



Concurrent Enrollment Program

High School Student Handbook

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Concurrent Enrollment (CE) is a program administered through South Central College (SCC) 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 teachers from your school. Your teachers are supported by SCC 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 concurrent enrollment course receive SCC academic credits.

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 CE course. This will help make the course enrollment process go smoother for both the students and the teacher.

Here is the link to the online CE application and instructions to complete:

[South Central College Concurrent Enrollment Application](#)

[Concurrent Enrollment Program Application Instructions](#)

Applications will be processed by the SCC Admissions Office and each applicant will receive a letter indicating if they were accepted or denied based on the following eligibility criteria.

Concurrent Enrollment Eligibility

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

Students meet the **eligibility standards** as listed in [MnSCU Policy 3.5.1, Part 2](#) including:

1. For 11th grade students, class rank in the upper one-third of their class or a score at or above the 70th percentile on a nationally standardized, norm-referenced test (e.g. ACT, SAT, Pre-ACT, etc.);
2. For 12th grade students, class rank in the upper one-half of their class or a score at or above the 50th percentile on a nationally standardized, norm-referenced test (e.g. ACT, SAT, Pre-ACT, etc.); or
3. For 11th and 12th grade students, documentation other than that specified in 1 and 2 of this subpart that demonstrates the student's readiness and ability to perform college-level work as determined in college or university policies and procedures.

Eligibility standards and access for 9th and 10th grade students:

These students must meet at least one of the following standards.

1. Rank in the upper one-tenth of their class, or
2. attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or
3. have a favorable recommendation from a designated high school official to enroll in college or university courses.

Eligible 9th and 10th grade students may only enroll in a course offered through concurrent enrollment or through PSEO by contract under the following conditions defined in Minn. Stat. 124D.09, Subd. 5b:

1. The school district and the eligible postsecondary institution providing the course must agree to the student's enrollment; or
2. The course is a world language course currently available to 11th and 12th grade students, and consistent with Minn. Stat. 120B.022 governing world language standards, certificates, and seals. Indigenous languages and American Sign Language (ASL) are eligible under this provision.

Exception for 10th grade students and Career and Technical Education courses:

1. Notwithstanding the eligibility standards established in Part 3, Subpart B of this procedure, Minn. Stat. 124D.09, Subd.4(b) requires a student who is in 10th grade and has attained a passing score on the 8th grade Minnesota Comprehensive Assessment in reading and meets any of the other course prerequisites or course enrollment standards established by the college, including but not limited to assessment test scores, program admission, or other requirements, may enroll in a career or technical education course at a system college.
2. If the student receives a grade of C or better in the course, the student must be allowed to take additional courses in subsequent terms including, but not limited to, career and technical education courses.
3. A current 10th grade student who did not take the 8th grade Minnesota Comprehensive Assessment in reading may substitute another reading assessment accepted by the enrolling college.
4. Students admitted under this provision may be required to attend academic advising sessions at the discretion of the college.

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 CE. Below are the items we will need to receive 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 CE course)

Course Eligibility – Pre-requisites and Credit Load

Once accepted as a CE student, you may need a pre-requisite course or other course placement test to determine if you meet the college readiness requirements of a Concurrent Enrollment course. Course pre-requisites can be found in the course descriptions on the Concurrent Enrollment [website](#).

CE students can 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 CE program, you are eligible to take classes. The Registration office at SCC 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 CE 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. *Please note: your CE instructor may use a different learning management platform for your course.*

CE 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](#).

Tuition

SCC does not charge the student tuition for enrollment in CE 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 System 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 learning management platform that *some* CE instructors use for their class. Within D2L, students may view course content, complete assignments and assessments, and view grades. Please verify with your instructor how course content will be managed for your course.

To access your SCC D2L account, 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 CE students have a SCC email address. Emails from the college will be sent to this email address. Your email address is in this format: **firstname.lastname@my.southcentral.edu**

It's important to access and use your [SCC Email Account](#). Your username and password to access your email are in this format:

Username: YourStarID@go.minnstate.edu (example: aa1234bb@go.minnstate.edu)

Password: Enter in your StarID password

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

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 SCC email to a personal account:

1. Log in to your SCC 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 enroll in a CE course, you are walking into a SCC classroom. You will be completing the same course content and skills as on-campus students, and your CE teacher(s) will be using the same assessment methods as on-campus SCC 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 SCC faculty partner during the academic term. This helps SCC 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 and follow 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 SCC, having syllabi available from the classes you took through CE 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. There are resources available to you to ensure your academic success, but it is your responsibility to use them and reach out to your CE instructor, school counselor, and/or other support staff if you have any questions or concerns. You also have access to use the Academic Support Center, Library Services, and the Online Learning at South Central College. Visit <https://southcentral.edu/about/current-students.html#student-support> 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 SCC, CE students assume the responsibility to fulfill their academic obligations in a fair and honest manner. Students found responsible for dishonest 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.

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

Academic Dishonesty - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.

Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Plagiarism - plagiarism is intellectual theft and includes, but is not limited to, the undocumented use of information—paraphrase or direct quotation—from the published or unpublished work of another person or source; plagiarism also includes using papers/writings from an agency engaged in the selling of term papers or other academic materials.

Dropping/Withdrawing from a Concurrent Enrollment Course

To drop or withdraw from a CE course, you must talk to your high school guidance counselor and/or instructor to discuss the circumstances. To drop, students have until the 10th classroom day of the course. Dropping means the course will not show on your transcript and no grade will be given.

After the 10th day and through the first 80% of the course, it would be considered a withdrawal and a 'W' will show up on your SCC 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 CE courses due to affecting your completion rate at SCC. 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 SCC. 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 CE 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

CE course grades are submitted by the CE teacher to the faculty partner at SCC 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 attended the majority of class, completed a majority of the coursework requirements, and must have the approval of the academic dean who oversees the program area. More information regarding SCC's grading policies and procedures can be found here:

<https://southcentral.edu/student-policies/grade-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 CE 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 CE teacher. If your problem is not satisfactorily resolved, email the details of your concern to the SCC Secondary Relations office at secondaryrelations@southcentral.edu.

Your South Central College Transcript

All SCC transcripts are handled by the Registrar's 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 Registrar's office. Transcript information can be found on SCC's [Transcript Requests](#) page.

Unofficial Transcripts

Unofficial transcripts are free and can be obtained online.

1. Visit [Student e-Services](#)
2. Log-in with your STAR ID and password
3. Click on "Academic Records" and choose the option "Unofficial Transcript"

Official Transcripts

Official transcripts requests must be made by filling out the [Official Transcript Request](#) form. There is a \$8.00 fee for each official transcript requested.

Using your Credits after High School

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

If you continue your education South Central College, you don't need to worry about transferring credits or re-applying. You already have a permanent transcript at SCC that will always be on file. Please complete and submit an [Intent to Return](#) form and submit an official, final high school transcript that indicates your graduation date to admissions@southcentral.edu.

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 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 SCC.

Recognition of your SCC credits earned through CE 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 CE program, contact the SCC Secondary Relations office.

Student Rights and Responsibilities

As a CE student, you are an SCC student and have certain rights and responsibilities. You are responsible to adhere to our Student Code of Conduct, Academic Dishonesty, etc. A complete list of [SCC Policies and Procedures](#) is available on our 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 <https://southcentral.edu/research-and-institutional-effectiveness/right-to-know.html>.

Military Service

If you are called to active duty while taking your CE 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 SCC Secondary Relations office.

Equal Opportunity – Nondiscrimination Statement

SCC 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 Endres

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.Endres@southcentral.edu

Students requesting an accommodation for a disability, please contact:

SCC Disability Services

Email: ds@southcentral.edu

Tel: 507-389-7339

Locations:

- *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, E-112g

For more information regarding accommodations, please visit:

<https://southcentral.edu/disability-support-services/disability-services.html>

Please contact the Secondary Relations office with any questions about the information provided in this handbook.

Phone: 507-389-7231

Email: secondaryrelations@southcentral.edu