Welcome to the North Hennepin Community College’s Concurrent Enrollment Program! We are excited and honored to partner with your high school to offer Concurrent Enrollment courses to you as you expand your academic horizons and begin your college career.

The Concurrent Enrollment Program (CEP) provides an academic opportunity that will help you transition from high school to college. Through Concurrent Enrollment, you will earn valuable course work experiences that will help you build a strong base for your future college career.

Your NHCC transcript starts now and your grades/successful completion of these courses could affect your academic scholarships, financial aid, and academic standing when you apply for admission to the college of your choice after high school graduation. Take these courses very seriously and do your best!

This handbook has been created to help you maximize your Concurrent Enrollment experience. Please review the information included to ensure a smooth and rewarding experience here at NHCC.

Wishing you a great year and an incredible Concurrent Enrollment experience!

Best Wishes,

Katie Elsbernd
Director, Partnerships and Collaborations
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ABOUT THE PROGRAM:

What is Concurrent Enrollment?
Concurrent Enrollment is a college course made available through the PSEO program, offered at a high school, and taught by a high school teacher. Concurrent Enrollment courses enroll only high school students in order for them to earn both high school and college credit. Students get the opportunity to experience the *academic rigor of college curriculum* and strengthen their study skills in a high school environment.

What to Expect:
Before applying and registering for a Concurrent Enrollment course, discuss this option with a high school counselor and parent/guardian. Students will want to confirm they meet the eligibility requirements, identify if the course would apply to their high school graduation requirements, and make sure they are ready for the rigor of a college level course.

Students will then go through the process of applying and registering for the course by utilizing our step-by-step resource guide found on the [NHCC Concurrent Enrollment webpage](#).

The Concurrent Enrollment Program course follows the same guidelines, outcomes, objectives, assessments, and grading standards of that on the NHCC campus. Feel free to utilize any of the student resources on campus to help you successfully complete the Concurrent Enrollment Program course.

*It’s important to understand that the grade students receive in the Concurrent Enrollment course will be part of their permanent college transcript.* This is the same grade that they will receive on their high school transcript. The Concurrent Enrollment Program course is a real college level course, so students should do their very best!
To participate in NHCC’s Concurrent Enrollment Program, students must meet the eligibility requirements below:

- 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

Most Concurrent Enrollment classes offered through NHCC do not require a pre-requisite or Accuplacer placement test to enroll. However, if students enroll in a course with a placement level (math), they will be required to take that portion of the Accuplacer. In that case, an NHCC representative will come to the high school to administer the test. Students must meet the minimum placement score to be eligible. If students need to retest, or cannot make the scheduled time at the high school, they must come to campus and can retest for a $10 fee. The fee will not be charged on campus for first time test takers. For students that have completed ACT testing, they can use a score of 18 in English and 22 in Math to be waived from the Accuplacer.
APPLICATION AND REGISTRATION

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.

• A counselor, coordinator, or high school teacher will submit students transcripts and completed signature form. Students are responsible to complete the signature form within the first 15 days. 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.
ADD/DROP, WITHDRAW POLICY

Before adding, dropping, or withdrawing from a course, it is **highly recommended** that students meet with their high school counselor. Some high schools *require* a meeting before students can adjust their class schedule. Students should see their school counselor for details.

**Add/Drop:** Students can add/drop a class through the 15th business day of the class. A drop has no impact on academic standing and will not appear on any transcript.

**Withdraw:** Students can withdraw from a course starting the 16th business day of the class, through 80% of the term. A withdraw can affect students academic standing and will appear as a ‘W’ on their official transcript at North Hennepin. Withdraws do not affect GPA.
Concurrent Enrollment courses follow the same grading scale and standard as those at North Hennepin. NHCC awards whole letter grades (A, B, C, D, F).

Students must maintain a 2.0 cumulative GPA to continue in the Concurrent Enrollment program. The students transcript is a permanent college record.

This is not an opportunity to try college; this is real college.
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.

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.
All Early Middle College Program students have the same level of access to learning resources as traditional students at NHCC. Below is a list of a few learning resources that are available. For a complete listing of student resources, visit our webpage at: www.nhcc.edu/studentresources.

- **Access Services:** Access Services is dedicated to ensuring equal access to the College for students with physical, learning, psychiatric, and other documented disabilities. The Access Services department is located inside the Library in the Learning Resource Center and can be contacted at 763-493-0555.

- **Advising:** Academic Advising is available to help with registration, course planning and transfer. The Advising Center is located in the Educational Services building and can be contacted at 763-424-0703. When meeting with an advisor, students should make sure to identify as an Early Middle College student.

- **Tutoring:** Tutoring services are offered through the Math Center, Writing Center and Peer Tutoring space, all inside the Library in the Learning Resource Center. Peer tutoring is available weekdays and several evenings each week to help students with a variety of courses. NHCC also offers online tutoring through Smarthinking for our online students.

- **Counseling:** During the academic year, it is not uncommon for students to experience a range of issues dealing with personal crisis, relationships, increased anxiety, alcohol/drug problems, depression, difficulty concentrating, and/or lack of motivation. Mental health concerns or stressful events may lead to inability to participate in daily activities. The NHCC Community is committed to the health and wellbeing of all students. We are here to help. NHCC’s Counseling Center provides free and confidential services to all NHCC students. Appointments: 763-493-0554 or email us at counseling@nhcc.edu. For additional resources visit: http://www.nhcc.edu/counseling

- **Student Life:** Whether you're interested in student government, leadership development, clubs and organizations, sports, or fine arts, NHCC has a group or activity to fit your interests. Exhibit your work in our art gallery. Sing with concert, community, or chamber choirs, or perform with a jazz ensemble. Get involved with our award-winning literary and arts magazine *Under Construction*, or the non-fiction collection of student cultural narratives *Realities*. Participate in recreational activities. There are always opportunities to enhance your college experience!
TRANSFER AND TRANSCRIPTS

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.

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
FAQ’S

Q: What if I need help activating my STARID, applying, or registering?
A: You can find our step-by-step resource guide online, ask your teacher, counselor, or coordinator at your high school for help, or contact an NHCC Concurrent Enrollment Program staff (details are on page 3 of this handbook).

Q: What materials do I need for a successful application?
A: You must apply online as a Concurrent Enrollment student, submit your official high school transcripts, submit your completed signature form, and register online for your course.

Q: What if my parent(s) want to talk to my high school teacher about my progress in the Concurrent Enrollment course?
A: Students must sign off on a FERPA form, found on our website, if you want your high school teacher to talk about any aspect of the Concurrent Enrollment course with your parent(s).

Q: How do I get my transcript after I complete the course?
A: Follow the directions on our webpage: http://www.nhcc.edu/registration/records-registration/request-transcripts

Q: How will my Concurrent Enrollment courses transfer?
A: Transferring of courses is always subject to the receiving institution. Please contact the college you plan to attend to see how your Concurrent Enrollment courses will transfer. You can also speak with your high school counselor, or visit www.transferology.com.