



# Concurrent Enrollment Guide

New Prague High School

2021-2022

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## THIS GUIDE

This guide is intended to be used by students, family members, and high school partners (counselor, teachers, and administrators). It is an overview of the concurrent enrollment program and certain sections are specific to your school. The first sections of the guide are designed to introduce you to our concurrent enrollment program. The latter half of this guide will discuss best practices for concurrent enrollment students.

# PROGRAM OVERVIEW

Minnesota State University, Mankato is proud to be partnering with New Prague High School to bring high quality and rigorous courses to your students. Concurrent enrollment is an opportunity for students to earn free university credits through courses taught at their high school by approved and qualified instructors.

Minnesota State University, Mankato's Concurrent Enrollment program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). Through this accreditation, Minnesota State Mankato and our high school partners have demonstrated that the courses offered through concurrent enrollment meet the standards of quality set by NACEP. NACEP accreditation also allows district partners to qualify for state funding to continue offering concurrent enrollment courses.

## THE PROGRAM

Concurrent enrollment is a program administered by the PSEO Office and Division of Academic Affairs. When enrolled in a Minnesota State University, Mankato concurrent enrollment course, you are eligible to receive both high school and college credit. You get a jump start on college while satisfying high school requirements.

## THE TEACHERS

Concurrent enrollment courses are taught by university approved high school instructors from your school. All teachers apply and must be selected using the same criteria as traditional adjunct faculty. Teachers are supported by Minnesota State Mankato faculty.

## THE COURSES

The content and rigor of concurrent enrollment courses are the same as Minnesota State University, Mankato's on-campus courses. Students successfully completing a course receive Minnesota State University, Mankato academic credits.

Simply put, as a concurrent enrollment student you are a Minnesota State University, Mankato student taking Minnesota State University, Mankato courses in the convenience of your own high school!



# STUDENT APPLICATION PROCESS AND ELIGIBILITY

Students wanting to participate in a concurrent enrollment course will need to talk to their concurrent enrollment teacher or the high school guidance counselor to complete the necessary steps and determine their eligibility for concurrent enrollment. University admission eligibility is determined by class rank or GPA.

*ACT scores are optional for fall 2021 and spring 2022 applicants. There is no appeal process for students who do not meet the admission eligibility requirements.*

## ADMISSION REQUIREMENTS

<b>Seniors</b>	<ul style="list-style-type: none"><li>• Must rank in the top 50% of their high school class <b>OR</b></li><li>• Have a cumulative GPA of 3.0 <b>OR</b></li><li>• Achieve a composite ACT score of 21 or higher</li></ul>
<b>Juniors</b>	<ul style="list-style-type: none"><li>• Must rank in the top 1/3 of their high school class <b>OR</b></li><li>• Have a cumulative GPA of 3.3 <b>OR</b></li><li>• Achieve a composite ACT score of 24 or higher</li></ul>
<b>Freshmen &amp; Sophomores</b>	<ul style="list-style-type: none"><li>• Must rank in the top 10% of their high school class <b>OR</b></li><li>• Score in the top 10% on a nationally normed test <b>OR</b></li><li>• Submit a letter of support from a high school teacher or counselor along with a placement score for a language class.</li></ul>

## WHAT NEEDS TO BE SUBMITTED?

1. An [application](#) for admission
2. Current high school transcripts

*\*\*ACT scores are optional for fall 2021 and spring 2022 applicants.*

## HIGH SCHOOL TRANSCRIPTS CAN BE SENT THE FOLLOWING WAYS:

1. Emailed to [pseo@mnsu.edu](mailto:pseo@mnsu.edu).
2. Mailed to 122 Taylor Center, Mankato, MN 56001.
3. Via Parchment/Naviance.

## ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID) PILOT GROUP:

We are excited to extend the opportunity for all AVID students to enroll in concurrent enrollment courses. Students will need to identify as an AVID student when they apply to campus. We also have a form that must be filled out and submitted by a high school official verifying the student's participation in the AVID program.

Students must submit an online application. Students can follow [this link](#) to the step-by-step application guide.

# STUDENT REGISTRATION PROCESS

Enrollment in concurrent courses is a two-step process. First, students must be admitted to campus. Students, and school officials, should follow the admission eligibility guidance on page 3 to understand the admission process. This section will discuss the second step, physically registering for your course(s).

**Registering for courses:** Registration is required for students to receive concurrent enrollment credit. Concurrent enrollment students are expected to follow [specific steps](#) to earn credit for courses. Instructors are asked to verify rosters by specific dates. After that date, if changes need to be made to the roster, students will be asked to submit a registration appeal and instructors will need to submit a letter, on official school letterhead, confirming that the student is in the class.

Registration will take place for students on **e-services**, which contains many vital services students use, such as class registration, online bill pay, address change, and degree audit reports.

**Adding a class** means that the student has successfully registered for a course on e-services within the allocated window on e-services.

**Dropping a class** means that the student has successfully removed the class from their schedule on e-services within the allocated window on e-services. Dropping a class is only allowed the first few days of class and will not appear on a student's transcript.

**Withdrawing from a class** means that a student is no longer in the course, but the course counts as "attempted" and a grade of "W" is given. A withdrawal is denoted as a "W" on a transcript but will not be calculated into the student's cumulative GPA. However, it does factor into a student's standing with regards to Academic Standing for Undergraduate Students Policy. Learn more about withdrawing from a class in our [information guide](#).



# NEW PRAGUE HIGH SCHOOL

## COURSES OFFERED

### *Fall Semester 2021*

Class	Instructor	Registration Dates
<p><b>BIO 100: Our Natural World</b> 4 Credit class</p> <p>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.</p>	Jeff Decker	<p><b>Registration opens</b> August 30 <b>Registration closes</b> September 17 <b>Drop deadline</b> September 17 <b>Withdraw deadline</b> December 17</p>

# ACADEMIC POLICIES & EXPECTATIONS

This section of the handbook will help students, counselors, teachers, and families understand the Minnesota State Mankato campus policies and expectations. Concurrent enrollment courses are university courses taught in the high school building. Since students are earning university credit, they may be held to standards that are different than their high school courses.

The PSEO Office works hard to communicate policies and expectations with our high school partners and students. We routinely send newsletters to counselors, principals, and teachers. Students are invited to campus where they are taught about some of the differences between high school and college level courses. Since students are enrolled in university courses, we are required to follow federal data privacy laws (FERPA) that do not allow us to share detailed information about a student's account with anyone other than the student. Towards the end of the section we will talk about FERPA regulation and how students can request that the PSEO Office shares information with a family member.

## WHAT TO EXPECT

When you walk into a concurrent enrollment course, you are walking into a Minnesota State University, Mankato classroom. You will be learning the same course content as on-campus students-and your concurrent enrollment teacher(s) will be assessing you on the same learning outcomes. They may even be using the same exams! Students should expect the course content to be more rigorous, with more out of class learning and accountability.

Finally, expect that, when combined, these exceptional teachers, high standards, and motivated students will make for a vibrant and memorable learning experience!

## COURSE SYLLABUS

When asked for advice on how to succeed in college, current students often say, read the syllabus, read the syllabus, and be sure to read the syllabus. Along with assignments, a course syllabus will contain vital information on course expectations, key dates, class attendance policies, advising opportunities and grading procedures.

Many faculty members consider the syllabus a contract between them and their students. Keep your syllabus (along with all exams, papers, reports, etc.) after the course has ended. If you decide to go to a college other than Minnesota State University, Mankato, having syllabi available from the classes you took through concurrent enrollment may help you to secure credit recognition. Remember concurrent enrollment courses fall under university policies which may be different than high school policies.

# ACADEMIC REQUIREMENTS

Students are required to remain in good academic standing with the university to continue in concurrent enrollment. This section will educate students, family, and high school partners about the academic standing requirements and what students should expect if they do not meet them.

**The University requires two criteria to demonstrate good academic standing:**

- 1.7 cumulative MSU GPA AND
- 66.67% completion rate.

To calculate your completion rate, divide the number of credits you've earned by your overall credits attempted. If a student withdraws from a course those credits are counted as attempted that would affect their completion rate.

If a concurrent enrollment student, at any time, does not meet both requirements, they will be placed on academic warning. Academic warning is a status placed on students identified as needing additional support and guidance. If after a semester on academic warning the student still does not meet the academic standing requirements, they will be suspended from campus.

Once a concurrent enrollment student is placed on academic warning, they will no longer be able to register for courses. This practice has been put in place to prevent students from being suspended from a university while still in high school.

Students enrolling at Minnesota State University, Mankato after high school graduation will enter campus under academic warning. While practices vary based on a student's intended major, students should expect to receive additional support while on warning including mandatory advising appointments, tutoring sessions, among others.





## WHAT DOES THIS MEAN FOR STUDENTS?

Students should understand the academic expectations of campus and be prepared for the rigor of the courses. Students are encouraged to reach out to the PSEO Office prior to withdrawing from courses to allow for a conversation about how the withdrawal will affect their status moving forward.

## WHAT DOES THIS MEAN FOR TEACHERS?

There is a very quick turnaround between the end of terms in high school. This means that high school teachers will be asked to enter grades in a timely manner to help ensure students are eligible for future courses. The PSEO Office will send regular communication to our partners about grading.

## WHAT DOES THIS MEAN FOR COUNSELORS?

Minnesota State Mankato will communicate with students that are placed on academic warning. Students will receive a letter and email with more details and information. Due to the quick transition between high school terms, we do rely on high school counselors, and sometimes teachers, to share academic standing information with their students. Sometimes this may require informing students that they are no longer eligible for concurrent enrollment coursework.

Depending on when grades are entered, students may receive communication about being placed on academic warning while they are currently enrolled in a concurrent enrollment course. If this happens, we will drop the student from the course, and they will no longer appear on the official university roster.



# BEST PRACTICES FOR CONCURRENT ENROLLMENT STUDENTS

This section of the guide is meant mostly for students and families to better understand the some of the university specific policies and best practices to help ensure course success. We will cover attendance, academic honesty, available resources, and how to request your official transcripts.

## CLASS ATTENDANCE

Attending class 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. Students are held responsible for meeting all course requirements and for observing deadlines, examination times, and other procedures. Communicate with your teacher ahead of time if you need to miss a class.

## ACADEMIC HONESTY

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 of 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.

## PLAGIARISM

Submission of an academic assignment as one's own work, which 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 submissions 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.

## OBTAINING YOUR MINNESOTA STATE UNIVERSITY, MANKATO GRADE

- Go to <https://www.mnsu.edu/eservices/>
  - Enter Star ID and Password.
  - Click on "Grades and Transcripts" and note the option available: Check Grades
- You may visit <http://www.mnsu.edu/registrar/webgrades.html> for more detailed instructions on viewing grades online.

## TRANSCRIPTS

All Minnesota State University, Mankato transcripts are handled by the University's Office of the Registrar, not the PSEO Office. Concurrent enrollment students are responsible for verifying the information is accurate, including coursework and grades. If you notice an error such as a misspelled name, incorrect student ID number or grade, contact the Director of Postsecondary Enrollment Options.

## OFFICIAL TRANSCRIPT

Official transcripts are what most reputable institutions will use to transfer credits. Requesting your official transcript will require a minimum fee of \$7.25. 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 Business Office. Students can order transcripts through National Student Clearinghouse by visiting our University Registrar's site.

## ACADEMIC SUPPORT RESOURCES

Concurrent enrollment students are considered Minnesota State Mankato students. Because of this, you can access most of our academic support opportunities. Student can access our university library including scholarly journal articles, writing lab, tutoring sessions, student events, and even athletic events! Many of our resources are online and can be accessed from home, or at school. For a comprehensive list of these resources please visit our [website](#).

## ACCOMODATIONS

If you require additional accommodations, are on a 504 or IEP in high school you will need to contact our Office Of Accessibility Resources. Students will receive an individualized plan that will assist them with their specific needs.

## RELEASE OF STUDENT INFORMATION

The Federal Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. When a student enters a postsecondary institution at any age, the right to access and control disclosure of education records under FERPA transfers from the student's parents to the student. Disclosure of information must come from consent from the student.

## MINNESOTA TRANSFER CURRICULUM

The Minnesota Transfer Curriculum (MnTC) is a 40-credit package of general education courses accepted for transfer to other state colleges and universities, the University of Minnesota, and many private colleges and universities. Students should work with the colleges and universities they are interested in to ensure credits will transfer. Students can learn for themselves how credits transfer at [transferology.com](http://transferology.com)

## RESOURCES, DOCUMENTS & HELPFUL LINKS

[MSU, Mankato Concurrent Enrollment Website](#)

[Concurrent Enrollment Information Guide](#)

[Concurrent Enrollment Application Instructions](#)

[Concurrent Enrollment Registration Instructions](#)

[How Credits Will Transfer](#)

[How to Reset Your Star ID Password](#)

[How to Drop or Withdraw from a Class](#)

[How to Activate Your MavMail](#)

[Schedule an Application or Registration Walkthrough Session](#)



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