



# Student Handbook

## Concurrent Enrollment Program

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# Welcome!

## Welcome to North Hennepin Community College's Concurrent Enrollment Program!

We are excited to partner with you and your high school to offer concurrent enrollment courses to you as you begin or continue your college career.

NHCC's 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 maximize your concurrent enrollment experience. Please review the information included to ensure a smooth and rewarding experience with NHCC.

Wishing you a great year!

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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, students should 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](#).

NHCC's Concurrent Enrollment Program courses follow the same guidelines, outcomes, objectives, assessments, and grading standards of that on campus. Feel free to utilize any of the student resources on campus to help you successfully complete the concurrent enrollment 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 students will receive on their high school transcript. The concurrent enrollment course is a real college level course, so students should do their very best!

# Student 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 66<sup>th</sup> percentile of graduating class, **OR**
- Senior, with a class rank in the top one-half or 50<sup>th</sup> percentile of graduating class, **OR**
- Overall GPA of 2.0 or higher for courses that do not require a prerequisite or college level placement,

Most concurrent enrollment courses offered through NHCC do not require a pre-requisite or Accuplacer placement test to register. However, if students register for a course with a placement level, they will be required to take that portion of the Accuplacer or provide ACT scores. A staff member from the program will work with students if a pre-requisite is required.

# Application and Registration

All concurrent enrollment students must apply and register online. Application, signature form, transcript, and registration must happen within the first 15 business days of the concurrent enrollment course starting.

On the Concurrent Enrollment Program [webpage](#), NHCC has provided several resources to help students apply and register. This includes a step-by-step video and document.

Students should activate their StarID and apply to NHCC during the first week of class so that NHCC has time to process applications for registration. During the second week of class, students should plan to register for the class through eServices. Students and their parent/guardian will also need to complete a signature form indicating their awareness and implications of the concurrent enrollment course.

NHCC staff are available if any student needs support with this process.



# Adding, Dropping or Withdrawing From a Class

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 schedule. Students should see their school counselor for details.

Students may add or drop a course through the 15<sup>th</sup> business day of the term.

Students are allowed to withdraw from a course after the 15<sup>th</sup> 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.

# Grading

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).

The student's transcript is a permanent college record, therefore, students must follow our academic standards guidelines. These include maintaining a minimum 2.0 cumulative GPA and a 67% completion of all classes that a student registers for. Dropping below either of these could result in an academic warning or suspension. A suspension will follow students to all Minnesota State colleges and universities and may affect their admission and financial aid.

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



# NHCC's Policies and Procedures

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.**

# Student Resources



All concurrent enrollment 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 can be contacted at 763-493-0555.

**Advising:** Academic Advising is available to help with registration, course planning and transfer. The Advising Center can be reached at 763-424-0703.

**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.

**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. The NHCC Community is committed to the health and wellbeing of all students. NHCC's Counseling Center provides free and confidential services to all NHCC students. Appointments: 763-493-0554.

**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. There are always opportunities to enhance your college experience!

# Transfer and Transcripts

After high school, we strongly encourage students to continue taking courses at NHCC. We have a variety of degree pathways which can be found at [www.nhcc.edu/programs](http://www.nhcc.edu/programs). Students must apply as an undergraduate student in order to continue taking classes at the college.

NHCC, 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 to ensure transfer of credits from NHCC to other colleges and universities.

NHCC also offers baccalaureate programming on campus through a variety of universities. More information about our 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>

# 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 staff (details are on page 3 of this handbook).

**Q: How many college credits can I take per semester?**

A: Students can take up to 16 college credits.

**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 they want their high school teacher to talk about any aspect of the concurrent enrollment course with 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. Students should contact the college they plan to attend to see how their concurrent enrollment courses will transfer. They can also speak with their high school counselor or visit [www.transferology.com](http://www.transferology.com).