To our students,

Welcome to the EXCEL: PSU School of Business Dual Credit Program, a new concurrent enrollment program where qualified high school instructors are granted honorary adjunct status to teach existing PSU business courses at your high school, providing you an opportunity to earn college credit, for a fraction of the cost charged to current PSU students.

Portland State is one of only 173 business schools worldwide (top 5%) to be accredited in both general business and accounting by the Associate to Advance Collegiate Schools of Business (AACSB), the highest level of accreditation given to business schools worldwide. In 2013, US News & World Report listed our Undergraduate Business Programs as among the best nationally and The Princeton Review notes the school as “extremely well-connected to the Portland business community.” With innovative curriculum and dedicated student-centered faculty, Portland State is an urban institution with a close-knit School of Business community.

This booklet contains important information about EXCEL, your courses, and what you can expect when you register as a part-time PSU student. Keep it handy throughout the year as a reference and share it with your parents. If you have questions that we’ve not answered here, please check with your instructor or call us in the Dean’s Office (503-725-3712). We encourage you to visit the PSU campus, search the PSU website at pdx.edu/sba, which is a great repository of information, and stop by the Dean’s Office at PSU School of Business, SW Broadway, 6th floor, Suite 650 to meet our team.

We wish you the very best of luck with your coursework this year.

Erca L Wagner
Ahlbrandt Professor of Technology Innovation
Associate Dean of Undergraduate Programs
Things to Consider when Applying to Colleges

Policies for credit transfer are typically listed on a university’s website, with their admissions information. We encourage you to take a look at the policies for the universities to which you plan to apply. Then, make an informed decision about where you choose to apply that includes understanding these policies.

In today’s economy, choosing a school that accepts your PSU credit should be a consideration in your final decision. It can make a significant difference in the cost of your college education.

Strategies for Pursuing Credit Transfer

If your PSU credit is not accepted, we encourage you to argue for it. Start with discussing this with your college academic advisor. Check to see what course at your university matches closely to the PSU class. Especially if there is a similar course, consider making an appointment with the Chair of the appropriate Department. The idea is to show evidence of what you’ve learned to a faculty member who can assess your knowledge and establish if you’ve met the learning outcomes of their course. Bring your course syllabi, course descriptions and, if appropriate, your portfolios from the PSU courses.

Remember too, that credit can be recognized in a variety of ways, such as exemption from a similar required course or placement in a higher-level course. Both forms of recognition allow you more room in your program to take courses in your major and interesting electives. And finally, let us know of your efforts so that we can advocate on your behalf.
Why EXCEL?

More colleges are challenging high school students to experience college level coursework in their own environment before enrolling in college, and we see this program as offering benefits that set us apart from others that earn college credit. Consider the following:

- We build a community of faculty and instructors that is the foundation of the program. It provides a venue for support and shared information that reinforces the connection between the campus and the classroom.

- We encourage and support class visits to campus to help familiarize students with Oregon’s largest university and to use student resources such as our library online databases and computer accounts as well as attend special School of Business programming with faculty and staff.

- Our instructors have the academic freedom to determine how to meet PSU standards and are not restricted by having to focus on teaching to a high-stakes final exam; nor are our students sidelined by weeks of test preparation.

- We strive for both an academic and cultural college experience and hold our students to college-level expectations, smoothing the transition to college.

- PSU has the only Oregon concurrent enrollment program that is accredited both by the State and the country. This School of Business pilot is modelled after the University’s Challenge program which has been featured twice in the US World & News Report special issue on colleges.

Go to the PSU Information System https://banweb.pdx.edu
Log in with your ODIN LOGIN and password.

NOTE: if you never set up your ODIN account, see the instructions on page 12. If you don’t remember your password, call the OIT Help Desk, give them your PSU ID number and ask them to reset the password. They can usually do this over the phone. 503.725.HELP.

On this site you can indicate the number of transcripts needed. You can have them sent directly to Admissions Offices or, if you are taking one with you to a give to an Admissions Officer, keep it sealed or else it will not be valid. Transcripts cost $4.00 each.

Transferring Credit

EXCEL program credit is accepted by most universities throughout the country. That said, credit recognition remains the exclusive prerogative of the institution granting it. College policies vary in regard to transfer credit, and may be applied differently from year to year and from student to student. Many factors affect a university’s decision to accept transfer credit, including the grade the student earned in the course, and how similar the course content is. Usually, however, colleges accept courses in which you’ve earned a C or above and that are a good match for those you would have taken on that campus. Courses that differ from those the college offers may also be transferred, but often as elective credit.

Even schools that ultimately do not accept PSU credit may give advanced placement or waive a prerequisite. It’s important to understand that credit can be given in a variety of ways.

Some colleges (Ivy League or some small, private liberal arts colleges) will not give credit for a college course that also fulfilled a high school graduation requirement and/or for coursework taken off campus.

In some cases, even where transfer credit is not normally granted as general policy, you may be able to negotiate to have your PSU coursework recognized by showing your work and demonstrating your knowledge.

We strongly encourage you to keep your work—portfolios, exams, syllabi—so you can show them to college officials who need more information before accepting your transfer credit.
Privacy Laws
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of the student’s records. FERPA rules specify when and who gets to see a student's records (which include not only files in offices or computerized information, but also student exam scores, student essays, or other student work).

The important thing for our students and parents to understand is that, if a parent wants information from us about their student's PSU academic record, we cannot provide it.

Ordering Official Transcripts
Requesting a transcript (an official record of courses you’ve taken at PSU) is the most important action in seeking recognition for your PSU University coursework.

- An official transcript must be ordered; it will NOT be sent automatically to you or to schools to which you apply.
- Only YOU can order an official transcript.
- You will need to know your PSU ID number or ODIN LOGIN to order a transcript.

If you are ordering transcripts to be sent to your university, find out exactly where you need to have a transcript sent (the office and address of the college you’re applying to … may be an admissions or registrar’s office, for example). You can get this information from your college application, the college catalog, or the college admissions office.

Wait until your instructor has submitted final PSU grades so that all your coursework is accounted for. You can indicate, on your college application that the PSU transcript will be forwarded once you’ve completed your course. You can also provide an unofficial transcript through the Banweb database if you already have recorded grades as well as courses in progress.

Courses Offered
Lincoln High School partnered with us to select catalog-listed college courses based on the school’s needs and teacher qualifications. This year two courses will be offered. In following years, other courses may be considered, based on school interest, instructor eligibility, and departmental support.

BA 101 Introduction to Business and World Affairs
Introduction to the business firm operating in the local, national, and global marketplace. Course emphasizes the integration of the various functional areas of business as the firm evolves from a start-up to a mature corporation. 4 Credits

Fin 218 Personal Finance
A survey of investments, budgets, real estate ownership, financial institutions, consumers’ credit, social security, stock market, mutual funds, and estate planning from the individual’s point of view. 4 Credits

The best time to start building good personal finance habits is before college when you will be taking on more financial responsibilities. This course teaches hands-on tools for you to learn how to invest and grow your savings, invest in the stock market, balance your personal budget, build your credit, own real estate, and plan for retirement.

Student Eligibility
Participation in EXCEL is limited to students recommended by their counselors and teachers. It is important that members of the counseling department be thoroughly familiar with the requirements, objectives, and design of each course and that they work closely with teachers in advising prospective students to register for courses offered through EXCEL.
Quarters, Semesters & Year-Long Courses

Students will enroll in one or two 4-credit courses normally taught at PSU over a 10-week term. The content (and more) will be taught over the LHS academic year. As such, students will pay for the PSU course at time of registration in the fall and an incomplete (I) grade will be given until the end of spring term when a letter grade will be recorded. As such, the enrolled HS students will also be official PSU students until the end of spring term when their grade is officially recorded in the PSU information system.

Cost

The program fee for the 2014-15 Academic Year is $197 per 4-credit class. The fee is nonrefundable and must be collected with the registration form. Checks can be made payable to Portland State University.

Students eligible for the Federal Free and Reduced Lunch Program are entitled to a discounted fee if they attach a copy of their eligibility letter to their registration. The discounted rate is $50 per 4-credit class.

Registration Process

1. Register and pay for your classes at the beginning of fall term through your high school instructor who has all the required materials, including a parent letter and a custom registration form. You must fill out these forms completely, have a parent sign the back, attach any applicable documentation, and return everything, including the check for payment, to the instructor, by the deadline.

2. The instructor collects all registration materials and payment and packages this for pick-up by EXCEL program staff.

3. Program staff verifies that registrations are complete. You will then be admitted as a part-time PSU student and registered in your courses. At this point, you are recorded in our PSU system.

4. Once registered, you will receive a PSU ID card in the mail. It looks like a credit card but will only be valid as an ID card if it isn’t activated. For parents uncomfortable with their student having this card, you can destroy it but make sure you record the 9-digit PSU number somewhere (e.g., on the cover of this handbook) as this is important for future registrations, checking student records, and ordering transcripts.

Plagiarism

Plagiarism is when you present someone else's work or ideas as your own. You may do this accidentally (for getting to site a source) or on purpose (copying). Portland State (and therefore, Challenge) considers plagiarism a serious form of academic misconduct.

Plagiarism can be:

- Copying someone's words without giving them credit;
- Quoting somebody's words incorrectly or out of context;
- Using or repeating someone’s ideas/concepts without credit;
- Misrepresenting someone's ideas or concepts;
- Copying images or music without permission or proper attribution;
- Citing incorrectly - wrong source/incomplete/inaccurate citations;
- Intentionally presenting someone's work as your own - i.e. copying off fellow students, submitting papers you didn't write, buying research papers from the Internet;
- Failing to acknowledge the contribution of others in work produced collaboratively.

As a university program, we follow the PSU Student Code of Conduct which includes prohibition of "all forms of academic dishonesty, cheating, and fraud, including but not limited to: (a) plagiarism, which includes, but is not limited to, word for word copying, using borrowed words or phrases from original text into new patterns without attribution, or paraphrasing another writer's ideas; (b) the buying and selling of all or any portion of course assignments and research papers; (c) performing academic assignments (including tests and examinations) for other persons; (d) unauthorized disclosure and receipt of academic information; and (e) falsification of research data."

If a student is caught plagiarizing or engaging in any other act of academic dishonesty, the course instructor may issue a zero or a failing grade for the assignment in which the academic dishonesty was found, but they may not remove the student from the course or fail them on other academic assignments. Academic units may, however, suspend the student engaging in academic dishonesty from the department or program, or expel them. In addition, the instructor or the department may submit a written complaint to the Office of Student Affairs regarding the student's misconduct.

To read the PSU Student Code of Conduct, please go to http://pdx.edu/dos/psu-student-code-conduct#AcademicDishonesty
Accessing your PSU Academic Records

To check your records, go to the PSU Information System banweb.pdx.edu. Log in with your ODIN user name and password.

Click on “Student Services & Financial Aid,” then on “Student Records” to display your grades/unofficial transcript. If you do not see your grade listed, it may be because it has not yet been recorded. EXCEL instructors will record grades at the end of the spring term. But check with us and we can double check the status of your record.

The Library

The library website is library.pdx.edu. Their phone number is 503.725.5874. We encourage you to visit the library and its vast resources. Students wanting to check out books need to get a PSU picture ID. ID Card Services will take your photograph during operating hours. They are located on the first floor of Neuberger Hall. See caution below regarding fees associated with late book return.

You can access the library’s electronic resources online from remote locations, including your classroom. For resources reserved for PSU students and faculty, you will be prompted to enter your PSU ID number.

In addition, the library offers a variety of classes and workshops to assist students in using its resources. Students may also contact a librarian in a specific area for personalized help. A roster of librarian names, subject area, and contact information is available under “research guides.” Select a subject to view librarian information.

CAUTION: You are charged fees for overdue books. These fees can add up quickly and you are responsible for them. They are NOT waived when you return the book.

You will have the privileges of any other part-time student including a computer account and full access to the Library and its extensive online databases. When you complete your program course, you will have a record of earned credit at PSU for which you may request an official Portland State University transcript.

Dropping or Withdrawing from a Class

If you are worried about your performance in a program class or feel overburdened, the first thing to do is talk with your parents and your teacher. If this is early on, you may drop a program class. Drop deadlines are listed below (they are also in the parent letter and on the registration form). Dropping a class will result in no record at PSU for having registered for the class.

If the deadline has passed but you still want to drop the class, you can withdraw by a later deadline. This will result in a W on your record but does not factor into a college GPA.

Deadlines will vary depending on whether the class corresponds to the PSU quarter, is mapped to the high school semester, or overlays the entire the academic year. Please see the chart below.

To drop or withdraw, we require an email from the instructor, or from you with a cc to the instructor. Make sure we are informed as we will have to process the Drop or the Withdrawal through our Registrar.

2014-15 Drop & Withdrawal Deadlines

<table>
<thead>
<tr>
<th>Class length</th>
<th>Drop Deadline (not recorded on transcripts)</th>
<th>Withdraw deadline (recorded on transcript as W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One quarter</td>
<td>October 5, 2014</td>
<td>November 16, 2014</td>
</tr>
<tr>
<td>Year-long</td>
<td>December 20, 2013</td>
<td>March 28, 2013</td>
</tr>
</tbody>
</table>

There are no refunds for dropped or withdrawn registrations.
Grades

Students enrolling in PSU courses through EXCEL normally obtain dual high school and college credit. The EXCEL grade for the course is determined in accordance with grading criteria established by Portland State University. The high school grade is determined in accordance with grading criteria established by the high school. Therefore, it is unlikely but possible that your PSU grade may not be the same as your high school grade.

It is also important to realize that your high school registrar only records the high school grade. Your instructor submits PSU grades separately, to PSU. Grades can be viewed through the PSU Information System.

PSU uses regular letter grades A, B, C, D, and F to indicate academic performance, as well as pluses and minuses (except A+). At the end of your course, your instructor will send the class grades to Program staff at PSU where they will get recorded with the Registrar’s Office.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Inferior</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Online Resources

Accessing computer resources at PSU, including the PSU Information System for academic records, transcripts, etc., the classroom learning management system, use of the campus computer labs, off campus access to library databases, and many other services at PSU, requires an ODIN (email) account. Some of our classrooms use ODIN accounts for assignments and library research. For these classrooms we assist in setting up student accounts. But all PSU students are entitled to these services and we encourage you to set up an account. Here’s how:

To set up an ODIN Account:

- Call the PSU HELP Desk at 503.725. HELP (4357) and let them know you want to set up your ODIN account. You will need to give them your PSU ID number. They’ll give you a temporary password to be able to log into the system.
- Go to OAM.pdx.edu
- Follow the on screen step-by-step instructions. You will be assigned an ODIN username and will set your own password. Your account may take up to 24 hours to synchronize to all systems.
- Be sure to WRITE DOWN YOUR user name and password and keep them handy.

NOTE: If you do not frequently access the PSU Information System or have forgotten your password, you will need to call the PSU Help Desk and ask them to reset it. Have your PSU ID number ready to give them.