ALEXANDRIA

Technical & Community **COLLEGE**

A member of Minnesota State

Concurrent Enrollment
Student Handbook

2023-2024

NACEP

Advancing Quality College
Courses For High School Students

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 instructor that earns *both* college and high school credit free of charge. 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 instructor or guidance counselor with any questions you may have.

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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 instructors. The Concurrent Enrollment Program option is a part of the Post-Secondary Enrollment Options Act which is defined in [Minnesota Statutes 124D.09](#).

The Instructors

Concurrent Enrollment Program courses are taught like a regular course during your high school day by a college approved high school instructor. Instructors are mentored by an ATCC faculty liaison who teaches the same course at ATCC. During the course your instructor and the faculty liaison 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

Grade	Eligibility	Courses with Reading Pre-Requisites	Courses with Writing Pre-Requisites	College Algebra, Precalculus, and Intro to Statistics	Fundamentals of Chemistry
10	HS GPA 3.4 or ACCP Reading 250 or MCA Reading 850 (CTE only)	HS GPA 3.4 or ACCP Reading 250	HS GPA 3.4 or ACCP Reading 250		
11	HS GPA 3.0 or MCA Reading 1047 or ACCP Reading 250 or ACT Reading 21	HS GPA 2.6 or ACCP Reading 250 or MCA Reading 1047 or ACT Reading 21 or SAT ERW 480	HS GPA 2.6 or ACCP Reading 250 or ACT English 18 or SAT ERW 480	HS GPA 2.8 with C- or better in HS Algebra II or ACCP AAF 250 or ACT Math 22 or SAT Math 530 or MCA Math 1158 (Algebra Only)	HS GPA 2.8 or ACCP Arithmetic 250 or ACCP AAF 236 or ACT Math 18 or SAT Math 430
12	HS GPA 2.8 or MCA Reading 1047 or ACCP Reading 250 or ACT Reading 21				

The Application Process

If you have interest in taking a concurrent enrollment course, speak to either the instructor 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 10 business days of the semester to drop ATCC concurrent enrollment courses. After the 10th business 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 instructor 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 instructor 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, instructors are under no obligation to accept late work. Please make sure that you are clear on the expectations set by your instructor.

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 instructor 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 instructor 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):
> A . . . . 4 grade points per credit
> B . . . . 3 grade points per credit
> C . . . . 2 grade points per credit
> D . . . . 1 grade point per credit
> F . . . . … No grade points

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 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 instructors 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

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. https://www.alextech.edu/college-services/registrar/ferpa

ALEXANDRIA Technical & Community COLLEGE

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)

Name	Relationship	Security Verification*

*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.

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College Support Services

Access for Students with Disabilities
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 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 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

Academic Support Tutoring
Tutoring is available FREE OF CHARGE to all Alexandria Technical and Community College students. Tutors help students understand their assignments, prepare for tests, and improve their study skills. Students may receive tutoring from a Support Services instructor or from a student tutor. Instruction is provided one-on-one or in a small group.

Students may request a tutor by calling 320-762-4673 or emailing supportservices@alextech.edu.

Tutor.com is an online tutoring service that is available to all Alexandria Technical and Community College students. Currently registered students have up to 15 hours per academic year.

To access Tutor.com, enter the course on Brightspace in which you need to use the service, under the Resources menu, select Tutor.com.

IT Department
The IT Department can assist students with ATCC Accounts – StarID, ATCC Email, D2L Brightspace, eServices.
https://www.alextech.edu/college-services/it-department

Library Services
Alexandria Technical and Community College's library provides on-campus and online access to numerous academic databases, catalogs, journals, and books.
https://www.alextech.edu/college-services/library

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.

Transferology
Making a FREE account at www.transferology.com offers students the ability to see how their credits might transfer to local, regional, and national colleges and universities.

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.

Frequently Asked Questions

How do I withdraw from my course?
If you need to withdraw from a concurrent enrollment course, you will first want to speak with your teacher and your guidance counselor. While these classes have higher expectations, sometimes your teacher or guidance counselor have resources available to help you succeed in the course. If after meeting with your teacher and your guidance counselor you feel that withdrawing from the course is the best option, please have your guidance counselor contact ATCC's PSEO Department. Please be aware that withdrawing from a college course will result in a grade of "W" on your college transcript and will count against your percent completion which may affect satisfactory academic progress (see page 8).

Will the college credits I've earned in this course transfer to another school?
There is a high success rate of concurrent enrollment students transferring their credits to a different college or university. Classes that are part of the Minnesota Transfer Curriculum (www.alextech.edu/mntc) will be accepted at all Minnesota State institutions. However, because every other college and university can evaluate credits differently, it is important to keep your syllabus and coursework should you need to provide evidence of what was taught during the course. If you find that a course doesn't transfer, you may want to inquire about pursuing a transfer appeal process with that college.

I missed a few days of class, and my teacher will not accept my missed assignments. My other high school teachers will accept my late work. Why isn't it accepted in this class?
Keep in mind that this is a college course that is being taught in high school. Therefore, each teacher has the flexibility to run their class as they see fit. It is not uncommon in a college course for a teacher to not accept your work if it is late—regardless of the reason. If an unavoidable absence happens, work with your teacher. It is up to the teacher of the course to determine if late work will be accepted.

We encourage every student to read the syllabus carefully and be aware of your teacher's attendance and/or late work acceptance policy. If you know of a time that you will need to miss class, communicate with your teacher to see if you can hand in your work early so as not to miss any deadlines.

How do I view my final grade?
You can view your grade online by going to www.alextech.edu/MyATCC and choosing eServices. Enter your StarID and password. Once in e-Services, choose Academic Records, Select Term, and Get Grades.

If you feel that a posted grade is incorrect, please contact your teacher.