

# North Hennepin Community College's Early/Middle College Program Handbook



North Hennepin  
Community College

# Dear Students:

Welcome to North Hennepin Community College (NHCC)! We are excited and honored that you have chosen to participate in NHCC's Early Middle College Program. The Early Middle College Program gives students who are enrolled in an approved Alternative Learning Center (ALC) an opportunity to enroll in classes at NHCC. This is the start of your college career and we're here for you every step of the way.

Your NHCC transcript starts now. The grades you receive in this program may affect any future academic scholarships, financial aid, and academic standing when you apply for admission to the college of your choice after graduation. **Take these courses very seriously and do your best!**

This handbook has been created to help you maximize your experience in the Early Middle College Program on our campus. Please review the information included to ensure a smooth and rewarding experience at NHCC. Please review this information with your parent/guardian to familiarize yourself with our program and expectations.

Wishing you a great year – and an incredible experience!

Best wishes,

**Katie Elsbernd**

Director, Partnerships & Collaborations



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# Early/Middle College Program Contacts

## High School:

- *Your high school counselor*
  - You will work with your high school counselor each semester to choose college courses that will also help you meet your high school graduation requirements

## North Hennepin Community College:

- *Katie Elsbernd*, Director of Partnerships & Collaboration
  - [Katie.Elsbernd@nhcc.edu](mailto:Katie.Elsbernd@nhcc.edu), 763-424-0787
- *NHCC Counseling Center*
  - Non-academic related support
  - [counseling@nhcc.edu](mailto:counseling@nhcc.edu), 763-493-0554
- *NHCC Advising Center*
  - For course planning and transfer
  - [advising@nhcc.edu](mailto:advising@nhcc.edu), 763-424-0703



# About the Program

- Made available through the Post-Secondary Enrollment Options (PSEO) program, and is a partnership between North Hennepin Community College (NHCC) and an approved Alternative Learning Center (ALC)
- Offers developmental and college courses to students who are currently enrolled full time in an approved ALC.
- Students get the opportunity to experience academic rigor of courses offered on a college campus and strengthen their study skills.
- Students should discuss the Early Middle College Program with their high school counselor and parent/guardian before applying.

***It's important to understand that the grade received in the college course will be reflected on a permanent college transcript.***

# Eligibility & Next Steps

- Application steps:
  - Submit a paper application, found on [NHCC's website](#), to the high school counselor
  - Complete a **Notice of Student Registration Form** that must be signed by student, parent, and counselor + official high school transcript
  - Complete a scheduled Accuplacer test with NHCC. Students must receive a score of 236 or higher on the Accuplacer Next Gen Reading test to be eligible
- Once accepted, students work with NHCC to determine first semester courses.
  - All students are required to complete a First Year Experience (FYE) course their first semester.
  - Additionally, students may register for an additional course their first semester which will be determined by their placement test scores and the degree path they've chosen.



# Expectations of the Student

- Students are expected to show up on time to **every** class. If students cannot make it to a class, they should let their faculty know ahead of time.
- Students are expected to do their homework, study for their tests, and actively participate in each class.
  - If students experience difficulty in their class, they should reach out to their faculty, high school counselor, or Program Director.
  - Faculty contact information and office hours are located on the class syllabus which every student receives the first day of class.
- It is our expectation that students follow up with program support staff on a regular basis throughout each semester.
- If students need non-academic support, they should seek out their trusted contacts at their high school or connect with NHCC counselors.
- ***Students registered for ADEV 0952 must pass with a C or above to continue in the program. All other students must maintain a minimum 2.0 GPA. In order to do this, students must put in every effort possible to be successful.***
- If a student does not maintain a 2.0 GPA, but wishes to continue in the program, they may fill out an Early Middle College Program Appeal form. Program staff and high school counselors will review appeals for approval/denial.



# Add/Drop, Withdraw Policy

- Before adding, dropping, or withdrawing from a course, it is **highly recommended** that students meet with their high school counselor and NHCC's PSEO academic advisor
- **Add/Drop**: Students can add/drop a class through the 15<sup>th</sup> business day of the class start date. A drop has no impact on academic standing and will not appear on the transcript.
- **Withdraw**: A course withdraw is allowed after the add/drop period has ended (15 business days) and through approximately 80% of the term/course. A withdraw is recorded on the transcript as a "W" and does impact academic standing but not GPA.



# Student Resources

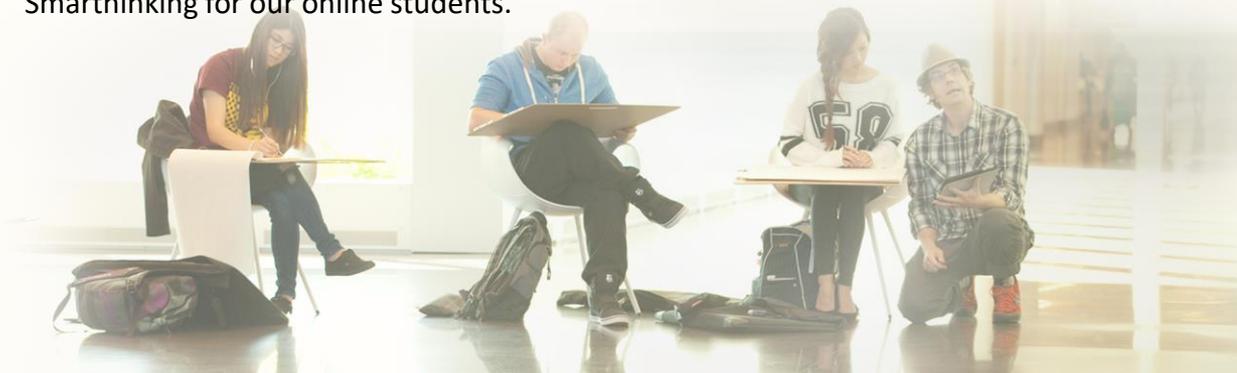
All Early Middle College Program students have the same level of access to learning resources as traditional students at NHCC. Below is a list of a few learning resources that are available. For a complete listing of student resources, visit our webpage at:

[www.nhcc.edu/studentresources](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 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](mailto: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!



# After High School

- After graduation, if students plan to attend NHCC or another Minnesota State college or university, they do not need to obtain an official transcript as our system is connected between colleges.
- If students wish to continue on at NHCC, they will need to re-submit an application and follow the admission steps found at [www.nhcc.edu/admissions](http://www.nhcc.edu/admissions).
- If students need an official transcript from NHCC, they should follow the directions at this link: <http://www.nhcc.edu/registration/records-registration/request-transcripts>.

## Next Steps

- Students who have applied, completed the placement test, and have been accepted into the program ***must complete a mandatory orientation session at NHCC.***
- During orientation, students will create and activate their STARID, set up their NHCC email, review course schedule, retrieve textbooks, a student ID, and tour campus.
  - In order to get a student ID, students must bring a photo ID

