade has been officially entered into the system a student cannot register for college credit for the course.

****If you are not a resident of Erie County, you are required to provide the college with an out-of-county certificate each year.** Please request the affidavit and application for certificate from the Advanced Studies department (contact information below). It is the student's responsibility to complete the form, notarize, and submit it to **your residing county** for processing of your residency certificate. Each county follows a deadline, so it is important to obtain the certificate ASAP. Any further questions can be directed to 716-851-1236.

What is MyECC?

As a SUNY Erie Advanced Studies student, you now have a MyECC student account, the link is at the bottom of SUNY Erie's homepage at www.ecc.edu. The account will give you access to Workday, important SUNY Erie notifications, and use of the library online databases. You can also view your grades, pay your bill online, and request transcripts.

Directions to access your SUNY Erie student Workday and student email

1. Open Browser and go to <https://myusername.ecc.edu>
 2. Type in your last name and last 6 of Social Security number or SUNY Erie ID# and Click CHECK NOW
If you did not provide your SSN on your SUNY Erie application, you will need your 7-digit student ID- call the Advanced Studies (716-851-1270) department to receive.
 3. Go to <https://myecc.ecc.edu/>
 4. Use email address (contains name@ecc.edu) as Username to Login
 5. Enter password
If password is confusing, copy (control C) and paste it (control v) when required
 6. You will receive a page that says "More Information Required"
 7. Click NEXT
 8. Enter your 10-digit phone number and a code will be sent to your phone
 9. Enter the code from your phone and you will be on the student HOME PAGE
 10. On the student homepage search for Workday account
- For assistance with technical issues contact the Help Desk at 716-851-1835.

How Do I Pay My Tuition Bill?

A notification regarding tuition will be sent to the student's personal email address used to create the application. Emails can be updated by contacting Admissions at 716-851-1455 or the Advanced Studies office at 716-851-1270. A late fee will occur once a bill is past due. A bill can be paid online using a debit or credit card. A 2.85% fee is charged by Nelnet when paid online. If preferred a check for the full amount can be made out to SUNY Erie Student Account Services and mailed to Erie Community College Bursar Office 6205 Main Street Williamsville, NY 14221. Make sure to include the student's id#. Checks need to be postmarked by the due date. Additional billing questions and payment options are available through the Bursar office: 716-851-1888.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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 gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

How Do I Officially Withdraw from an Advanced Studies Course?

Once you are registered for a course(s), you will not be able to drop the course(s). You will need to follow the steps below to withdraw from a course. You will still be responsible for the tuition for the college credits.

1. Prior to withdrawing, please discuss your concerns and options with your High School Teacher.
2. If you decide to withdraw you or your legal guardian must contact the Advanced Studies department via email with a written withdraw statement.
3. Once a course grade has been officially entered into the system a student cannot withdraw from the college credit course.
4. Once you withdraw, you cannot re-join the course.

Are Advanced Studies Courses Transferable?

SUNY institutions will accept a SUNY General Education course for its credit hours and SUNY Knowledge Area if the student receives a 'C' or better. Outside of SUNY institutions students are encouraged to contact the college of their choice to ensure that the course will be accepted.

What is a Transcript and How To Request?

The grade for an Advanced Studies course will be the same as the high school grade and will be included on a college transcript. A transcript is a copy of a student's permanent academic record: courses taken, grades received, honors received, and degrees conferred. Transcripts are either an unofficial student copy (free) or official copy (a charge) that bears the embossed college seal, date, and the Registrar's signature. Transcript request options can be found on the SUNY Erie webpage: <https://www.ecc.edu/academics/transcripts-records.html>. The Registrar office (716-851-1466/1166) highly encourages all students to complete requests through the online clearinghouse. Please request an official transcript once all courses are complete and grades are entered.

Have more Questions? We are here to Help! The Advanced Studies Department: 716-851-1270 Fax: 716-851-1272

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