SALINA TECH

Concurrent and Dual Enrollment

High School Student Guide

2026-2027

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Contact for concurrent enrollment:

Concurrent Enrollment

P: 785-309-3127 F: 785-309-3101

E: concurrent@salinatech.edu

2562 Centennial Rd,

Salina KS 67401

Enrollment Process

Salina Tech is a great place for qualified high school students to get ahead on their college education. If you are a high school student who wants to attend Salina Tech courses at your high school, please see your high school counselor to inquire about the application and enrollment process.

A current high school transcript must be submitted as documentation that the minimum requirements have been met. In addition, the student must have an overall 2.5 minimum GPA.

Placement Testing

As part of the concurrent admissions process, students may be required to submit ACT or other placement test scores. If a student does not have an ACT score, SATC will accept other measures, check with their school counselor for more details. Some concurrent credit courses have specific placement test score levels as a prerequisite for enrollment.

Technical Education Courses

Students enrolled at their local high school in an SATC Technical Education concurrent credit course do not pay any tuition per the Excel in CTE initiative.

General Education

Students enrolled at their local high school in an SATC General Education concurrent credit course pay $50 per credit hour and no institutional fees are charged for these courses. All tuition dollars spent in general education tuition may be calculated toward the Pay It Forward Scholarship, up to a maximum of $1,000.

Get a head start and save $$$

SATC is accredited by the Higher Learning Commission (ncahlc.org) and governed by the Kansas Board of Regents. Credits earned at SATC can easily transfer to other two-and four- year colleges like Kansas State University, Fort Hays State University, and many others. For a list of courses that are guaranteed to transfer, view the Kansas Seamless Transfer Guide at https://www.kansasregents.org/academic_affairs/transfer-articulation.

ExcelinCTE

The State of Kansas will pay your tuition for qualifying Career and Technical Education classes, so you can take the fast-track toward earning a degree, certificate, industry-recognized credentials, or work-ready skills. This **tuition-free** incentive program encourages high school students to gain the training needed to enter a profession and, in many cases, earn an industry-recognized credential prior to graduating from high school.

Admissions

Qualified gifted freshman, sophomores, juniors, and seniors in public, private, and homeschool high schools are eligible for free tuition through the Career and Technical Education Act (Excel in CTE for Kansas residents). *Some restrictions may apply.

The class must be categorized as a "tiered" class by the Kansas Board of Regents (KBOR). The class must be tied into a career or technical program at the specified two-year college or technical institution.

Important Dates

AY-26-Academic-Calendar.pdf

Payment Plans

1. Payin Full

   Students will be billed after enrollment is complete. Payment will be due according to the date on the bill. **If you have a previous account balance, you will not be able to enroll into future semesters.**

2. Payment Plan

   To qualify for the following payment plan, a student must have a minimum **semester** balance of $200 to qualify. Payment dates will reflect on enrollment form when printed.

Fall 2026

Due Date	% of Balance Due
September 20th	
October 20th	50%
November 20th	75%
	100%

Spring 2027

Due Date	% of Balance Due
February 20th	
March 20th	50%
April 20th	75%
	100%

Students will have up to seven business days after the 1st day of high school to set up a payment plan or pay in full. If payment is not received or a payment plan has not been requested, the student will be unenrolled in the course.

Payments may be made directly to SATC by mail **at 2562 Centennial Road, Salina, KS 67401**, by phone at 785-309-3100, or online as per instructions on enrollment form. *CNA and CMA state testing fees are not refundable.*

Textbooks

Technical Education Courses:

Students are expected to rent their own textbook/materials for a course, unless otherwise provided by their school district.

General Education Courses:

Students are expected rent their own textbook/materials for a course, unless otherwise provided by their school district.

Letter Grades and Grade Point Value

Letter Grade	Definition	Grade Point Value 4.0
A	Excellent Good	3.0
B	Average Deficient	2.0
C	Failure Incomplete	1.0
D	Withdrawal Grade not	0.0
F	yet reported	0.0
I		N/A
W		N/A
Z		

- Once registered for the course, students will receive a grade from the course instructor based on the grade earned unless they officially withdraw themselves from the course (see Drop/Withdraw). **Students should pay close attention to drop dates on academic calendar for withdrawal dates.**
- The letter grade "I" should only be used to provide an opportunity for a student to satisfactorily complete course work when extenuating circumstances (such as an extended illness or other circumstances beyond the student's control) prevent successful completion within the standard academic semester. More details of this policy can be found in the college catalog.
- Certain classes may have a required minimum passing score, different than standard grading. *See class syllabus.*

Grade Changes

After a grade has been posted to the academic transcript or an "I" grade has been updated by the SATC's Registrar's office, the grade may be changed with the approval of the Vice President of Instruction. Details on how to appeal a grade can be found in the 2026-2027 College Catalog.

Drop/Withdraw Policy

Students who wish to withdraw from, or for any reason find it impossible to complete a course should officially withdraw from it. Merely ceasing to attend a class or classes does not constitute official withdrawal, nor does notification to the instructor or high school counselor. Withdrawing from a course at the high school does not withdraw students from the course at the college. Students must contact the college to officially withdraw themselves either via the link found on the High School page of our website www.salinatech.edu or by email request to your enrollment specialist for an Add/Drop form. Form must be completed and signed by the student. Cancellation of payment does not constitute withdrawal, nor does it reduce indebtedness to the College. Official withdrawal from all courses occurs only when student communicates directly with high school counselor and follows SATC withdraw process. The timing of the withdrawal will determine how the course is recorded on a transcript as well as how it is billed.

To withdraw from a course, go to the Salina Technical College website. Within the Admissions drop down menu is a link "High School Students." On this page is an "Add/Drop Form." Complete the link and a confirmation email will be sent to you. Check your SONIS portal within

five (5) days to confirm you have been removed from the course.

Add/Drop Form 2026-2027 - Online Link.

College Transfer

Students who plan to transfer SATC academic credits to other institutions should check with the receiving institution to determine how that institution will transfer the credits. Students who plan to attend another public institution within Kansas should also consult the Kansas System-Wide Transfer (KSWT) web site:

http://www.kansasregents.org/transfer_articulation

Academic or Physical Accommodations

Salina Tech is committed to complying fully with the Americans with Disabilities Act as related to facilities and the various instructional programs in providing reasonable accommodations. *The policy of Salina Tech provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations at the college. All students with special needs or disabilities MUST provide documentation verifying the disability to Erica Kruckenberg, Vice President of Student Services in order for SATC to provide an academic environment that addresses the students' needs. Colleges do not follow a student's IEP but will use it as documentation when reviewing accommodations.*

Resources

Salina Tech provides a variety of learning resources including library services, assessment testing, tutoring, and computer labs. Staff members assist students with orientation, assessment testing, career guidance and other academic questions.

These services are available to supplement services provided at your high school.

Requesting a Transcript

Students seeking to transfer credit earned at Salina Tech to another college must submit their request online at http://www.parchment.com/features/send-transcripts/ located on the college website. There is a $10 fee per transcript. Salina Tech will not send transcripts for students who have outstanding financial obligations to the college.

Academic Honesty

Salina Tech expects students to perform with integrity. Therefore, any violation of academic honesty is considered a violation of this basic ethical premise and opposes the educational goals of the student and the college; the student will be confronted.
An offense includes, but is not limited to:

- Cheating on a test
- Plagiarism, which is defined as the use of another's work in any form without proper documentation or citation. This includes:
  - Using or copying material from another person's work (e.g., words, phrases, sentences, or entire passages)

- Paraphrasing another person's work (i.e., borrowing but rewording that person's facts, opinions, or ideas)
- Summarizing another's work (i.e., use of one's own words to condense longer passages into a sentence or two)

- Giving unauthorized assistance to other students.
- Falsifying academic records.
- Obtaining or attempting to obtain copies of tests or test questions.

A confirmed violation of student academic honesty in course work or exam will result in the consequences listed below

- First Offense – The student will receive no credit for the work or the exam. Also, the student will be required to complete counseling in relation to academic honesty with their college advisor.
- Second Offense – The student will receive an F for the course.
- Third Offense – The student will be administratively withdrawn from the course, program, and college.

Students charged with a violation of the academic honesty policy have the right to appeal any action or decision by completing an Academic Honesty Appeal Form (available in the Student Services Office or on the Salina Tech website) and submitting it to Student Services. The Academic Honesty Appeal Form will be reviewed by the Instructor, Department Chair, Vice President of Instruction and Vice President of Student Services. A written response will be given to the student within 10 calendar days of receiving the complaint.

General Complaint and Grievance Policy

Salina Area Technical College administration, faculty, and staff attempt, in good faith, to resolve complaints and problems as they arise, in a timely manner and at the lowest possible level. However, if a matter remains unresolved, the purpose of the grievance procedure is to provide a process for resolving complaints between students, faculty, and staff. These procedures apply to all complaints including but not limited to, academic issues, student services or administrative concerns, and working conditions.

Students should first seek relief with their instructor. If unsuccessful, students are encouraged to take their complaints to Student Services to seek assistance from the Vice President of Student Services. An official Complaint Form can be requested by contacting

Otherwise, a student may file a grievance with the Vice President of Student Services regarding an employee, rule or regulation by following the Grievance Procedures.

Student Complaints and Grievance Procedures

SATC has a variety of ways to register a complaint (See College Catalog).

Student Complaints and Grievance Procedures

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students

concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Registrar allowing the release of their education records to specific third parties. Please note that while this form authorizes Salina Area Technical College to release education records to third parties, it does not obligate Salina Area Technical College to do so. Salina Area Technical College reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information, visit Salina Area Technical College's current catalog.

After graduating from high school, we would like you to consider SATC as one of your college options as we offer a wide range of general education and technical programs to help you advance your education and potential career!

Pay It Forward Scholarship

After completing high school, a student may qualify for the Pay It Forward Scholarship. Eligible students will receive a scholarship equaling the total tuition paid to SATC for concurrent SATC general education courses while in high school up to a maximum of $1,000. The student must enroll full time at SATC within six months of graduating from high school.

Scholarship Programs

Students who enroll full time at SATC within six months following their graduation from high school are eligible to receive the Pay It Forward Scholarship. Eligible students will receive a scholarship equaling the total tuition paid to SATC while in high school up to a maximum of $1,000. The student can apply these scholarship funds to pay for housing expenses when enrolled as a full-time student after graduating from high school. The scholarship funds may not be used to satisfy prior balances with SATC.

For more information about future financial aid and scholarships at SATC, contact our financial aid office.

Frequently Asked Questions

1. **How much will it cost to enroll in a concurrent credit course from Salina Tech?**

   *There is no tuition expense for a Kansas secondary school student to enroll in a Salina Tech **Technical Education** concurrent credit course. KBOR defines the standard for a Technical Education credit vs. a General Education credit. Tuition for Salina Tech **General Education** concurrent credit courses is $95 per credit hour with no additional fees. (Some courses may have state required certification fees.) For an accurate reflection of costs upon enrollment please see Student Services.*

2. **How does a concurrent credit course from Salina Tech differ from my other high school courses?**
   The primary difference is in the expectations of the coursework since the student is

participating in a college level course. The student can potentially expect a higher level of reading assignments, homework, projects, etc. than the typical high school course. The student will complete the same assessments and final examination that are offered in the on-campus version of the course. Some benefits include being able to take a college course at the high school with a high school teacher and other high school students in the class.

3. **Can any high school student take a concurrent credit course from Salina Tech?**

Salina Tech admission to concurrent credit courses is open to all eligible high school students. An eligible student includes a student who is a 10th grader or above or is a 9th grader and identified as "gifted." The students must meet any required placement testing or other prerequisites.

4. **When I take a concurrent credit Salina Tech course, does that mean I am an enrolled student at the college?**

High school students enrolled in concurrent credit courses are admitted to the college as "non-degree seeking" students. This means the student, upon satisfactory completion of coursework, will receive academic credit which will be posted to a Salina Area Technical College official transcript. Concurrent credit students maintain a part-time student status (fewer than 12 credit hours per semester) and are not eligible for financial aid. Upon graduation from high school, the student would need to complete the admissions checklist to become a full time Salina Tech student.

5. **Do my final grades in this course have to be entered on my official college transcript?**

Yes. Final grades for any completed course are entered on your official Salina Area Technical College transcript. High school students should be aware that by enrolling in a concurrent credit course they are beginning to develop an official college academic record.

Dear High School Student!

We're excitedthat youwantto attend Salina Area Technical College for the 2026-2027 school year. To help you navigate our admissions process, please apply early, as our technical programs have limited spots for high school students. Once a program is full, students will be waitlisted or offered alternative programs.

Please use the checklist below to assist you in this process:

☐ **High School Students**- High school students must be enrolled in high school during the 2025-2026 school year, it is important to communicate with your high school counselor to ensure your SATC course(s) will fit into your high school class schedule.

☐ **Apply**- To apply go to Admissions ->High School -> "Apply Now" or scan QR code on this form. **Complete the application entirely.**

- Please provide complete and accurate information
- ~~Be sure to complete **the TB questionnaire** at the end of the application.~~
  - *Salina Area TechnicalCollege requires studentsto complete aTuberculosis Screening Questionnaire, per Kansas Statute KSA 2012 Supp. 65-129e to aid in the prevention and control of Tuberculosis as required by the State of Kansas Department of Healthand Environment*
- ~~Incomplete applications will not be processed.~~

☐ **Placement Testing** - All technical program students are required to take the Math & Reading placement tests. Allied Health students are required to take the Reading placement test. General Education students will need to take the test associated with the class they are enrolling in. Testing is free of charge for SATC students.

- Testing appointment can be made by phone (785)309-3100
- Online at https://www.salinatech.edu/learning-resources/

☐ **Send Your Transcript** - Request an official copy of your high school transcript. We require all students submit transcipts even if you have not completed high school.

☐ **Payments** - The SATC Excellence Scholarship is for high school students in approved career and technical education courses at Salina Tech. scholarship covers fees and expenses* if these criteria are met: earn a "C" or better in every class (CNA students must earn a 75% or higher); attend at least 95% of every class; and meet the instructor's professionalism requirements.

☐ **Follow Up**- After completing the SATC application and placement testing, contact your program enrollment specialists for guidance on getting started. Note that some programs may have additional admissions requirements.

We look forward to helping you build your success!

SATC Admissions Tea

Salina Area Technical College does not discriminate on the basis of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, military service, or any other non-merit based factor in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI, Title VII, ADA, Title IX, Section 504, Title II, GINA, is directed to contact the Vice President of Student and Academic Affairs, 2562 Centennial Rd, Salina, KS 67401, 785-309-3100, or Jennifer.Callis@salinatech.edu.