

**CONCURRENT ENROLLMENT
PROGRAM
STUDENT HANDBOOK**



North Hennepin
Community College

Dear Students,

Welcome to North Hennepin Community College! We are excited and honored to partner with your high school to offer Concurrent Enrollment courses to you as you expand your academic horizons in beginning 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 your college of choice after your 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.** Please review this information with your parents/guardians to become more familiar with how the program works.

Wishing you a great year – and an incredible CEP experience!

Best Wishes,

Katie Elbernd

Director, Partnerships and Collaborations

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STARID: _____

PASSWORD: _____

**For StarID issues or to reset your password, visit nhcc.edu/starid.*

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 CEP course at your high school, discuss this option with your high school counselor and parent/guardian. You'll want to confirm you meet the eligibility requirements, identify if the course would apply to your high school graduation requirements, and make sure you're ready for the rigor of a college level course.

If you feel enrolling in a CEP course is best for you, you will go through the process of applying and registering for the course with an NHCC Representative who will come to your high school and assist you with this process.

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 you receive in the CEP course will be part of your permanent college transcript. This is the same grade that you will receive on your high school transcript. The Concurrent Enrollment Program course is a real college level course, so do your very best!

Student Eligibility

To participate in NHCC's Concurrent Enrollment Program, you 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 you enroll in a course with a placement level (math), you will be required to take that portion of the Accuplacer. In that case, a representative will come to your high school to administer the test. You must meet the minimum placement score to be eligible. If you need to retest (or cannot make the scheduled time at the high school), you 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 CEP students must apply and register online. A North Hennepin Admissions Representative will help with this process. Application, material submission, and registration must happen within the first 15 days of the Concurrent Enrollment course starting.

Prior to application, you must activate your StarID. You can do this at any time at nhcc.edu/starid. There is space on the first page of this guidebook where you can write down your StarID and password. This log-in information is **extremely** important, as it is your access to your college information.

A NHCC Admissions Representative will visit your classroom two different times within the first 15 days of class. On the first visit, the representative will walk through StarID activation, as well as the online application with you. The representative will also hand out the signature page. The signature form should be signed by you, your parent, and your high school counselor as permission to enroll in the CEP course.

During the second visit, the representative will walk through registration, collect the completed signature/FERPA page and official transcripts. After processing, you will receive an acceptance letter into our program.

Add/Drop, Withdraw Policy

Before adding, dropping, or withdrawing from a course, it is **highly recommended** you meet with your high school counselor. Some high schools *require* a meeting before you can adjust your class. See your school counselor for details.

Add/Drop: You 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: You can withdraw from a course starting the 16th business day of the class, through 80% of the term. A withdraw can affect your academic standing and will appear as a 'W' on your official transcript at North Hennepin.

Grading

CEP courses follow the same grading scale and standard as those at North Hennepin. NHCC awards whole letter grades (A, B, C, D, F).

You must maintain a 2.0 cumulative GPA to continue in the Concurrent Enrollment program. Your transcript is a permanent college record. This is not an opportunity to try college; this is real college.

NHCC'S Policies and Procedures

Students taking CEP courses at their high school are considered NHCC students. CEP 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.

Student Resources

All Concurrent Enrollment students have the same level of access to learning resources as students taking classes on campus. Below is a list of a few learning resources available to you. For a complete listing of student resources, visit our webpage at: <http://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 Advisors at North Hennepin Community College are 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.

Tutoring:

Tutoring services are offered through North Hennepin Community Colleges 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. North Hennepin also offers online tutoring through Smarthinking for our online students.

Testing:

The Testing Center administers a variety of testing services to prospective and current North Hennepin Community College students. The most common test administered is the Accuplacer Placement Test. For the Concurrent Enrollment Program, students that are taking any Concurrent Enrollment course that requires a placement test must complete the Accuplacer before being eligible to take the course. Admission Representatives will schedule a time for students to test at their high school the spring semester prior to the Concurrent Enrollment course being offered. If you miss the Accuplacer administered at your high school, you will need to come to the North Hennepin campus to complete the test.

Transfer:

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 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

After High School

After graduation, if you plan to attend NHCC or another Minnesota State college or university, you do not need to obtain an official transcript as our system is connected between colleges. If you plan on attending the University of Minnesota, any private university, or out of state college, you will need to request your official transcript from NHCC. Follow these steps to retrieve your official transcript:

<http://www.nhcc.edu/registration/records-registration/request-transcripts>.

North Hennepin Community College offers a variety of associate degrees at an affordable cost. We also offer a variety of Bachelor degrees on our campus through various universities. After you complete your associate's degree from NHCC, you have the opportunity to stay on our campus to complete the remaining two years of your bachelor's degree. Find out more about our associate's degrees at:

<http://www.nhcc.edu/academic-programs>, and more about our bachelor degree options at:

<http://www.nhcc.edu/universitycenter>.

FAQ's

Q: What if I miss a day when the NHCC Representative visits our class to apply or register?

A: Your high school teacher has the tools and resources to help you complete your application and registration within the first 15 days of the class.

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 page/FERPA, 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 the FERPA form, found on the back side of the signature page, 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.