



Concurrent Enrollment Program

High School
Student Handbook

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Concurrent Enrollment is a program administered through South Central College to receive both high school and college credit for the course you take in the high school. These courses are taught during the regular school day by high school instructors from your school. Your teachers are supported by South Central College faculty and will be teaching classes that are the same content and rigor as the course that would be taught at the college.

Students successfully completing a course receive South Central College academic credits. Simply put, as a Concurrent Enrollment student you are a real South Central College student taking real South Central College courses!

Admission and Registration for Concurrent Enrollment

Application Process

Students are encouraged to complete the application process the semester prior to the start of the course or as soon as they plan to enroll in a Concurrent Enrollment course. This will help make the actual registration process go smoother for both the students and the teacher. Applications for Concurrent Enrollment are usually submitted by your high school guidance counselor approximately three months prior to the actual start of the Concurrent Enrollment course. These applications will be processed by the Admissions Office at South Central College, and each applicant will receive a letter indicating if they were accepted or denied based on the eligibility criteria below.

Concurrent Enrollment Eligibility

Students wanting to participate in a Concurrent Enrollment course will need to talk to the Concurrent Enrollment teacher at the high school or the high school guidance counselor to complete the appropriate forms and determine their eligibility for Concurrent Enrollment.

Here is the eligibility criteria for a student wanting to take a Liberal Arts & Science course :

Seniors: Class rank in the upper one-half of their class **OR** score at or above the 50th percentile on a nationally standardized, norm-referenced test (ACT, SAT, PLAN, ASPIRE, or PSAT) **OR** cumulative GPA of 2.8 (on a 4.0 scale) or better.

Juniors: Class rank in the upper one-third of their class **OR** score at or above the 70th percentile on a nationally standardized, norm-referenced test (ACT, SAT, PLAN, ASPIRE, or PSAT) **OR** cumulative GPA of 3.2 (on a 4.0 scale) or better.

If a Concurrent Enrollment student is wanting to take a Career & Technical Education course and do not meet the above criteria, work with your guidance counselor. Students may be admitted based on a recommendation of a high school contact person.

Appeal Process

If a student does not meet the set requirements for eligibility, there is an appeal process in place for students who are interested in taking a course through Concurrent Enrollment. Below are the items we will need to receive in order to complete the Student Appeal Process :

1. A completed Student Appeal Form
2. A personal letter from the student
3. Letter/letters of recommendation from teachers and/or administrators
4. High school transcripts (must include final grades for the semester/trimester/quarter immediately prior to the requested Concurrent Enrollment course)

Course Eligibility - Pre-requisites, Accuplacer Testing, and Credit Load

Once accepted as a Concurrent Enrollment student, you may need a pre-requisite course or be required to take an Accuplacer test to determine if you meet the college readiness requirements of a Concurrent Enrollment course. To see if you meet course eligibility, review the course descriptions on the Concurrent Enrollment website. Accuplacer information including bypassing of the test can be found on the South Central College website at www.southcentral.edu/accuplacer.

Concurrent Enrollment students are allowed to enroll in a maximum of 20 credits per semester. This includes all concurrent enrollment or PSEO credits from either SCC or any other Minnesota State institution. Students exceeding this limit will be notified of the issue and will be required to choose which courses they would like to remain enrolled in for college credit.

Course Registration

After you have been admitted into the concurrent enrollment program, you are eligible to take classes. The Registration office at South Central College will verify you have met any pre-requisites for the course, and then will register you for the course. You will be registered by the fifth day of the class following the Student Timeline published on the Concurrent Enrollment webpage. Once registered and the course begins, you will have access to any course content that may be online through Desire to Learn (D2L) Brightspace.

Concurrent Enrollment courses need to be taken for college credit. A student cannot only take the course for high school credit. If a student would only want to take the course for high school credit, a request to the South Central College president would need to be approved in accordance with Minnesota Statute 124D.09 Subpart H.

Tuition

South Central College does not charge the student tuition for enrollment in Concurrent Enrollment courses. Per Minnesota law, your school and/or school district pay for the costs to take the course.

Technology for Concurrent Enrollment

StarID

The StarID is a username that will be used across the Minnesota State Colleges and Universities to access D2L Brightspace, email, and e-Services (access transcripts and look up final grades). For more information and the ability to activate or reset your password, visit www.southcentral.edu/starid.

Desire2Learn (D2L) Brightspace

D2L Brightspace is an online course management system that some Concurrent Enrollment instructors use for their class. Within D2L, students could be submitting assignments, completing quizzes and viewing grades from homework.

To access your SEC D2L, go to www.southcentral.edu, mouse over "MySCC" on the top of the page. A dropdown will appear. Click on "D2L Brightspace". Use your StarID and password to log in.

SCC Email

All Concurrent Enrollment students have a South Central College email address. Emails from the college will be sent to this email address. Your email address is in this format:

first name.lastname@my.southcentral.edu

To access your SEC email account, go to www.southcentral.edu, mouse over "MySCC" on the top of the page. A dropdown will appear. Click on "Email". Your username and password to access your email are in this format:

Username: Your StarID@go.minnstate.edu (example: aa1234bb@go.minnstate.edu)

Password: Enter in your StarID password

Once in your account, your email is located in the 'Outlook' tile. You also have access to Microsoft Office applications while taking courses through SEC. Just click 'Install Office' to access these.

Forwarding your email to either your high school email or another email you check often is a good option. Any email sent to your SCC email will automatically also send to the other email.

Here are steps to forward your SEC email to a personal account:

1. Log in to your SEC Office 365 email
2. Click on the settings cogwheel in the upper-right corner
3. Type 'Forwarding' into the top 'Search all settings' field
4. Click on the 'Forwarding' search result
5. On the settings page, choose the 'Start Forwarding' option
6. Enter in your personal email address to the field
7. Check the box to 'Keep a copy of forwarded messages'
8. Click 'Save'

If you have any IT related questions, please contact the South Central College IT Helpdesk at helpdesk@southcentral.edu or 507-389-7280.

Class Expectations and Student Help

What to expect --

When you walk into a Concurrent Enrollment course, you are walking into a South Central College classroom. You will be working with the same course content as on-campus students, and your Concurrent Enrollment teacher(s) will be using the same assessment methods as on-campus faculty. Expect a faster pace, greater personal responsibility, and higher standards than you would in a typical high school course.

Faculty Participation --

Each Concurrent Enrollment high school teacher meets with a South Central College faculty partner during the academic term. This helps South Central College support the high school teacher in their professional development, engages students in interacting with college faculty and ensures the rigors of the course meet with expectations of the college.

Course Syllabus --

In order to succeed in college, it is very important that you read the course syllabus. In addition to assignments, a course syllabus will contain vital information on course expectations, key dates, class attendance, advising and grading.

Think of the syllabus as the course roadmap. Read the syllabus, refer to it throughout the course and know that it should guide you through your course! Keep your syllabus (along with all exams, papers, reports, etc.) after the course has ended. If you decide to go to a college other than South Central College, having syllabi available from the classes you took through Concurrent Enrollment may help you to secure credit recognition.

Class Attendance --

Attendance is one of the most important factors for student success in college courses. In many cases, the learning and practice that occurs during regular class meetings simply cannot be "made up."

Instructors, guided by the policies of their departments, set their own attendance regulations and rules for late work, and may include attendance as a grading criterion. Always review your course syllabus for your instructor's attendance policy. Students are held responsible for meeting all course requirements and for observing deadlines, examination times, and other procedures.

Academic Advising, Learning Resources and Support Services

College courses are demanding and time consuming. Gather information. Talk with your high school guidance counselor and/or the Concurrent Enrollment teacher. Talk with other students who are in the same course as you or have already taken the course you are taking. You also have access to use the Academic Support Center, career and counseling services and the Online Learning at South Central College. Visit www.southcentral.edu/academic-support-center/academic-support-center to see all these resources available to you.

Academic Honesty --

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation and personal responsibility must be maintained. As students of South Central College, Concurrent Enrollment students assume the responsibility to fulfill their academic obligations in a fair and honest manner. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, or expulsion). You can read more about these sanctions on the Student Academic Policies webpage on the South Central College website.

To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided:

Plagiarism - Submission of an academic assignment as one's own work, which includes intellectual theft and undocumented use of information. This does not only apply to direct quotes but also to critical ideas that are paraphrased by the student.

Plagiarism includes but is not limited to:

- Submitting the work of others as your own
- Submitting others' work as your own without adequate footnotes, quotations, and other reference forms
- Multiple submission of the same work, written or oral, for more than one course without both instructor's permission, or making minor revisions on work which has received credit and submitting it again as new work.

Cheating - Use of unauthorized assistance or material to help fulfill academic assignments. This includes unauthorized copies of test materials, calculators when not allowed, help from another student, etc.

Dropping/Withdrawing from a Concurrent Enrollment Course

To drop or withdraw from a Concurrent Enrollment course, you must talk to your high school guidance counselor and/or instructor to discuss the circumstances. To drop, students have until the 15th day of the course. Dropping means the course will not show on your transcript and no grade will be given.

After the 15th day and through the first 80% of the course, it would be considered a withdrawal and a 'W' will show up on your South Central College transcript. A student would receive a grade of 'W' rather than a standard letter grade. Please note, a 'W' does not affect GPA but may make you ineligible to enroll in future Concurrent Enrollment courses due to affecting your completion rate at South Central College. A 'W' can also affect future college applications for admission or financial aid. If you are concerned with your academic performance, talk to the teacher as soon as possible.

Drops and withdrawals will need to be processed by the Secondary Relations office at SEC. We request an email be sent directly from the teacher or counselor at the high school and it should include the student's name, the course they are withdrawing from, and their last date of attendance. This email will serve as documentation for their request and will be entered into their student file.

Course Cancellation

A cancellation of a Concurrent Enrollment course could happen. If a cancellation occurs, you will be notified by your high school counselor about your next steps.

South Central College Grading Scale

How Your GPA is Calculated

Every term, a student's record is filled with courses that have some type of grade attached to them. In calculating the GPA, only courses with letter grades of A, B, C, D, (including +'s and -'s) and F are used. Every course carries with a certain number of quality points. Quality points are found by multiplying a course's credits by its grade.

To allow us to do the multiplication, we convert letter grades into numbers as follows:

Grades and Quality Points					
Grade	Quality Points	Grade	Quality Points	Grade	Quality Points
		A	4.00	A-	3.67
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	0.67
		F	0.00	FW	0.00

Concurrent Enrollment course grades are submitted by the Concurrent Enrollment teacher to the faculty partner at South Central College within five days of the conclusion of the academic term. Grades can be viewed online by logging into your e-Services with your StarID and password. Printed grade reports are not mailed to students and cannot be given over the phone.

Incomplete Grade

A student may request the instructor to give a grade of incomplete (IP) if an extraordinary circumstance prevents completion of the course. The instructor would check if you have attending a majority of class, completed a majority of the coursework requirements, and must be currently passing the course. More information regarding SCC's policy and procedure can be found on the **SEC** Student Policies webpage: <http://southcentral.edu/Student-General-Policies/incomplete-policy.html>

Financial Aid Implications

Though college is free right now, you will have to pay for college after you graduate from high school. The grades you get in your Concurrent Enrollment classes can impact what you receive from Financial Aid in the future. To see more information, visit: <http://southcentral.edu/Financial-Aid/financial-aid-satisfactory-academic-progress.html>

Disputing a Grade

Except in cases of error, it is rare that grades are changed. However, if you believe you have a justifiable complaint about your grades, first talk with your Concurrent Enrollment teacher. If your problem is not satisfactorily resolved, contact the Secondary Relations Coordinator at South Central College.

Your South Central College Transcript

All South Central College transcripts are handled by the Registration office. It is the student's responsibility to verify that information on a transcript is correct. If your name is misspelled, your student ID number is incorrect or your grade appears incorrect, contact the Registration office.

Unofficial Transcripts

Unofficial transcripts are free and can be obtained one of two ways:

Option One: Obtain your unofficial transcript online

1. Visit www.southcentral.edu
2. Mouse over "MySCC" and click "Student e-Services"
3. Log-in with your STAR ID and password
4. Click on "Academic Records" and choose the option "Academic Record"

Option Two: Fill out a Transcript Request Form found in the Advising & Registration Center.

Official Transcripts

Official transcripts requests have to be made by filling out the Transcript Request Form. This can be accessed online on the Student Forms webpage or by stopping in at the Advising & Registration Center. There is a \$5 fee for each official transcript request ed. The \$5 fee should be paid in the Bookstore or included with the request form if you are mailing it in.

Please note that the processing time for official transcripts requests is one week. If you have questions or concerns, please contact the Registration office.

Using your Credits after High School

Now that you know how to request the unofficial and official record of your South Central College credits earned through Concurrent Enrollment, here are some instructions that will help you use those credits after high school.

If you apply to South Central College, you don't need to worry about transferring credits. You already have a permanent transcript at South Central College that will always be on file. You may complete an undergraduate application online at www.southcentral.edu/admissions. If you have questions about the application process, call the Admissions office at 507-389- 7220.

If you apply to another college or university, you will want to check with that college or university to determine equivalency and applicability of courses or you can visit www.transferology.com. If transferring Liberal Arts & Science (general education) courses to another Minnesota State college or university, the receiving institution must accept the placement of courses into the appropriate goal areas that were determined by SEC.

Recognition of your South Central College Credits earned through Concurrent Enrollment can come in several forms. Be aware of these distinctions as you apply to other colleges and universities. **Credits may:**

- Be **directly transferred** toward your chosen degree;
- Be accepted as **elective credits**;
- **Exempt** you from taking a required course ;
- Make you eligible for **placement** into a higher level course.

If transfer of credit is denied simply because the course was taken as a part of the Concurrent Enrollment program, contact the Secondary Relations Coordinator at South Central College.

Student Rights and Responsibilities

As a concurrent student, you have certain rights and responsibilities. You are responsible to adhere to our Student Code of Conduct, Academic Dishonesty, etc. A complete list is available on our SEC website.

Student Right to Know is a federal law that requires all colleges and universities to disclose certain information to students. This handout provides the information that a college must provide to students on graduation rates and transfer-out rates for full-time students seeking degrees at South Central College. Information can be found at <http://www.southcentral.edu/Research-Planning-and-Grants/right-to-know.html>.

Military Service

If you are called to active duty while taking your Concurrent Enrollment courses, there is a procedure set by Minnesota State for completing the course or withdrawing. You can view this procedure here: <http://www.minnstate.edu/board/procedure/512p1.html>. If you have additional questions, please contact the Secondary Relations Coordinator at SEC.

Equal Opportunity- Nondiscrimination Statement

South Central College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law or familial status is prohibited.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familial status is prohibited. Sexual violence has no place in a learning or work environment. Further, South Central College shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunication Relay Service.

South Central College's and Minnesota State Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity and Procedure 1B.1.1, 1B.3 Sexual Violence Policy and Procedure 1B.3.1, and Minnesota State's Reasonable Accommodation in Employment Policy can be found on the South Central College website at www.southcentral.edu or by contacting the Human Resources Office at 507-389-7219.

Complaints of discrimination and harassment, disability, and should be directed to:

Judy Zeiger

Title IX Coordinator

Faribault Campus -1225 Third Avenue; Faribault, MN 55021; office located in Student Affairs Center

North Mankato Campus -1920 Lee Boulevard; North Mankato, MN 56003; office located in

Welcome Center

Tel: 507-389-7531

Judy.Zeiger@southcentral.edu

Students requesting an accommodation for a disability, please contact:

Susan Mucha

Disability Accommodations Coordinator

Faribault Campus -1225 Third Avenue; Faribault, MN 55021; Academic Support Center, A-116

North Mankato Campus -1920 Lee Boulevard; North Mankato, MN 56003; Academic Support Center, B-132

Tel: 507-389-7222

susan.mucha@southcentral.edu

Please contact the Secondary Relations Coordinator with questions .

Secondary Relations Coordinator

507-389-7241

secondaryrelations@southcentral.edu