ALEXANDRIA Technical & Community COLLEGE

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Concurrent Enrollment Student Handbook

NACEP

Advancing Quality College Courses For High School Students

8/2026

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.

Alexandria Technical and Community College – Concurrent Enrollment Team



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Concurrent Enrollment Program Overview

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.

Tuition-Free Program
Students enrolled in concurrent enrollment courses have no tuition or textbook costs.

Program Benefits

- Experience the rigor and intellectual challenge of college while in high school
- Get a head start on earning a college degree
- Receive a letter grade on an official Alexandria Technical and Community College transcript
- Receive ATCC credit for free, potentially saving thousands in college costs
- Explore interests or career paths early
- Gain access to ATCC student on-campus and online resources
- Stay at the high school, continuing to participate in high school sports and activities and interact with high school peers

Student Risks & Responsibilities
Students should be aware that taking CEP courses carries risks. These are actual college courses that carry the same consequences of on campus Alexandria Technical & Community College (ATCC) courses and that will appear on an official ATCC transcript. Additionally, since CEP students receive dual high school and college credit, failure to complete or pas a CEP course may result in failure to receive high school credit. This may result in a CEP student being unable to graduate with his or her class.

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, activities, and assignments are designed to match the rigor of our on-campus courses. Because of this, the expectations may be higher than what you're used to in your high school classes. You might find that the study and work habits you use in other classes may need to be adjusted to meet the demands of this course.

Concurrent Enrollment Students agree to the following responsibilities:

- Follow add/drop and withdraw policies
- Adhere to all rules and regulations in the CEP handbook and the ATCC student conduct policy.
- Meet all course requirements.
- Observe deadlines, examination times, and other policies and procedures as stated on the class syllabus.
- Attend course meetings as attendance is an important factor for student success in ATCC classes.
- Meet Satisfactory Academic Progress each term by maintaining a cumulative 2.0 GPA and 67% completion rate.

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Concurrent Enrollment Eligibility

Grade	Eligibility
10	HS GPA 3.4 or ACCP Reading 250 or 8th grade MCA Reading 850 (CTE only)
11	HS GPA 3.0 or 10th grade MCA Reading 1047 or ACCP Reading 250 or ACT Reading 21
12	HS GPA 2.8 or 10th grade MCA Reading 1047 or ACCP Reading 250 or ACT Reading 21

Course Prerequisites

Introduction to Literature: Composition I

Mathematical Reasoning: HS GPA 2.8

General Chemistry, College Algebra, Pre-Calculus or **Intro to Stats:**
(HS GPA 2.8 or above) & a grade of C- or better in HS Algebra II OR ACCP AAF 250
OR ACT Math 22 OR SAT Math 530 OR MCA Math 1158

Trigonometry: pre-req of Pre-Calculus or College Algebra *OR* ACCP AAF 276 *OR* ACT Math 25 *OR* SAT Math 570

Calculus: pre-req of Precalculus *OR* Trig *OR* ACCP AAF 276 *OR* ACT Math 25 *OR* SAT Math 570

Getting Started: Enrollment & Registration

How to Enroll
If you're interested in taking a concurrent enrollment course, talk to your high school guidance counselor. They can confirm course availability, explain eligibility and course prerequisites, and help you apply.

Course Eligibility and Prerequisites
You must meet eligibility criteria, and some courses have prerequisites (see page 4 of the guide for details). Students must also complete an online application at ATCC. Your high school may have additional requirements.

Completing on Online Application
Students can apply online at www.alextech.edu/apply. After your application is submitted, the PSEO Department will request your high school transcript to review your eligibility for the program.

Registering for Courses
The college will receive class lists from your high school and will register accepted students who meet any applicable prerequisite requirements. If you've already registered for high school courses for the upcoming semester and would like to add a concurrent enrollment course, please speak with your guidance counselor.

Adding/Dropping/Withdrawing from Classes
ATCC concurrent enrollment students are bound by the same registration windows as all other ATCC PSEO students as follows:
Add: Students may add a course/switch sections through the 5th business day of the term.
Drop: Students are allowed to drop any course through the 10th business day of the term. Dropped courses do not appear on the transcript and do not impact academic standing.
Withdraw: Students are allowed to withdraw from a course through approximately 80% of the course. Withdrawals appear on the transcript as a "W" and have a direct impact on their academic standing.

To add, drop, or withdraw from a concurrent enrollment course, students must contact their high school counselor. To withdraw, students must complete a Withdrawal Form, which must be signed by the student, their parent or guardian (if under 18), and the high school counselor. High school counselors are responsible for contacting ATCC CEP staff to drop or withdraw students. Until high school staff contacts ATCC a student is still enrolled in the concurrent enrollment course.

Course Information

What it Means to Be an ATCC Student
When you take a concurrent enrollment course, you're not just a high school student—you're also an Alexandria Technical & Community College (ATCC) student. This means you're expected to follow the same policies and meet the same standards as all ATCC students. Some college policies may be different from your high schools, so it's important that you understand and follow them. You can find the full ATCC Student Handbook online at www.alextech.edu/handbook

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 8). 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 are 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.

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 example: 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.

The specifics of the grade appeal policy and procedure can be found on the college website at alextech.edu/policies-procedures/grade-appeal Students are expected to work directly with the instructor to resolve any grading questions or issues before submitting a formal appeal.

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 cumulative 2.0 GPA and/or 67% completion will be placed on an academic 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 CEP 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

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

College Student Services and Resources

Alexandria Technical and Community College's College Services are also available to Concurrent Enrollment students, although students may wish to first utilize their high school resources due to ease of access. While distance may present students from accessing some services, many are available via phone or the web.

Academic Advising
All concurrent enrollment students have access to college academic advising. Our CEP advisor can assist with: academic planning, program exploration, degree requirements, transfer planning, academic warning/suspension, and helps students connects with resources. Students can reach out directly to the CEP office at 320-762-4545 to connect with an advisor.

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 instructor and your guidance counselor. While these classes have higher expectations, sometimes your instructor or guidance counselor have resources available to help you succeed in the course. If after meeting with your instructor 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 instructor 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 instructor has the flexibility to run their class as they see fit. It is not uncommon in a college course for an instructor to not accept your work if it is late—regardless of the reason. If an unavoidable absence happens, work with your instructor. It is up to the instructor 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 instructor's attendance and/or late work acceptance policy. If you know of a time that you will need to miss class, communicate with your instructor 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 instructor.