Concurrent Enrollment
Student Handbook
2022-2023
Welcome!

It is a pleasure to welcome you as a student to Alexandria Technical & Community College’s Concurrent Enrollment Program (CEP). This program allows you to take college courses taught at your high school by a high school teacher that earn both college and high school credit. You will earn valuable college coursework experiences that will help build a strong base for your college career while also completing your high school graduation requirements.

This manual is written for you—the student—and contains the information that you need to know as a high school student taking an Alexandria Technical & Community College concurrent enrollment course.

We hope this manual will prepare you for what you need to know as a student in one of our courses and how to navigate your way through the processes involved in being a concurrent enrollment student. We encourage you to visit our CEP website at www.alextech.edu/concurrentenrollment.

Also, please do not hesitate to contact your teacher or guidance counselor with any questions you may have.

Karla Seymour
Director of K-12 Initiatives

Tamara Arnott
Dean of Educational Services
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Program Overview

The Program
Through Concurrent Enrollment Programs (CEPs), qualified students can earn college credit prior to high school graduation. It gives you a start on your college career before you even leave high school. CEPs differ from other college credit programs in that the college courses are taught by high school teachers. The Concurrent Enrollment Program option is a part of the Post-Secondary Enrollment Options Act which is defined in Minnesota Statutes 124D.09.

The Teachers
Concurrent Enrollment Program courses are taught like a regular course during your high school day by a college approved high school teacher. Teachers are mentored by an ATCC faculty member who teaches the same course at ATCC. During the course your teacher and the faculty mentor communicate regularly to assure that your section is receiving the same information as the section taught at ATCC.

The Courses
The content of Concurrent Enrollment Program courses matches the content of the same course offered on campus or online at Alexandria Technical & Community College. College coursework is challenging and your CEP grades become part of your permanent college record. Please be aware that poor academic performance in CEP college courses may negatively impact your future educational goals (see page 8 regarding Satisfactory Academic Progress). It is important to take the courses seriously and do your best!

The Benefits
There are many benefits of taking Concurrent Enrollment Program courses such as:

- You earn college credit and high school credit at the same time.
- Taking concurrent enrollment courses will expose you to college-level course work, college-level processes, and college-level academic rigor.
- Taking concurrent enrollment courses will enhance the amount, level, and diversity of learning in high school. You will go beyond the traditional high school curriculum while staying at your high school.
- There are no tuition or book costs to students taking concurrent enrollment courses.
- You may reduce the time necessary to complete a college degree.
- Taking college-level courses while in high school may help develop your self-confidence and self-direction, traits that will serve you well as you move on from high school.
Eligibility Criteria

<table>
<thead>
<tr>
<th>Grade</th>
<th>Eligibility</th>
<th>Courses with Reading Pre-Requisites</th>
<th>Courses with Writing Pre-Requisites</th>
<th>College Algebra, Precalculus, and Intro to Statistics</th>
<th>Fundamentals of Chemistry</th>
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<tr>
<td>10</td>
<td>HS GPA 3.4</td>
<td>HS GPA 3.4</td>
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<td>or ACCP Reading 250</td>
<td>or ACCP Reading 250</td>
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<td></td>
<td>or MCA Reading 850</td>
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<tr>
<td>11</td>
<td>HS GPA 3.0</td>
<td>HS GPA 2.6</td>
<td>HS GPA 2.6</td>
<td>HS GPA 2.8 with C- or better in HS Algebra II</td>
<td>HS GPA 2.8</td>
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<td>or ACCP Reading 250</td>
<td>or ACCP Reading 250</td>
<td>or ACCP AAF 250</td>
<td>or ACCP Arithmetic 250</td>
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<td>or ACCP Reading 250</td>
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<td>or ACT English 18</td>
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<td>or ACCP AAF 236</td>
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<td>or ACT Reading 21</td>
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<td>or SAT ERW 480</td>
<td>or ACT Math 18</td>
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<td>or SAT Math 530</td>
<td>or SAT Math 430</td>
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<td></td>
<td>or MCA Math 1158 (Algebra Only)</td>
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</tr>
<tr>
<td>12</td>
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<td>HS GPA 2.6</td>
<td>HS GPA 2.6</td>
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<td>or ACCP Reading 250</td>
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<td>or SAT ERW 480</td>
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<td>or ACT Reading 21</td>
<td>or SAT ERW 480</td>
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The Application Process
If you have interest in taking a concurrent enrollment course, speak to either the teacher of the course or your high school guidance counselor/administrator. They will be able to tell you more about the course, if there is space available, and provide you with information on applying to the Concurrent Enrollment Program.

All students who would like to take a concurrent enrollment course must meet the eligibility criteria above and complete a concurrent enrollment application. High schools may have higher eligibility criteria.

Once the application has been completed, the PSEO Department will review your documents and determine if you meet the criteria for admission into the Concurrent Enrollment Program.

Should a student not meet the criteria for enrollment into the program, they will be notified by their guidance counselor with enough time to make changes to their class schedule at the high school.
Course Information

Registration
The college will obtain class lists from your high school and will register students who are accepted into the Concurrent Enrollment Program for the appropriate course(s). If you have already registered for high school courses for the upcoming semester and want to add a concurrent enrollment course, please see your guidance counselor. NOTE: Students are not eligible to be registered for concurrent enrollment courses until they have met the eligibility criteria noted on the previous page (GPA, ACCUPLACER, MCA, or ACT) and have completed an application for concurrent enrollment.

Course and Test Score Prerequisites
Some classes at Alexandria Technical & Community College (ATCC) have prerequisites. A course prerequisite means you must successfully complete a specific course(s) before registering for the next course. For example, a student must successfully complete the prerequisite course of ENGL 1410 Composition I before registering for ENGL 1420 Composition II. A test score prerequisite means you must meet a minimum test score to be eligible for a specific course. Be sure to consult the course descriptions on the ATCC website at www.alextech.edu/coursedescriptions to see if a course you are interested in has a prerequisite.

Adding/Dropping/Withdrawing from Classes
To add or drop concurrent enrollment classes, students need to contact their high school counselor. Eligible students are allowed to add ATCC classes through the first five days of the semester. Students are given the first 14 days of the semester to drop ATCC concurrent enrollment courses. After the 14th day of the semester, students can no longer drop a course, but they may choose to withdraw from the course which will result in a grade of “W” on their college transcript. A grade of W will affect the satisfactory progress completion rate (see page 8). There is a deadline date to withdraw which will vary by term. Please contact either your high school teacher or counselor for specific dates. After the deadline a student can no longer withdraw but will earn their grade. Please visit with your counselor before making a decision to withdraw from any courses to find out how it may affect your high school graduation and future educational goals.

Advising
All concurrent enrollment students have access to college academic advising while they are enrolled. Concurrent enrollment advisor information: Karla Seymour at 320-762-4653 or karla.seymour@alextech.edu

Cost
Students enrolled in concurrent enrollment courses have no tuition or textbook costs.

What to Expect
When you walk into your class each day, it is as if you are walking into an Alexandria Technical & Community College course. The content you are learning, the activities you participate in, and the assignments you complete address the same course outcomes that our on-campus courses use. The expectations are going to be higher than in your high school courses. You may find that the same study and work habits that you have for your other courses may not be enough for this course.
The Syllabus
In a college course the syllabus and course outline are the foundation on which the course is built. You will find the syllabus in your Brightspace course (see page 7). The syllabus contains information about your assignments, classroom expectations, important policies, and a link to the course outline. The course outline contains the established college-approved learning outcomes. Course outlines can be found at www.alextech.edu/courseoutline. The outline allows you to see in advance what you will be able to demonstrate upon successfully completing the course. Every assignment and activity is tied to these learning outcomes. We encourage you to save a copy of your syllabus as well as your completed work. Keeping these documents may help to secure transfer of credits when it comes time to apply to your next college.

Attendance
Because you are attending this course during your normal high school day, the high school’s attendance policy is in effect. Should you miss class for any reason, please meet with your teacher to discuss what was missed. Because of the nature of your concurrent enrollment courses, as well as meeting policy expectations set by Alexandria Technical & Community College, teachers are under no obligation to accept late work. Please make sure that you are clear on the expectations set by your teacher.

Being an Alexandria Technical & Community College Student
By taking a concurrent enrollment course, you are not only a high school student, but an Alexandria Technical & Community College student as well. You are held to the same policies and expectations as those students who take courses at ATCC. Some college policies may be different than high school policies. It is your responsibility to know and understand these policies and expectations. To view a copy of the ATCC student handbook, visit our website at www.alextech.edu/handbook.

Technology
StarID is your universal Minnesota State user ID used to access MyATCC, Brightspace, and ATCC student email.

To activate your StarID, change your password, or if your password has expired:
1. Go to www.alextech.edu
2. Click on MyATCC
3. Click on StarID Self Serve
4. Choose Activate my StarID or Reset my Password
5. Choose “I know my email address”
   ○ Enter your high school email address
   ○ Retrieve the verification code that has been sent to your email address
   ○ Copy and paste the verification code to activate your StarID
6. Create a password being sure to follow the criteria below

StarID Password Criteria:
• Must be changed at least every 180 days
• Must be between 8 and 128 characters long
• Use an uppercase, lowercase, number, and special character (examples include: !@#$%&*)
• Password may not have been used before
• Password may not contain your first name or last name
**Brightspace** is the instructional course management tool used throughout the Minnesota State system. Depending upon how your high school teacher chooses to use Brightspace, you may be able to access the course syllabus, course information, assignments, handouts, presentation notes, use online discussions, take quizzes, and check your grades. Brightspace should also be used as a verification tool to ensure you are registered for the correct courses with ATCC. If you see a course discrepancy in Brightspace, please notify your teacher and/or counselor.

**ATCC email** is the official form of communication with the college. All concurrent enrollment students are given a college email account. The link to access your ATCC email account is found on your MyATCC page. To login to email, your username is your StarID with @go.minnstate.edu behind it (ab0000cd@go.minnstate.edu) and your StarID password.

**Grades**
The grade you receive in a CEP course is recorded on both your high school and college transcript. This grade becomes part of your permanent college academic record. All CEP course grades adhere to an A-F scale.

The following system will be used to determine a student’s ATCC grade point average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
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<tr>
<td>C</td>
<td>2</td>
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<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
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</tbody>
</table>

Grades will be posted on the ATCC transcript as soon as they are received from the high school. You can view your final grade online by going to [www.alextech.edu/MyATCC](http://www.alextech.edu/MyATCC) and choosing eServices. Enter your StarID and password. Once in e-Services, choose Academic Records, Select Term, and Get Grades.

**Appealing a Grade**
Students have the right to ask teachers for an explanation of any grade received. Students may submit a formal grade appeal when they believe that a final grade is unfair, arbitrary, or capricious. However, the student bears the burden of proving that there are sufficient grounds for changing a grade. The appeal process will meet the usual criteria of due process for both students and faculty. The formal grade appeal process must be initiated within six weeks of the semester ending.
Academic Policies

Satisfactory Academic Progress
It is ATCC’s policy that all students need to maintain satisfactory academic progress which is based on both cumulative percentage of credits completed (67%) and GPA (2.0). Students who fall below a 2.0 GPA and/or 67% completion will be placed on a warning status the following term of enrollment. Concurrent enrollment students who end up on a warning status will be required to complete an appeal process to continue taking concurrent enrollment classes in any subsequent semesters. If a student who appeals is approved and at the end of the warning term they have not met both the cumulative grade point average and completion percentage standard, the student shall be suspended. A suspension status may cause denied admission to a future college or denied financial aid at a future college. To review the full policy, please go to this website: www.alextech.edu/satisfactory-academic-progress

Student Code of Conduct
Alexandria Technical and Community College is committed to the creation and maintenance of an academic community that fosters the intellectual, personal, social, and ethical development of its students. The college expects that each student will obey the laws enacted by federal, state, and local governments. In addition, there are certain rules and regulations governing student conduct that have been established by ATCC and the Minnesota State Board. To review the full policy, please go to this website: www.alextech.edu/student-code-conduct

Academic Honesty/Dishonesty
It is the policy of Alexandria Technical and Community College to protect individual academic work and to ensure academic integrity across the college. All students, faculty, and staff are responsible for work submitted under their name. If, by a preponderance of the evidence, an academic act of dishonesty has occurred, discipline by faculty may include a written warning explicitly detailing the offense, a failing grade for that assignment/quiz/test, etc., or a failing grade for the course. Academic Affairs may further sanction the student by removal from the course and expulsion from the college. Cheating, or any action that gives the appearance of impropriety, is a serious offense that undermines the legitimate learning process. To review the full policy, please go to this website: www.alextech.edu/academic-honesty-dishonesty

Support Services
Alexandria Technical and Community College is committed to ensuring its programs, services, and activities are accessible to individuals with disabilities through its compliance with state and federal laws. The system recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the system’s programs, services, and activities.

Support Services provides and coordinates services to students in order to accommodate their disabilities and promote educational opportunities. To support students with disabilities, the college will provide, upon request of the student, the necessary supplemental services, academic assistance, and advocacy services. Qualified students are expected to give sufficient advance notice to the college in order to give the various service areas a reasonable time in which to evaluate and respond to requests. Requests should be directed to the Director of Support Services at 320-762-4673. To review the full policy, please go to this website: www.alextech.edu/students-with-disabilities
Data Privacy—Release of Information

Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of a college student’s educational record including: progress in a course, grades, tuition, etc. Parents may not have access unless the student has provided authorization that specifically identifies what information may be released to the parent(s).

The college may release information that is protected by FERPA if it is determined that it is "necessary to protect the health or safety of the student or other individuals." Factors considered in making this assessment are: the severity of the threat, the need for the information, the time required to deal with the emergency, and the ability of those involved to deal with the emergency.

Educational records of students who are receiving services from more than one Minnesota State institution are available to officials of the multiple institutions within the Minnesota State system. Disclosure of student records to other institutions under different circumstances may require the student's written consent.

Students may request to review their records and have the right to request a hearing to correct any inaccurate, incomplete, or misleading information by submitting the request in writing to the Registrar's Office.
Authorization to Release Student Information

I hereby authorize Alexandria Technical & Community College, including concurrent enrollment faculty, to discuss or share the education records described below about me to (list names of parents, guardians, others)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Security Verification*</th>
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</table>

*Security verification is a word, number or a combination of both that you create that will be easy to remember for the person you list. Please share the security verification with the person as this will be used when they request information.

The specific records covered by this release are (select with checkmark):

- [ ] Registration (add/drop/withdrawal)
- [ ] Grades
- [ ] Classroom Attendance/Academic Progress/Performance/Behavior
- [ ] Other/please specify

I understand that the student records information listed above includes information about me which is classified as private under Minn. Stat. §13.32 and the Federal Family Education Rights and Privacy Act. I understand that by signing this consent form, I am authorizing Alexandria Technical & Community College to release to the persons named above and their representatives information which would otherwise be private and not accessible to them.

I understand that, at my request, Alexandria Technical & Community College must provide me with a copy of any educational records it releases to the persons named above pursuant to this consent. I understand that I am not legally obligated to provide this information, and I may revoke this consent at any time. This consent expires one year from the date signed or until I withdraw my consent, whichever comes first. A photocopy of this authorization form may be used in the same manner and with the same effect as the original document.

I am giving this consent freely and voluntarily. I understand the consequences of my giving this consent.

Name Printed_________________________________________ Star ID_________________________

Signature______________________________________________ Date__________________________

Once completed, this form needs to be provided to ATCC. It can be emailed to pseo@alextech.edu

www.alextech.edu • 320-762-0221 • 888-234-1222 • 1601 Jefferson Street • Alexandria, MN 56308
A Member of Minnesota State • An Equal Opportunity Employer/Educator
This document is available in alternative formats by calling 888-234-1222 ext. 4673 or 320-762-4673.
Transferring Credits

If you are planning to attend another college or university, you will want to remember to do the following:

• Indicate on your application that you have taken a class(es) through Alexandria Technical & Community College
• Refer to Alexandria Technical & Community College’s website at www.alextech.edu/transcript to review important information on how to order your college transcript online.

The credits that you have earned should transfer successfully. However, it is up to the university or college to which you are applying to determine if they will accept the credits.

It is important to note that your credits may:
• transfer directly to your chosen degree
• be accepted as elective credits
• exempt you from taking a required course
• make you eligible to take a higher level course

It is always in your best interest to read the transfer credit policy at the school you wish to attend and make contact early on with their Transfer Specialist. Some schools may have a cap on how many transfer credits they will accept.

Save your Syllabus and Course Materials
Because every university is different in how they evaluate credits for transfer, we suggest that you keep your syllabus and course materials as evidence of what you did in the course. If the college or university denies the initial request to accept transfer credits, inquire about their transfer appeal process. Providing them with a copy of the syllabus and work completed may be the additional information they need to make an informed decision.

Requesting College Transcripts
If you are applying to a college within the Minnesota State system, transcripts will automatically be available to the college you wish to attend once you apply. If you are applying to a college outside of the Minnesota State system, the easiest way to request your transcript and pay the fee is by ordering online at www.getmytranscript.com which takes you to the National Student Clearinghouse site to complete the request and pay the fee.

• If you do not see the college you wish to have your transcript sent to in the drop down box, please select not in the list and you will be able to manually enter the college information.
• Please note that a faxed transcript is NOT considered an official transcript.
• If you are currently completing your coursework and wish to have the transcript sent AFTER grades are posted, please select that option in the process option drop down box.

If you are completing courses from multiple colleges, you will need to request a transcript from each college.