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NEW INFORMATION

**SCHOLARSHIPS**: All concurrent enrollment students who have earned Minnesota State University, Mankato credits will be eligible for a scholarship. Students must apply, be selected, and enroll at Minnesota State University, Mankato as an undergraduate student in order for the award to be disbursed.

**MAVERICK VISITS**: Each concurrent enrollment course will be required to visit the Minnesota State Mankato campus. These visits will be of absolutely no cost to the school district. The university will reimburse transportation cost and provide lunches, as well as reimburse the district for substitute teachers. Each campus visit will provide students and teachers with an opportunity to hear from a university faculty member.

**CONCURRENT ENROLLMENT STAFF**

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**FIND US ONLINE!**

**QR CODES**: We’re making it easier for you to find the resources we provide. No more typing in web addresses. Simply scan the QR Codes found throughout this handbook and you will be taken directly to the webpage! It’s fast, efficient, and very easy.

1. Simply install a QR Scanner App on your iPhone, Android, or tablet... for free!
2. In that App take a picture of the QR Codes found throughout the handbook, like the one on the right.
3. You will be taken directly to the webpage!

Try it out by scanning the QR Code on this page which will bring you to our Concurrent Enrollment website, where you can find an online version of this handbook, and many more resources.

Not ready for this awesome technology? That’s okay, we still provide all the websites so you can visit on your computer too!
CONCURRENT ENROLLMENT PROGRAM OVERVIEW

PROGRAM DISCRIPTION
Concurrent Enrollment is a collaboration between Minnesota State University, Mankato and area high schools. This partnership offers qualified high school juniors and seniors the opportunity to earn university credit in their high school setting during regular school hours. All Concurrent Enrollment courses are taught by qualified high school instructors who partner with faculty from the University. Students who successfully complete a Concurrent Enrollment course receive high school credit and Minnesota State University, Mankato credit.

ADMISSION REQUIREMENTS
In order to be enrolled for university credit, all students must submit A. an application for admission and B. current high school transcripts. ACT scores will be required for any student enrolling in a math or English course. ACT scores may also be required if a student’s class rank or GPA does not meet university admission requirements. Detailed admission information can be found on the Student Eligibility page.

BENEFITS FOR STUDENTS
• Experience an introduction to college course rigor.
• Get a jump start on their post-secondary education; allowing greater flexibility in college.
• Earn college credit in their high school with their peer group.
• Gain access to the university library and other campus support services.
• Scholarship opportunities

BENEFITS YOUR SCHOOL & TEACHERS
• Develop partnerships between university faculty and your high school teachers.
• Retain student leaders in your high school.
• Your students earn college credit without losing significant state-support dollars.
• Increase community awareness of the school’s high standards and outstanding offerings.
• Access to professional development opportunities and university resources.

CLASS COMPOSITION
At least 51% of each concurrent enrollment course must consist of students who have been enrolled for Minnesota State University, Mankato credit. Up to 49% of the students may be enrolled for no Minnesota State University, Mankato credit. However, it is encouraged to contact the Assistant Director regarding any students who are enrolled but are not taking the course for MSU credit.

CLASS SIZE
Class sizes are pre-determined by the corresponding academic department. In most cases, courses are capped at thirty students. English and Communication Studies courses, however, are capped at 25 students. Schools are able to set smaller class sizes, if necessary.

NACEP ACCREDITATION
NACEP is the only national professional organization for high schools and colleges that participate in concurrent enrollment partnerships. NACEP serves as a national accrediting body and promotes standards of excellence, program and professional development, accreditation, and research. Minnesota State University, Mankato’s Concurrent Enrollment Program has a longstanding partnership with NACEP in order to provide quality, college-level courses for our students.

MINNESOTA PSEO LAW AND CONCURRENT ENROLLMENT
The Minnesota Postsecondary Enrollment Options (PSEO) Act allows advanced high school juniors and seniors to enroll in University courses for dual college and high school credit. The law mandates that postsecondary institutions allow selected high school students to enroll in their on-campus courses, as space allows. The law also allows schools and districts to contract with postsecondary institutions to provide postsecondary courses on site at high schools, as is the case with Concurrent Enrollment.

STATE DOLLARS AVAILABLE TO SCHOOLS OFFERING CONCURRENT ENROLLMENT
Included in the current E-12 Education bill is state financial support for high schools that offer concurrent enrollment courses. The law also allows high schools to use professional development funds to help teachers become prepared to teach the college courses. Contact the Office of the Commissioner at the Minnesota Department of Education for details.
The Concurrent Enrollment program delivers Minnesota State University, Mankato courses according to individual high school needs. Concurrent Enrollment courses are currently offered in the following subject areas listed below.

Additional courses may be offered within our Concurrent Enrollment program by making arrangements with the Assistant Director.

### BIOLOGICAL SCIENCES

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>REQUIREMENTS</th>
<th>CLASS SIZE</th>
<th>MnSCU GOAL AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO 100 – Our Natural World:</strong></td>
<td>An introductory course designed for students not majoring in science. Focuses on basic biological principles with special emphasis on the human species. Includes scientific problem solving, biodiversity, human and social aspects of biology, ecology, cellular processes and organ function, human reproduction, pre-natal development and heredity. Lecture, laboratory, and small group discussions. (4 credits)</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course falls under MnSCU general education goal area 3. A student will need one more 3 credit course from a different discipline to fulfill this area.</td>
</tr>
<tr>
<td><strong>BIO 105 – General Biology I:</strong></td>
<td>Study of biological processes at the suborganismal level including cell chemistry, metabolism, reproduction, genetics, and complex tissue physiology. Laboratory and discussion sessions stress problem solving and experimental design. (4 credits)</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course falls under MnSCU general education goal area 3. A student will need one more 3 credit course from a different discipline to fulfill this area.</td>
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### COMMUNICATION STUDIES

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>REQUIREMENTS</th>
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<th>MnSCU GOAL AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CMST 102 - Public Speaking</strong></td>
<td>A course in communication principles to develop skills in the analysis and presentation of speeches. (3 credits)</td>
<td>This course must be capped at 25 students, 13 of which must be taking the course for university credit. If more than 25 students are registered, schools must either open another section at the current rate for a concurrent course, or remove students not taking the course for university credit.</td>
<td>This course falls under MnSCU general education goal area 1B, speech and oral reasoning.</td>
</tr>
</tbody>
</table>

*To learn more about the MnSCU General Education Goal Areas please review the current General Education Bulletin at:* [http://www.mnsu.edu/supersite/academics/bulletins/](http://www.mnsu.edu/supersite/academics/bulletins/)
### ENG 101 – Composition:

English 101 is a process writing course; students practice strategies for exploring ideas and develop their revision processes through peer response, instructor feedback, and guided analysis of their own writing. Critical reading, research, and reflection are important components of the course. Class discussion and writing assignments help students read for comprehension, genre understanding, and rhetorical inspiration/critique. Students apply their developing reading skills in a multi-source library research project, which is showcased in their capstone portfolios. In addition to displaying their writing accomplishments, the portfolio includes a reflective essay in which students describe their rhetorical choices and writing development in the course. *(4 credits)*

In order to qualify for English 101, a student must:
- Submit an ACT with an English score of 18 or above
- Submit an SAT writing score of 440 or above
- Submit an Accuplacer Reading Comprehension score of 78 or higher.

In addition, a student must also meet university admission requirements to earn university credit for the course.

This course must be capped at 25 students, 13 of which must be taking the course for university credit. If more than 25 students are registered, schools must either open another section at the current rate for a concurrent course, or remove students not taking the course for university credit.

This course falls under MnSCU general education goal area 1A, English composition.

### ENG 110 - Intro to Literature:

Study and analysis of elements of prose, poetry, and drama in English from earlier periods through contemporary. Emphasizes critical reading of literature. May include such genres as short story, novel, memoir, nonfiction, biography, autobiography, poem, play, and screenplay. *(4 credits)*

There are no pre-requisites for this course. Students must meet the university admission requirements to earn university credit.

This course must be capped at 25 students, 13 of which must be taking the course for university credit. If more than 25 students are registered, schools must either open another section at the current rate for a concurrent course, or remove students not taking the course for university credit.

This course falls under MnSCU general education goal area 6, Humanities and the Arts. Students will need one more course from a different discipline to fulfill this area.
# GEOGRAPHY

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>GEOG 103 – Intro to Cultural Geography: Cultural aspects of interactions between people and their environment focusing on spatial patterns of population, agriculture, politics, language, religion, industrialization, and urbanization. Emphasis is placed on the processes that create the cultural landscaped and on management of land and natural resources. (3 credits)</td>
<td>There are no pre-requisites for this course. Students must meet the university admission requirements to earn university credit.</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course helps to fulfill both goal area 5, History and Social Behavioral Sciences, and goal area 8, Global Perspectives. Students will need one more course, in a different discipline to fulfill goal area 5. This course also helps to fulfill the Diverse Cultures component. Students will need one more course to meet graduation requirements.</td>
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## GOVERNMENT

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<tr>
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</thead>
<tbody>
<tr>
<td>POL 111 - United States Government: Become informed enough to play your part in governing the United States. Start by learning about the Constitution, our rights and freedoms, how the national government works and the opportunities and challenges of citizen influence. Political Science methods, and the challenges of citizenship are emphasized. (3 credits)</td>
<td>There are no pre-requisites for this course. Students must meet the university admission requirements to earn university credit.</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course helps to fulfill goal area 5, History and Social &amp; Behavioral Sciences. Students will still need one more course from a different discipline to complete the requirements. This course also fulfills goal area 9, Ethical and Civic Responsibilities.</td>
</tr>
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## HEALTH SCIENCES

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<tr>
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<tbody>
<tr>
<td>HLTH 101 - Health and the Environment: This course is designed to introduce the wellness concept, encouraging development of physical, mental, social, and environmental health of the individual. The course ultimately fosters decision-making through a variety of instructional strategies. (3 credits)</td>
<td>There are no pre-requisites for this course. Students must meet the university admission requirements to earn university credit.</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course fulfills goal area 10, People and the Environment, of the MnSCU general education requirements.</td>
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### MATH

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</thead>
<tbody>
<tr>
<td><strong>MATH 112 - College Algebra</strong></td>
<td>Concepts of algebra (real numbers, exponents, polynomials, rational expressions), equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, matrices and determinants, conic sections, sequences and series, probability and binomial theorem. (4 credits)</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course fulfills goal area 4, Math and Logical Reasoning, of the MnSCU general education requirements.</td>
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### PSYCHOLOGY

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</thead>
<tbody>
<tr>
<td><strong>PSYC 101 - Intro to Psychological Science</strong></td>
<td>This course is designed to provide a thorough introduction to the broad spectrum of theories and applications that make up the field of psychology. (4 credits)</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course helps to fulfill goal area 5, History and Social &amp; Behavioral Sciences, of the MnSCU general education requirements.</td>
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### SPEECH, HEARING, AND REHABILITATION SERVICES

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<tbody>
<tr>
<td><strong>CDIS 207 - Advanced Sign Language I</strong></td>
<td>The third in a sequence of courses which aim at the development of skills in the use of American Sign Language as a form of communication with persons who are hearing impaired or deaf. (3 credits)</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course fulfills goal area 8, Global Perspectives, of the MnSCU general education requirements.</td>
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<tr>
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<tr>
<td><strong>SPAN 102 - Elementary Spanish II:</strong></td>
<td>In order to earn university credit for this course a student must have completed SPAN 101, or an equivalent course. They must also be formally admitted to the university as a concurrent enrollment student.</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course fulfills goal area 8, Global Perspectives, of the MnSCU general education requirements.</td>
</tr>
<tr>
<td><strong>SPAN 201 - Intermediate Spanish I:</strong></td>
<td>In order to earn university credit for this course a student must have one year university level Spanish or equivalent. Students must also be formally admitted to the university as a concurrent enrollment student.</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course fulfills goal area 8, Global Perspectives, of the MnSCU general education requirements.</td>
</tr>
<tr>
<td><strong>SPAN 202 - Intermediate Spanish II:</strong></td>
<td>In order to earn university credit for this course a student must have one year university level Spanish or equivalent. Students must also be formally admitted to the university as a concurrent enrollment student.</td>
<td>Maximum of 30 students, 16 of which must be enrolled in the course for university credit. If more than 30 students are registered, schools must either open another section at the current rate for a concurrent course or remove students not taking the course for university credit.</td>
<td>This course fulfills goal area 8, Global Perspectives, of the MnSCU general education requirements.</td>
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For more details on courses offered through the Concurrent Enrollment program through Minnesota State University, Mankato please visit: http://www.mnsu.edu/concurrent/offerings.html
Becoming a Concurrent Enrollment Teacher

APPLICATION PROCESS
High school teachers who wish to teach a Concurrent Enrollment course must go through an application process to demonstrate that they meet the qualifications set by the academic department in which they wish to teach. Prospective Concurrent Enrollment teachers must submit a resume and an application, found at the web address below.

APPLICATION DEADLINE
Teacher applications are accepted year round. Although, the Concurrent Enrollment program encourages teachers to apply 12 – 18 months in advance of teaching the Concurrent Enrollment course. This generous lead time allows schools to address issues that may arise during the teacher application process, namely, finding another qualified teacher if the initial applicant is denied and allowing provisionally accepted teachers to complete the required preparatory work before they teach. This lead time also allows schools to be completely confident that they will be able to offer the Concurrent Enrollment course and include it in their student registration materials.

TEACHER QUALIFICATIONS
As part of our accreditation through NACEP, and the institutions accreditation through the Higher Learning Commission, we require that all Concurrent Enrollment teachers hold a completed Master’s degree. Some academic departments on campus prefer you have Master’s degree in the content area you would like to teach in and other departments will accept a more general Master’s degree based on your teaching and other educational experiences. Concurrent enrollment courses are designed to be identical in pedagogy, theoretical, and philosophical orientation of on-campus Minnesota State University, Mankato courses.

Concurrent Enrollment teachers are typically experienced teachers and lifelong learners, committed to staying current with both pedagogy and content through reading and ongoing professional development. They are energetic and committed to challenging both themselves and their students. Concurrent Enrollment teachers value participation in a vibrant community of learners.

APPROVAL PROCESS
The instructor approval process largely depends on the course an instructor is interested in teaching. All applications are initially vetted by the Assistant Director of Concurrent Enrollment. Once vetted, and the instructor appears to have met the initial qualifications, the application is passed on to either the department chair or the faculty partner for that program.

http://www.mnsu.edu/concurrent/high_school_teacher_application_form_concurrent_enrollment.pdf or visit the Concurrent Enrollment website and click on the “High School Teachers” tab.
Teacher Responsibilities

MINNESOTA STATE UNIVERSITY, MANKATO STUDENT ORIENTATION

During professional development day, the concurrent enrollment teacher will receive the orientation DVD, which they play for their class. This DVD will instruct students how to activate their Minnesota State University, Mankato email (MavMAIL) and will review the University’s online library resources. This Student Handbook includes information on how to transfer credits, how to view grades online, academic requirements of the program, and more, if you still have questions following orientation. Within the first few weeks of the course, your students will be asked to visit campus, where they will receive their MavCARDS.

FACULTY PARTNERS

Each Concurrent Enrollment high school teacher should work closely with their assigned Minnesota State University, Mankato faculty partner through site visits and other forms of communication. Your assigned faculty partner is required to visit with you in person three times during the term your course is scheduled. Prior to the start of your course, your faculty partner should approve the course textbook(s) and syllabus. This process will ensure your course outline meets the same outcomes as the respective course on campus.

ROSTER

Course rosters must be sent in prior to the start of each course. By the middle of the term, we will send you back our copies of the roster. That will be the final opportunity to amend discrepancies. At this point no students may be added to the official university roster and any students not removed will receive a ‘W.’

TECHID/MAVCARD/MAVMAIL

All Concurrent Enrollment teachers will receive a Minnesota State Mankato StarID, TechID, MavCARD (University ID), MavMAIL (University email), and access to thousands of databases through our online library resources. The Assistant Director for Concurrent Enrollment will work with you directly to get all of these items before your class starts.

SUBMITTING GRADES

Concurrent Enrollment teachers should report all student grades directly to the Assistant Director for Concurrent Enrollment within five business days of the last class session. High school Concurrent Enrollment teachers determine the grade for the course and may assign different grades for the high school credits and the University credits. Some of our departments allow shaded grading (i.e., A+, A-, B+, B- etc). Please ask your faculty partner how they would like you to submit the university grade.

END OF SEMESTER EVALUATIONS

Near the end of the semester, Concurrent Enrollment students and teachers will complete an evaluation of the Concurrent Enrollment course/program. Once grades have been submitted and the Institutional Research Department at Minnesota State University, Mankato has processed the instructor evaluations, high school teachers will receive an emailed summary report of the results.

REQUIRED ANNUAL PROFESSION DEVELOPMENT FOR TEACHERS

All high school teachers will be required to attend a professional development day on campus in August. On this occasion, you will receive information on campus services and new initiatives, as well as the opportunity to collaborate with peer teachers and your assigned University faculty member. Continuing education hours will be awarded for attendance. Work shop attendance is required! All new CE teachers will work with their faculty coordinator for the discipline to prepare the content, pedagogy, assessment, and syllabus for the Concurrent Enrollment course they will be teaching. If a teacher misses one professional development workshop they will receive a written letter reminding them of the requirements of professional development and a list of alternative professional development opportunities they may take advantage of. If a teacher is absent a second time from professional development workshop they will again receive a letter reminding them of the requirement along with the expectation that they are in attendance at next year’s event or they will no longer be eligible to teach concurrent enrollment through Minnesota State University, Mankato. High school principals will also receive written notification of an instructor’s failure to attend.

CREATE A UNIVERSITY SYLLABUS

The University requires certain information be included on all MSU syllabi. Specific departments may have additional requirements. An example syllabus can be found at the web address below.

A check list of required information that is found on each syllabus is found on the next page to help you get started creating your own.

http://www.mnsu.edu/newstudent/seminar/recommended_syllabus_fyex_100.pdf
Administrative Checklist for Concurrent Teachers

**ITEMS REQUIRED ON SYLLIBI**

- Course title
- Course designator
- Course number
- Number of credits
- Day, time, and place of class meetings
- Instructor’s name
- Office location
- Office hours
- At least one method of contacting you
- A brief description of the course
- Course goals, objectives and expectations
- List of required texts

- Course prerequisites
- Schedule of assignments, papers, projects, etc;
- Criteria for grading and grading standards
- Make-up exam policy
- Statement on classroom conduct
- Statement on academic misconduct
- Statement regarding sexual harassment
- Statement on penalties for late work
- Statement of accommodations for students with disabilities

Once complete, submit your final Concurrent Enrollment course syllabus to both the Assistant Director and to your faculty partner.

**ADMINISTRATIVE CHECKLIST**

**JULY/AUGUST**
- Begin Initial Contact with Faculty Partner

**AUGUST**
- Attend Professional Development Day
- Send Your Syllabi to Your Faculty Partner
- Send Your Syllabi to Mike Altomari

**FIRST WEEK OF CLASS**
- Send Rosters via Email

**SEPTEMBER/OCTOBER**
- Take Your Class to Their Maverick Visit *

**HALFWAY THROUGH YOUR SEMESTER**
- Have Rosters Finalized

**END OF TERM**
- Send Final Course Grades

**MAVERICK VISITS**

Each concurrent enrollment course will be required to visit the Minnesota State University, Mankato campus. These visits will be of absolutely no cost to the school district. The university will reimburse transportation and fund lunches, as well as reimburse the district for substitute teachers. Each campus visit will provide students and high school teachers with an opportunity to hear from a university faculty member. The visit will also include a presentation from the university honors program and a tour of campus. There are a number of other campus resources that we are able to request present. During Professional Development Day you’ll receive a form to fill out requesting information to personalize your visit to campus.

**TYPICAL MAVERICK VISIT SCHEDULE**

- **Arrive on Campus** 9:30 - 10:00 am
- **Welcome from Assistant Director**, PSEO and Concurrent Enrollment Mike Altomari
- **Admissions Presentation** with a focus on Honors
- **Faculty Introduction or Class Audit** depending on timing of visit and type of course
- **Tour of Campus** provided by Student Ambassadors
- **Lunch** provided by Concurrent Enrollment
Policies and Procedures

COURSE 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.

Minnesota State University, Mankato permits absences from class for participation in religious observances. Students who plan to miss class must:

- Inform instructors of anticipated absences at the beginning of the term.
- Meet with instructors to reschedule any missed examinations and...
- Obtain class notes from other students.

STUDENT WORKLOAD

Minnesota State University, Mankato defines an academic credit hour as consisting of at least one hour of class per week plus two hours of work outside of the classroom. That means students can expect about 2 hours of homework for each credit hour of concurrent enrollment courses they take.

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 members of this University community, Concurrent Enrollment students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing a course, etc.) and disciplinary sanctions (such as probation, suspension, or expulsion). It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided on the right.

PLAGIARISM

The submission of an academic assignment as one’s own work that includes critical ideas or written narrative that are taken from another author without the proper citation. This does not apply only to direct quotes, but also to critical ideas that are paraphrased by the student.

Plagiarism includes but is not limited to:

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

CHEATING

Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc.

COLLUSION

Assistance to another student or among students in committing the act of cheating or plagiarism.

To learn more about the Academic Honesty policy please visit the web address below.

https://www.mnsu.edu/policies/approved/academichonesty.pdf
Grading / Student Eligibility

MINNESOTA STATE UNIVERSITY, MANKATO GRADES

High school Concurrent Enrollment teachers determine the grade for their courses and may assign different grades for the high school credits and the Minnesota State University, Mankato credits. Some of our departments allow shaded grading (i.e., A+, A-, B+, B- etc).

The mid-semester roster update will include a grading spreadsheet. Concurrent Enrollment teachers are responsible for submitting grades through this method. Please submit your final course grades spreadsheet via email to the Assistant Director at michael.altomari@mnsu.edu, as well as to your faculty partner, within five days of the conclusion of your academic term. Google Drive users have the option of sharing grades with the mnsuconcurrentenrollment@gmail.com email address instead; however, if you choose this option, please notify the Assistant Director since this email is not checked regularly.

OBTAINING YOUR GRADES

Grades can be viewed online. Printed grade reports are not mailed to students and cannot be given over the phone.

To obtain or verify your University grade visit : https://www.mnsu.edu/eservices/

You will be required to provide your Minnesota State University StarID and StarID password. The next step is to click on Grades and Transcripts, then Check Grades.

For more detailed instructions on viewing grades online please visit : http://www.mnsu.edu/registrar/webgrades.html

DISPUTING A GRADE

Except in cases of error, it is rare that grades are changed. However, if you believe you have a justifiable complaint about your grades, first talk with your Concurrent Enrollment teacher. If your problem is not satisfactorily resolved, contact the Concurrent Enrollment Assistant Director (Mike Altomari) at Minnesota State University, Mankato.

STUDENT ELIGIBILITY CRITERIA

Students wanting to participate in a Concurrent Enrollment course will need to talk to the Concurrent Enrollment teacher or the high school guidance counselor to complete the appropriate forms and determine their eligibility. Eligibility is determined by a combination of class rank, cumulative GPA, and/or ACT score. With each category there are minimum requirements.

SENIORS

Seniors must meet one of the following requirements in order to be admissible to the concurrent enrollment program:

- Rank in the top 50% of their graduation class*
- Provide transcripts that show a cumulative GPA of 3.0 or higher*
- Provide ACT scores of 21 or higher composite*

* With a satisfactory class rank, ACT score and GPA. Please contact the Assistant Director of Concurrent Enrollment for further information.

JUNIORS

Juniors must meet one of the following requirements in order to be admissible to the concurrent enrollment program:

- Rank in the top one-third of their graduation class*
- Provide transcripts that show a cumulative GPA of 3.3 or higher*
- Provide ACT scores of 24 or higher composite*

* With a satisfactory class rank, ACT score and GPA. Please contact the Assistant Director of Concurrent Enrollment for further information.

9TH AND 10TH GRADE

If a course cannot be filled with eligible juniors and seniors, it is advised that a school first tries to fill the course with juniors and seniors who do not qualify for university credit. If the course can still not be filled, 9th and 10th graders may register if:

- The college or university president approves
- The student has a score at or above the 90th percentile on a national test, such as ACT or SAT or ranks in the upper one-tenth of their class
- The student has a favorable recommendation from a designated high school official to enroll in the course

New legislation allows for high schools to offer courses strictly comprised of sophomores, as long as that course is also offered to juniors and seniors. A concurrent enrollment course cannot be created strictly for sophomores to enroll in.
PREREQUISITE REQUIREMENTS
The student must also meet the prerequisite requirements of the course as determined by the college or university. This affects students interested in enrolling in English 101 and Math 112 courses. Simply being admitted to concurrent enrollment doesn’t mean that a student will be able to register for any course offered. Below you will see the placement requirements for English and Math.

ENGLISH 101 AND MATH 112
These two courses have additional admission requirements:

To receive credit/enroll in English 101, a student must have an ACT English Subscore of 18 or better OR an SAT Writing Score of 440 or better OR a score of 78 or better on the Reading section of the Accuplacer exam.

To receive credit/enroll in Math 112, a student must have an ACT Math Subscore of 22 or better OR a score of 49.5 on the College Algebra section of the Accuplacer exam AND a score of 75.5 or better on the Elementary Math section of the Accuplacer exam.

The Accuplacer can be taken at MSU’s campus for free via the Center for Academic Success. Appointments can be made at 507-389-1791

APPLICATION TIMELINE
It is highly important that application materials are submitted as soon as possible for all interested students. It is our recommendation that after high school registration students fill out the online application to campus. Once spring semester grades are posted on transcripts we encourage high schools to send transcripts to the Office of New Student and Family Programs for review. It is also helpful to include course rosters.

If grades are not posted on transcripts until after summer break starts, we will communicate with the school to have transcripts sent at a later time. This typically happens with incoming seniors who are waiting on their ACT scores to be posted.

It is important that the students submit this information early so to avoid any delays once the course actually starts. Our concurrent enrollment program works with over 800 students, submitting application materials in a timely manner allows Admissions over the summer to process students information and communicate with the Assistant Director if updated information is needed.

In order for a student to access their MSU email, D2L/Brightspace account, receive their MavCard, or gain access to Library Services they must be admitted to campus. We appreciate your willingness to work with us to ensure your students applications are processed in a timely manner.

For details on placement testing please visit: http://www.mnsu.edu/success/placement/
The next section is information gathered from our student handbook. It is written for students and designed to help students understand the concurrent enrollment process and expectations. Each student will provided information on how to access the handbook electronically. Due to cost restraints we are not able to provide every student with their own copy.
STEP-BY-STEP INSTRUCTIONS

Please follow each step as the Concurrent Enrollment eApplication processes requires specific information to be entered to ensure your application is coded correctly upon receipt.

1. Go to www.mnsu.edu

2. Click on “Apply Now” in the middle of the page.

3. Click on “PSEO/Concurrent Enrollment”

4. If students do not have a StarID they will choose to “Create StarID” if they have a StarID (even from another MnSCU school) they can login using the same information.

5. Click on Start Application

6. Complete all of the sections filling in all of the information that you know. It is recommended that a student uses their personal email address, not a family members, family, or school email.

*NOTE: Please make note of the email account you entered. You will need to log in to the same email to get an activation code that will allow you to set up your student e-services account when your concurrent enrollment course begins at your high school.

*NOTE: Your Social Security number is not required, however, having it on file allows for a smoother transition as a concurrent enrollment student. Your SSN may be required to send your transcripts to other institutions and activate your StarID. It is highly recommended that students enter this when completing the online application.

7. Complete High School section. Select YES and complete high school information and anticipated graduation date (Always enter June for the month, and your graduation year. Example: 06/2017)

8. Preparation Standards: You do not need to complete this portion of the application. We will get this information from your high school guidance counselor.

9. Higher Education: If you have taken any other post-secondary courses, select yes and follow the prompts. If this is the first university-level course you have taken, select no.

10. Complete Demographics Section (this is voluntary)

11. Academic Term: Please select Fall as your start date regardless of when you might officially start taking Minnesota State Mankato courses at your high school.

12. Application Type: VERY IMPORTANT!!! Be sure to select Post-SecondaryEnrollment Options (PSEO) Student. Select no assuming you have never attended Minnesota State University, Mankato before. If you have already taken a concurrent enrollment course at your high school, you do not need to re-apply as a PSEO student.

13. Education Intent: When asked to “Select the option that best describes your current educational goal”, please select “Complete courses, but not a degree”

14. Please select Part Time Student

15. Academic Program: Please click on “REMOVE MAJOR” box. We do not want Concurrent Enrollment/PSEO students to declare majors on the e-application at this time. PLEASE GO TO NEXT PAGE

16. Application Information: Select no assuming you have never attended Minnesota State University, Mankato before. If you have already taken a concurrent enrollment course at your high school, you do not need to re-apply as a PSEO student.

17. Activities & Sports: Feel free to check any of the boxes that are of interest to you at Minnesota State Mankato.

18. Additional Information: THIS IS A VERY IMPORTANT STEP OF THE APPLICATION PROCESS!!

“Do you plan to take Concurrent Enrollment courses at your high school campus?” Please select YES you plan to take courses at your high school campus.

“Do you plan to take PSEO courses on the Minnesota State University, Mankato campus?” Please select NO if you do not plan on taking PSEO courses on the Minnesota State Mankato campus. If you wish to participate in both concurrent enrollment at your high school and take PSEO classes on the Minnesota State University, Mankato campus, please select yes for both questions.

19. Review and Submit Your Application: Check the small square box confirming you want to submit the application. Please note, Concurrent Enrollment/PSEO students do not pay the $20 application fee. There is NO promotion code to enter so leave that box blank.

20. Click on Review Your Application. If your information is correct, click on “Go to Submit Page” and submit your application!

21. You will need to enter your birthdate in MM/DD/YYYY format. You may also enter your social security number.

NOTE: Entering your social security number, although optional and not legally required, helps us better identify you within the system and ensures your data is matched together. If you do not enter your social security number, your application will still be processed.

22. You are almost there! Make sure you write down your StarID and password. Losing it will require you to contact the Registration Help Desk at Minnesota State or the MnSCU Help Desk.

23. Providing your SSN will be of great help if you do in fact forget your login information.
WITHDRAWING FROM A COURSE
To withdraw from a Concurrent Enrollment course you must first talk to your high school guidance counselor and/or instructor to discuss the circumstances.

After the 10th class session, a 'W' will show up on your Minnesota State University, Mankato transcript. The last day to withdraw from a Concurrent Enrollment course, and receive a 'W' rather than a standard letter grade (the grade you are earning instead of a W), is determined by each high school's individual academic calendar.

Please note, a ‘W’ does not affect your GPA but may make you ineligible to enroll in future Concurrent Enrollment courses. A ‘W’ can also affect future college applications for admission or financial aid. If you are concerned with your academic performance, talk to your teacher as soon as possible.

STUDENTS WITH DISABILITIES
It is Minnesota State University, Mankato’s policy that a qualified individual with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others. Students may request accommodation through the Accessibility Resources Office, which is located at 132 Memorial Library and can be reached at 507-389-2825.

STUDENT RECORDS PRIVACY
Minnesota State University, Mankato complies with the Minnesota Government Data Practices Act (MGDPA) and the Family Education Rights and Privacy Act (FERPA) governing privacy of student records. Education records under MGDPA and FERPA are private.

RELEASE OF INFORMATION TO PARENTS AND THIRD PARTIES
Parents are not permitted under University policy to access their student’s education record at the postsecondary level. This includes minors and high school students enrolled through Concurrent Enrollment. The University may only share non-public information if the disclosure complies with FERPA requirements for disclosure without consent.

Release of Information forms are available for students to sign at the Campus Hub permitting disclosure of the following information to a designated recipient upon request: financial aid information and data; student payroll information; billing charges and payments; registration enrollment/grades/academic probation/suspension; alcohol and drug violations.
After the Course: How to Handle Credits

TRANSCRIPTS
All Minnesota State University, Mankato transcripts are handled by the University’s Office of the Registrar, not the Office of New Student and Family Programs. It is the student’s responsibility to verify that information on his or her transcript is correct. If your name is misspelled, your student ID number is incorrect, or your grade appears incorrect, contact the Assistant Director of Concurrent Enrollment at Minnesota State University, Mankato.

UNOFFICIAL TRANSCRIPTS
Unofficial transcripts are free. Unofficial transcripts will be faxed to destinations within the USA at no charge. There is a fee of $5.00 per transcript for overseas destinations. You must provide the same information as you would for an official transcript request. The form is available online at the web address below. This form can be printed, completed and faxed to the Campus Hub (Fax: 507-389-2227).

OPTION 1: OBTAIN YOUR UNOFFICIAL TRANSCRIPT ONLINE
1. Visit www.mnsu.edu
2. Click on ‘Current Students’
3. Under the ‘Current Students’ menu, click on ‘E-Services/Registration’
4. Log-in with your Minnesota State University, Mankato StarID and StarID password
5. You will now be on the Student E-Services Page
6. Click on ‘Grades and Transcripts’ and choose the option: Academic Record

OPTION 2: OBTAIN YOUR UNOFFICIAL TRANSCRIPT FROM THE CAMPUS HUB
Bring your photo ID to the Campus Hub in the Centennial Student Union and they will print one while you wait.

Questions concerning Minnesota State University, Mankato transcripts should be directed to the Campus Hub, SU 117, phone 507-389-1866 or 800-722-0544, Campus Hub Fax: 507-389-2227.

OFFICIAL TRANSCRIPTS
Official transcripts require a minimum $5.00 charge, plus a $2.25 processing fee. Official transcript requests cannot be taken over the phone or via e-mail. Students with fiscal holds on their record will not receive their official transcript until they have their fiscal hold removed by contacting the Cashier’s Office.

OPTION 1: REQUEST YOUR OFFICIAL TRANSCRIPT IN PERSON
Stop by the Campus Hub in the Centennial Student Union or the Registrar’s Office. The following information is needed to place an official transcript request:
1. Student’s current and/or former name
2. Student’s social security number
3. Student’s birth date
4. Student’s dates of attendance at Minnesota State University, Mankato
5. Student’s current mailing address
6. Student’s daytime telephone number
7. Student’s signature authorizing the request
8. Address to which transcript is to be sent
9. Number of transcripts needed
10. $5.00 per transcript requested. If paying by credit card (VISA, MasterCard, Discover) the credit card number and its expiration date are also needed.
11. E-mail address (We will use this to notify you if your transcript is mailed to an address other than your own.)

OPTION 2: OBTAIN YOUR OFFICIAL TRANSCRIPT VIA FAX
Fax the request form, found at the web address below, to 507-389-5719

OPTION 3: OBTAIN YOUR OFFICIAL TRANSCRIPT BY U.S. MAIL
Complete the request form, found at the web address below. And send to:

Transcript Department
Registrar’s Office
Minnesota State University, Mankato
132 Wigley Administration Center
Mankato, MN 56001

Normal processing time for official transcript requests is one week. Questions concerning Minnesota State University, Mankato transcripts should be directed to the Campus Hub, SU 117, phone 507-389-1866 or 800-722-0544, Campus Hub Fax: 507-389-2227

http://www.mnsu.edu/campushub/forms/msu_official_transcript.pdf
USING YOUR CREDITS AFTER HIGH SCHOOL

Now that you know how to request the official record of your Minnesota State University, Mankato credits earned through Concurrent Enrollment, here are some instructions that will help you use those credits after high school.

If you apply to Minnesota State Mankato, you don't need to worry about transferring credits; you already have a permanent transcript at Minnesota State Mankato as well as every other school within the MnSCU system. Be sure, however, to mention on your undergraduate admission application that you've already completed course work at Minnesota State University, Mankato. You may complete an undergraduate application online at the web address below. If you have questions about the application process, you may call the Admissions Office at 800-722-0544.

If you apply to another college or university, Minnesota State University, Mankato is regionally accredited by the Higher Learning Commission and is part of the Minnesota State Colleges and Universities system (MnSCU). Therefore, credits earned at Minnesota State University, Mankato should transfer to other Minnesota colleges and universities, as well as those outside of Minnesota. To determine equivalency and applicability of courses, you must check with the receiving institution. If transferring Minnesota State Mankato general education courses to another MnSCU institution, the receiving institution must accept the placement of courses into the appropriate goal areas that were determined by Minnesota State University, Mankato.

Data collected over the years indicates that the vast majority of students succeed in securing recognition for their Minnesota State University, Mankato credits earned through Concurrent Enrollment.

Recognition of your Minnesota State University, Mankato credits earned through Concurrent Enrollment can come in several forms. Be aware of these distinctions as you apply to other colleges and universities. Credits may:

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

Transferology.com is a great resource for figuring what your MSU credits will count toward at different institutions. Take a few moments to logon to their website and enter the courses you took.

NOTE: It is the student's responsibility to request transcripts be sent directly to other institutions. Neither Minnesota State University, Mankato nor the high school will make the request.

TIPS FOR SECURING CREDIT RECOGNITION

Transferring courses is not as simple as just supplying an institution with an official transcript. Institutions are very particular about the types of credits that are transferred to their institution. They need to ensure that equal learning is taking place between courses offered through their institution and the institution where the credits are being transferred from. In order to secure credit recognition you should follow the steps below. No accredited institution should reject a course simply because it is a concurrent enrollment course.

• Save your class syllabus and all your written work and exams so that you can submit evidence of the level of work your Concurrent Enrollment course required.
• Clearly indicate on the college application forms that you have taken course work at another university.
• Include an official Minnesota State University, Mankato transcript as part of your application.
• Should a college have questions about the Concurrent Enrollment course you have taken, present a portfolio of assignments and examinations to the college with the request that the portfolio be evaluated on an individual basis.

If transfer of credit is denied simply because the course was taken as a part of the Concurrent Enrollment program, contact the Assistant Director of Concurrent Enrollment at Minnesota State University, Mankato for assistance.

http://www.mnsu.edu/admissions/applynow.html

Check out Transferology.com to see which credits will transfer to other institutions!
As a Concurrent Enrollment student, you are a Minnesota State University, Mankato student. As such, you are eligible to access many of the same resources that are enjoyed by on-campus students. Take advantage of the opportunities available to you, such as online library access, the Center for Academic Success, and your MavMail e-mail account.

**STUDENT ID NUMBER**

Each student will receive two unique student identifiers, a StarID and TechID. Your StarID serves as your login for all of your campus accounts such as MavMail, D2L/BrightSpace, and the Distance Library. Your TechID is used to access your personal information such as transcripts.

**STARID**

A student’s StarID and its corresponding StarID password are used to access the university’s online resources, such as E-Services, MavMail, D2L, and the Distance Library. This should be completed prior to your Maverick Visit.

**HOW TO ACTIVATE STAR ID**

1. Go to www.mnsu.edu/starid

2. Click on the first box, StarID Activate Now!

3. Under StarID Self-Service, click on Activate StarID

4. You will see the following student options to activate:

   - **Tech ID (Student ID)** - This activation step will ONLY work if student’s SSN is entered into the Minnesota State Mankato student record system. Student TechID numbers can be found in column two of the University roster for your class.

   - **Library Card Barcode** - Your students won’t know this yet if they have not yet received a MavCARD. If they do have a MavCARD, library barcodes are listed on the backside of every card.

   - **Personal Email Address** - This activation step will ONLY work if the student’s personal email is entered into the Minnesota State University, Mankato student record system. Students would have had to enter a personal email address on their MSU application for this activation option to work. Please note, we do our best to decipher their handwriting on the application. It’s possible we may need to re-enter a personal email if we couldn’t read their handwriting on their application.

   - **Verification Code** - If a student activates their StarID with the personal email option, a verification code will be emailed to that personal email address. Students will need to open up that personal email and find a new message with a verification code. *Verification codes are only good for ONE HOUR so they will need to check their email right away.*

5. Students will need to set a StarID password. If students are struggling to set their StarID password, the password requirements are as listed. Passwords must meet or exceed these criteria:

   - Changed at least every 180 days.
   - Between 8 and 128 characters long.
   - Use at least 3 of these types of characters: uppercase, lowercase, numbers, special characters (see below).
   - May not have been used before.
   - May not contain your first name or last name if they are longer than 2 characters.

Special characters include characters like these: `! @ # $ % ^ & * ( ) _ + = - ` [ ] | \ : " ; ' < > , . ? /`

6. When a password has been accepted, the student’s StarID will be displayed at the top of the screen. Write down this password for your reference.

Students will use their StarID and password to access just about everything! MavMAIL (email), D2L, E-Services (transcripts, pay bills, grades, etc).

**TECHID**

As a Minnesota State University, Mankato student, you will be issued an 8-digit Tech ID number. The University uses this number to identify you in its student record system. Your Tech ID Number will be on your admission acceptance letter. It will also be printed on your MavCARD, which you will receive during Concurrent Enrollment orientation. If you forget your Tech ID Number, you can look it up online at the following web address:

https://www.mnsu.edu/its/userid/reg/logininfo.html
PIN (PERSONAL IDENTIFICATION NUMBER)

Your PIN number can be used in combination with your Tech ID Number to access services such as grades and transcripts. You can find your PIN online by visiting:

https://www.mnsu.edu/its/userid/reg/logininfo.html

When you access your PIN for the first time, it will have been preset to one of the following:
- Your birth date in YYMMDD format or
- The last six digits of your social security number (if provided on your application)

If you experience problems finding your Tech ID or PIN online, please call the Registration Help Center at 507-389-2252.

MAV CARD

Your first MavCARD is free and delivered to you during your Maverick Visit. If you should need a replacement MavCARD, you may obtain one from the Campus Hub in the Centennial Student Union on campus. There is a $5 charge for replacement MavCARDs. This MavCARD is valid anytime during your junior or senior year that you are enrolled in a Concurrent Enrollment course.

MAVMAIL

The Assistant Director of Concurrent Enrollment will help you activate your Minnesota State Mankato MavMail account during your Maverick Visit. Please check your MavMail regularly, as this is the Assistant Director’s main form of communication to Concurrent Enrollment students—we will not communicate with personal emails.

D2L / BRIGHTSPACE

D2L/Brightspace is a course management system that offers a variety of tools, such as content area, course discussion boards, assignment drop boxes, chats, grades, etc. These tools can be implemented to supplement any concurrent enrollment course. D2L can be accessed at the web address below with your StarID and StarID password. It is only available per instructor request.

DISTANCE LIBRARY

Minnesota State University, Mankato has access to over 600 databases, special collections, and archives in its library. As a Minnesota State University, Mankato student you enjoy full library privileges to access these resources. Even better, you are able to access them without driving to Mankato. Concurrent Enrollment students will learn to access the Minnesota State University, Mankato Online Library resources during orientation. Visit the Online Library at:

http://www.lib.mnsu.edu

HOW TO ACCESS ONLINE LIBRARY SERVICES

1. Go to Minnesota State University, Mankato home page, www.mnsu.edu
2. Click on “Library Services” on the top banner.
3. Click on “Class & Subject Guides” on the left hand side of screen (yellow bar).
4. Under, Select a Category menu…, click on “Distance Learning”.
5. Under Distance Learning (middle of screen) menu, click on “Distance Library Services”.
6. Click on third tab in: “Concurrent Enrollment”.
7. Under Concurrent Enrollment Library Guides, select the Concurrent Enrollment course(s) that you are enrolled in.
8. Under Choosing a Topic menu, you will see a list of online library databases specific to each course.
9. Please take a few minutes to watch the Instructional Videos. These instructional videos will walk you through USEFUL database searching step-by-step online.

Scan this QR Code to skip steps 1-6!
NEED LIBRARY HELP?
Contact Paul Wyss, Distance Librarian!
Email: paul.wyss@mnsu.edu
Telephone: 507-389-2258

REFERENCE ASSISTANCE
1. Visit lib.mnsu.edu
2. Select: ‘Ask a Librarian’
3. Select:
   • Chat
   • E-mail
   • Request a consultation
   • Call 507-389-5958

DOCUMENT DELIVERY
If you are a student living at least 30-miles from Minnesota State University, Mankato, you are eligible to have books and articles from the Minnesota State University collection mailed to your home at no charge.
1. Visit lib.mnsu.edu
2. Select: ‘Services for Students at a Distance’

RENEWAL
Renewal for materials that you have checked out from the library can be done one of four ways:
1. Online at lib.mnsu.edu
2. E-mail: msulibrary@mnsu.edu (include bar code on materials, bar code on MavCard and name)
3. In person: you do not need to bring the materials you wish to renew, but may renew your materials at the front desk of the library. Visit the website on the right for hours of service.
4. U.S. Mail: Send a renewal request to:
   Minnesota State University, Mankato
   Library Services, ML 3097
   PO Box 8419
   Mankato, MN 56002-8419

Skip steps 1-2 by scanning the code or visiting: http://lib.mnsu.edu/ask/

Skip the steps! Scan the code to be taken directly to Document Delivery for students at a distance.
All Concurrent Enrollment students have the opportunity to take advantage of nearly all the resources and activities that traditional college students do. Below is a list of some of the resources and activities you should try to take advantage of!

**CENTER FOR ACADEMIC SUCCESS**

The Center for Academic Success is our university tutoring center. Students are able to meet with trained tutors face-to-face at no charge. More information can be found by visiting their website:

www.mnsu.edu/success

The Center for Academic Success also hosts our university’s Writing Center where students are able to bring papers in and have their papers looked over by an English Graduate Assistant. For distance students there are online writing tutors available as well!

**CAMPUS RECREATION**

All students with a valid MSU MavCard will have access to our recreational facilities. Your card will need to be scanned before entering Otto Recreation (our campus fitness center), so make sure you bring it with you! You can play basketball, workout, sign up for fitness classes, or climb one of our two rock walls (one indoors and one outdoors)! Check out all of the fitness opportunities by visiting their website:

http://www.mnsu.edu/campusrec/

**OFFICE OF ACCESSIBILITY RESOURCES**

Any student who requires additional accommodations for the course they are in should contact our Office of Accessibility Resources BEFORE the course starts. They are very willing and eager to work with students and provide any resources that may be needed for you to be successful in your course. It is important to contact them ahead of time. You can find more information on their website:

http://www.mnsu.edu/access/

**INFORMATION AND TECHNOLOGY SERVICES**

Any issues that arise pertaining to MSU tech resources should be referred to ITS. Their phone number is 507–389–6654 and their email address is servicedesk@mnsu.edu.

**ATHLETICS**

Any student interested in attending a Maverick Athletic event is able to do so with just their MavCard! Most athletic events are completely free for students. If you’d like to attend one of our MSU Men’s Hockey games you will need to email your name to the Assistant Director of Concurrent Enrollment by 12pm on the Wednesday of the week you are interested. Athletics gives out 1,000 student tickets per weekend. They have been very willing to work with us and ensure that you can attend these events however, they will need time to set your ticket aside.

**STUDENT EVENTS TEAM**

Our Student Events Team (SET) sponsors a majority of our campus concerts, speakers, comedians, and movies. Thursday thru Sunday there are FREE movies shown in the auditorium. The majority of movies are screened before their DVD release date. If you want to bring a friend who isn’t an MSU student they will only be charged $1.00! Check out their website by visiting the website below:

http://www.mnsu.edu/studenteventsteam/

**CAREER DEVELOPMENT CENTER**

Our Student Events Team (SET) sponsors a majority of our campus concerts, speakers, comedians, and movies. Thursday thru Sunday there are FREE movies shown in the auditorium. The majority of movies are screened before their DVD release date. If you want to bring a friend who isn’t an MSU student they will only be charged $1.00! Check out their website by visiting:

http://www.mnsu.edu/campusrec/

**OFFICE 365**

Office 365 is a suite of Cloud-hosted tools, allowing users to access a catalog of software on virtually any device as long as an internet connection is available. There are no installations, no updates, and nothing required from the user other than logging into the service. Office 365 also gives students, staff, and faculty access to OneDrive, a personal online storage system with 1TB of space. Users can also download Office 365 ProPlus up to five times on their desktop/laptops, and up to five times on their mobile devices. Visit the student software page for more details.

Questions can be directed to the Service Desk by email at servicedesk@mnsu.edu or by phone at 507–389–6654.
Important Contacts

ASSISTANT DIRECTOR FOR PSEO & CONCURRENT ENROLLMENT PROGRAMS
Mike Altomari
Phone: 507-389-5498
Email: michael.altomari@mnsu.edu

NEW STUDENT AND FAMILY PROGRAMS
103 Margaret R. Preska Residence Community
Mankato MN, 56001
507-389-5498

OFFICE OF THE REGISTRAR
132 Wigley Administration Center
507-389-6266
Fax: 507-389-5719

OFFICE OF ADMISSIONS
Minnesota State University, Mankato
122 Taylor Center
Mankato, MN 56001
507-389-1822
Fax: 507-389-1511

ACCESSIBILITY RESOURCES
132 Memorial Library
Mankato, MN 56001
507-389-2825 (V)
800-627-3529 or 711 (MRS)
Fax: 507-389-1199

MEMORIAL LIBRARY
601 Maywood Ave.
Mankato, MN 56002-8419
507-389-5931

IT SERVICE DESK
Memorial Library 3010
507-389-6654