Welcome to the North Hennepin Community College’s Concurrent Enrollment Program!

We are excited and honored to partner with you and your high school to offer Concurrent Enrollment courses to your students. This handbook is designed to give all high school partner teachers, administrators, and faculty mentors thorough information about the Concurrent Enrollment Program. If you have any questions at all, please feel free to reach out:

Katie Elsbernd, Director of Partnerships & Collaboration
Katie.Elsbernd@nhcc.edu /763-424-0787
North Hennepin Community College’s (NHCC) Concurrent Enrollment Program (CEP) has been providing high school student’s college credit through the Concurrent Enrollment Program since 2009.

According to Minnesota Statues section 124D.09 and Minnesota State Colleges and Universities Board Policy 3.5, a Post-Secondary Enrollment Options (PSEO) concurrent enrollment course is a college or university course made available through the PSEO program, offered through a high school, and taught by a high school teacher. Concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses.

NHCC’s CEP works closely with partner high schools to determine course offerings, identify partner high school teachers credentialed to teach specific courses, and select students who meet the minimum requirements for participation. Creating close, mutually-beneficial partnerships between the college and participating high schools has led to an increase in the number of CEP courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school.
HIGH SCHOOL PARTNER TEACHERS:

High School instructors interested in teaching for NHCC’s Concurrent Enrollment Program should contact NHCC’s Director of Partnerships & Collaboration. Teachers are required to fill out an application, submit their official transcripts, and a current resume for review. NHCC’s college administration will review application materials and determine whether or not an instructor is approved to teach in the program. The specific credentialing requirements for all disciplines can be found on the Minnesota State webpage. All high school teachers must meet credentialing in order to be approved to teach in NHCC’s Concurrent Enrollment Program, or submit a Professional Development Plan that outlines how they plan to meet the needed credentialing by fall 2022.

Upon approval, the high school teacher will receive an acceptance letter and contact information of their faculty mentor. It is then expected that the new high school partner teacher and faculty mentor meet with the Director of Partnerships & Collaboration for a program orientation. From there, a second meeting is required for faculty to provide discipline specific orientation, as well as work on course alignment and content, learning outcomes, syllabi, assessments, and evaluation. If a high school partner teacher application is denied, the high school partner teacher will receive an official letter from NHCC.
After high school partner teachers are approved to teach in the NHCC Concurrent Enrollment Program, they are assigned faculty mentors. These faculty mentors are typically full-time, credentialed instructors and teach in the same discipline as the high school partner teacher. Faculty mentors work with the high school teacher partners before the course is offered to ensure that class rigor, learning outcomes, grading standards, syllabi approval, and assessment measures will be met. During the course, faculty mentors make sure that each expectation outlined within D2L (online database where program information is uploaded and stored) is being met, and support the high school partner teacher in entering grades at the end of the course. All-in-all, faculty mentors are the high school partner teacher’s main contact and resource within the Concurrent Enrollment Program.

FACULTY MENTORS:
High school partner teachers teaching in NHCC’s Concurrent Enrollment Program are expected to work closely with their assigned faculty mentor to offer students a rigorous, college-level learning experience identical to that offered in an on-campus setting. NHCC will track and monitor all program expectations through our online database, D2L. All high school teachers and faculty mentors have access to the Concurrent Enrollment D2L webpage where they will find announcements, expectations, and forms.
High school partner teachers and faculty mentors should work together to create the high school syllabus. North Hennepin faculty are required to follow certain standards set forth by Minnesota State and their academic department, but for the most part, have academic freedom in building their own course syllabus. Our high school partners have this same freedom, however, their syllabus should indicate that the course is a North Hennepin course. It should also include identical learning outcomes, an identical grading scale and standard. A copy of the high school syllabus and faculty mentor syllabus must be uploaded to the D2L website.
ASSESSMENTS

High school partner teachers are required to assess students the same way as the faculty mentor does for his/her on-campus course. Together, high school partner teachers and faculty mentors should choose at least one assessment that is given in the Concurrent Enrollment course and the on-campus course. This assessment and rubric (if applicable) must be uploaded to the D2L webpage.
At least one time per course, the faculty mentor is required to complete a classroom observation of the high school CEP course. The high school teacher and faculty mentor should work together to find a date and course topic to observe. It is suggested that the classroom observation occurs by mid-term. The classroom observation form is located in D2L. Faculty mentors should complete and upload the form back to the classroom observation folder.
Near the end of the Concurrent Enrollment course, high school partner teachers must send out an electronic end-of-course evaluation to all students who are taking the course for college credit. Once complete, NHCC’s Institutional Research department will collect and aggregate the information and will provide it to the Director of Partnerships & Collaboration who will send it to high school partners teachers and faculty mentors. The link to surveys can be found in the D2L folder.
Concurrent Enrollment grades are submitted online through eServices just as on-campus student grades are submitted. High school partner teachers will log in to eServices with their StarID and password, upload whole letter grades for each student, and save these grades in a draft form. High school partners teachers will then notify their Faculty mentors who will log into eServices and officially submit student grades.

*Grade submission must be completed within five business days of the course ending.*
It is required that faculty mentors provide discipline specific professional development on an annual basis to their high school partner teacher. This can come in many forms; it’s important that our high school partner teacher feels they are being developed professionally and that, together, detailed notes/summary of the development is created and uploaded to the D2L folder.
COMMUNICATION

High school partner teachers and faculty mentors are responsible for remaining in communication with each other throughout the length of the Concurrent Enrollment course. It is equally as important that both high school partner teachers and faculty mentors are in communication with the Director of Partnerships & Collaboration when appropriate. Communication is expected to be prompt, professional, and thorough.
By teaching in NHCC’s Concurrent Enrollment Program, high school partner teachers agree to uphold the rigor of their classes to the same standards of those taught on our campus. Along with teaching a rigorous, college-level course in the high school, high school partner teachers and faculty mentors also agree to attend all Concurrent Enrollment meetings. During the course of the year, there will be two mandatory meetings outside of the classroom that the high school partner teacher and faculty mentor are to attend. The first, a program meeting with the Director of Partnerships & Collaboration. The second, annual Professional Development hosted by the faculty mentor. If the high school partner teacher or faculty mentor do not attend these required meetings, a separate meeting will be held to discuss ways in which this issue can be addressed.

If a faculty mentor determines via correspondence or an in-class observation that the class being taught by a high school partner teacher does not meet the rigorous, college-level standards that are expected, a meeting will be held to discuss ways in which this issue can be addressed.

North Hennepin Community College’s Concurrent Enrollment Program reserves the right to decertify, suspend, or dismiss any high school partner teacher at any time for gross misconduct or non-compliance with North Hennepin Community College policies and procedures.
Eligibility: To participate in North Hennepin Community College’s Concurrent Enrollment Program, students must meet the eligibility requirements:

- Junior, with a class rank in the top one-third or 66th percentile of graduating class, OR
- Senior, with a class rank in the top one-half or 50th percentile of graduating class, OR
- Overall GPA of 2.0 or higher for courses that do not require a prerequisite or college level placement, OR
- Submit a favorable recommendation from a designated high school official
- For students who register for a CTE course, students must pass the 8th grade MCA to be eligible
Course Application and Registration Information: All Concurrent Enrollment students must apply and register online. Application, material submission, and registration must happen within the first 15 days of the Concurrent Enrollment course starting.

- NHCC has provided a step-by-step resource guide to walk students through the STARID, Application, and Registration process. This guide is found on the Concurrent Enrollment webpage at www.nhcc.edu/concurrent.

- Students should activate their STARID and apply to NHCC by day 5 of the course so that NHCC has time to process their application. By day 11, students should register for the course.

- In the meantime, NHCC will provide each teacher or coordinator with a student spreadsheet to complete. The high school partner teacher, counselor, or coordinator will finalize the spreadsheet and send back to NHCC, along with students transcripts and signature forms. Signature forms must be signed by student, parent/guardian, and high school counselor, and can be found on the Concurrent Enrollment webpage.

- NHCC staff are available for any questions and support that students, teachers, counselors, or coordinators have.
Students may **add or drop** a course through the **15th day of the term**.

Students are allowed to withdraw from a course after the 15\textsuperscript{th} day through approximately 80\% of the term. Withdraw courses appear on a transcript as a “W” and have a direct impact on academic standing but not GPA.

*Please consult High School Guidance Counselors, Deans, and/or Student Services personnel for high school specific procedures and reporting practices.*
NHCC’s high school partner teachers are responsible for adhering to the policies, procedures, and practices of the Concurrent Enrollment Program. Failing to do so jeopardizes NHCC’s ability to offer Concurrent Enrollment Program classes at secondary institutions and/or award college credit to students taking these courses.

Students taking NHCC Concurrent Enrollment courses are to be held to the same learning expectations and outcomes, same grading standards, and assessed using the same methods as students in on-campus sections. The grade given for NHCC’s credit must be the same grade given for high school credit. NHCC uses whole grades.
North Hennepin Community College, along with other Minnesota state colleges and universities, are committed to making transfer as seamless as possible for students. Transfer agreements and pathways have been formalized with several institutions to simplify transfer procedures for students and ensure transfer of credits from North Hennepin Community College to other colleges and universities.

North Hennepin also offers baccalaureate programming on campus through a variety of universities. More information about 4-year programs on the NHCC campus can be found at [www.nhcc.edu/universitycenter](http://www.nhcc.edu/universitycenter).

After graduation, if a Concurrent Enrollment student enrolls at a Minnesota State college or university, they will not need to request an official transcript from NHCC as our systems are connected. If a student is attending any college in the University of Minnesota system, Private College system, or out-of-state, they will need to request an official transcript from NHCC. Students should follow the directions at the link below:

[https://nhcc.edu/registration/records-registration/request-transcripts](https://nhcc.edu/registration/records-registration/request-transcripts)
Students taking Concurrent Enrollment courses at their high school are considered NHCC students. Concurrent Enrollment students have the same level of access to learning resources and are beholden to the same rules, policies, and procedures as all other students. Thus, they are expected to follow all rules, policies, and procedures that pertain to NHCC students. It is imperative that high school administrators are aware of this. You can find a full listing of North Hennepin Community Colleges current official policies and procedures at [http://www.nhcc.edu/policies](http://www.nhcc.edu/policies).

Policies in place include: Student Conduct, such as Academic Dishonesty, Computer and/or Technology Misuse, Discrimination or Harassment, Code of Conduct, Disruptive or Disorderly Conduct, Hazing, Failure to Comply/Falsifying Information, Gambling, Solicitation, Theft, Damage or Misuse of College or Personal Property, Threatening and/or Harmful Conduct. Violations of Federal, State and Local Laws and Minnesota State Policies are all subject to disciplinary action.