

## **Summer CIC Course FAQ:**

### **The Council of Independent Colleges Online Course Sharing (CIC) is now known as Acadeum**

**1. What is the CIC?** The Council of Independent Colleges Online Course Sharing Consortium (now known as Acadeum) provides access to technology that facilitates online course sharing among CIC member institutions that have similar curricular goals and concerns for academic quality as well as a commitment to the liberal arts. Hood College has joined the consortium to provide a pathway for our students to complete academic requirements during the summer with added flexibility.

**2. What is a “consortial” course?** “Consortial” courses are transcribed on the student’s Home Institution (Hood College) transcript but are taught by a different “Teaching Institution” that is part of the CIC Online Course Sharing Consortium. Students at the Home Institution may take pre-approved courses offered by the Teaching Institution, thus making it possible for Hood students to:

- Potentially apply financial aid to the course
- Improve their GPA by substituting consortial course grades
- Consortial credits are not considered transfer credits. The grades and credits earned will count toward a student’s GPA and can be used as part of Hood’s Course Repeat Policy
- Apply courses towards part-or full-time status and residency requirements
- Enjoy increased flexibility with online delivery and term dates

**3. Is financial aid available for consortial courses?** Because each student’s case is different, the student should meet with Financial Aid to see about their options for possible funding for courses. There is no institutional aid or state aid for summer courses. Funds will be applied to the student’s account depending on the start date of classes.

**4. How are pre-approved courses selected?** The provost and department chairs/program directors collaborate to approve a list of consortial courses available at specific Teaching Institutions that are comparable to Hood College courses and are offered during the summer. In choosing courses, they review course syllabi, faculty credentials, and additional assessment of learning outcomes data in order to ensure course equivalency.

**5. What is the delivery format?** Consortial courses are delivered 100% online.

**6. How do I know when these courses will be offered?** At this time, consortial courses will only be available during the summer terms. Course offerings will be made available for review on Self-Service along with the Hood College course offerings. Please note that course offerings may vary each summer.

**7. How do I search for a pre-approved consortial course?** Students will see courses available on Self-Service with a “-CIC” code added to the end of a Hood College course number. For example, SOC 101 will be listed as SOC 101-CIC which will denote a pre-approved consortial course.

**8. How can I learn more about a specific course?** Course descriptions are available on Self-Service which will include additional details including:

- Teaching Institution
- Start and End Dates
- Hood College equivalent course and Teaching Institution course code
- Teaching Institution’s course description
- Prerequisites

**9. Do I have to request special permission for a course?** We encourage you to discuss your plans with your academic advisor and how a CIC course fits with your progress towards graduation. Please be sure to review the course description as well as prerequisites for the course. Registration requests submitted via the Acadeum website for CIC courses are subject to review and approval by the registrar's office. Consortial courses are not subject to transfer credit limits or the final 30 credit requirement on-campus. No additional forms or preapprovals are required to take advantage of these offerings.

**10. How do I register myself for a consortial course?** Please note that a request to register for a CIC course does not guarantee enrollment. Your request is subject to review and contingent on space availability in the course.

- Navigate to Self-Service as you normally would for other Hood College courses.
- Identify courses with the "-CIC" code.
- Click on the hyperlinked course number to open the section description
  - Scroll down the course description and click on the "register here" hyperlink to the website of the institution offering the course.
  - This will connect you to a separate webpage on the Acadeum website, where you will request registration. Please be sure to use your Hood College email address to set your log-in.
  - Once a log-in is created with Acadeum, you will be prompted to verify your email account.
- Once your email is verified, you will be directed to the "Hood College Pre-approved Online Courses" page where you will be able to review detailed course information from the Teaching Institutions.
- If it's your first time on the website, please go through the navigation tutorial.
- The Hood College registrar's office will be notified of your request, and will approve or deny.

**11. How will I know if I have been approved?** You will receive a notification via your Hood College email address regarding the status of your request along with next steps.

**12. How much will I be charged for the course?** Students registered for a CIC course during the summer 2022 session will be billed the special summer discount rate of \$525 per credit.

**13. How will I be billed for the course?** Hood College students who participate in a CIC course will be billed by Hood College in accordance with the tuition rate per credit hour. Payments should be directed to Hood College. Please contact the Accounting Office for additional information: (301) 696-3607 or [accounting@hood.edu](mailto:accounting@hood.edu).

**14. How will I receive my textbooks or learning materials?** Once registered for a specific consortial class, the Teaching Institution will notify the student via their Hood College email address. The Teaching Institution's Welcome letter will be sent to students and may include a link to their bookstore as well as log-in information. Required learning materials should be posted in the Teaching Institution's Learning Management System (LMS), and students should view these requirements when they log into the LMS.

**15. How will the course appear on my transcript?** Consortial courses will be transcribed on the Hood College transcript with the course code that appears on your registration and schedules (e.g.

SOC 101-CIC). The name of the teaching institution will appear on your transcript beneath the CIC course code.

**16. What if the course is cancelled?** Courses that fail to meet minimum enrollments established by Teaching Institutions may be cancelled. Some Teaching Institutions will establish course minimum enrollments that must be met before a course will run. Home Institutions will be informed when a course in which they have a student enrolled is cancelled. Teaching Institutions should cancel courses two weeks prior to the start of a course to ensure students have time to explore other options.

**17. What if I need to drop or withdraw from the course?** To request a drop or withdrawal, please contact the Hood College registrar's office at [registrar@hood.edu](mailto:registrar@hood.edu); (301) 696-3616.

When a student drops, withdraws from, or fails a Teaching Institution course, the Teaching Institution will inform the Home Institution of the student's last date of attendance (LDA) through the notes section of the Acadeum Platform. The following three student activities should be used to establish a student's LDA:

- Posting to a discussion board
- Emailing a professor
- Completing a course assignment
- Please note that merely logging into the Teaching Institution's LMS will not be considered as attendance

Drops may be processed before the course has begun and up to the Drop Date established by the Teaching Institution as indicated on the Acadeum website. Course withdrawals will be recorded on the transcript as a "W" and may impact your financial aid. The Office of Financial Aid is required by federal statute to determine how much federal financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. This is referred to as the "Return to Title IV" calculation.

For more information on the "Return to Title IV" calculation and policy please visit the website: <https://www.hood.edu/admission-aid/financial-aid/financial-aid-refund-withdrawal-policy>.

For details on a student specific situation, please contact the Office of Financial Aid. [finaid@hood.edu](mailto:finaid@hood.edu) or 301-696-3411.

**18. What if I need to request an incomplete?** Professors at Teaching Institutions may grant incompletes to Home Institution's students in accordance with their internal policies on incompletes, including the limit on the duration of incompletes. Teaching Institutions will notify Home Institutions of Incompletes and their durations.

**19. Will the consortial course count towards the Hood College transfer credit maximum?** No, these courses do not apply to our transfer credit limits.

**20. How will my enrollment be reported to the National Student Clearinghouse and my lenders?** Student enrollment is always reported to the National Student Clearinghouse by the Home Institution. The Home Institution is responsible for accurate and timely reporting to the National Student Clearinghouse of a student's withdrawal or graduation dates, as well as any changes in the student's enrollment status.

**21. What is the CIC refund policy? Hood adheres to the refund policy of the teaching institution.** 100% refund prior to the first day of class.

**22. How are Veteran benefits and state financial aid requirements handled under a consortium?**

Students who are eligible for VA benefits should meet with a School Certifying Official at Hood College to determine their funding eligibility. Each course will be treated as distance learning credits. For more information, please contact Susan Erb at (301) 696-3414 or [erb@hood.edu](mailto:erb@hood.edu).

**23. What are the requirements for a Family Educational Rights and Privacy Act (FERPA) release and for securing student signatures before exchanging information between the student's Home Institution and the Teaching Institution?**

Home Institutions do not need a student's written consent to release student information to a Teaching Institution under a written consortium agreement. Disclosures may be made to officials at the Teaching Institution who have a legitimate interest in the student's record. In general, these records may be admissions records, grades, student account/ledger or financial aid records. Disclosure may be made to other school officials, including professors, whom the Teaching Institution has determined have legitimate educational interests.

**24. What if I have an academic accommodation?** We will be able to work with the Teaching Institution on your behalf. Please contact the Office of Accessibility Services at (301) 696-3421 or [accessibilityservices@hood.edu](mailto:accessibilityservices@hood.edu).

**25. Who do I contact if I need help with my CIC course material?** Please contact the instructor at the Teaching Institution for assistance.

**26. Who do I contact if I have technical difficulty with the Learning Management System?** The Teaching Institution will provide contact information for their IT department.

**27. Who do I contact for additional information regarding CIC courses?** Please reach out to the registrar's office at (301) 696-3616 or [registrar@hood.edu](mailto:registrar@hood.edu).