

CONCURRENT ENROLLMENT



INSTRUCTOR HANDBOOK

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Thank you for agreeing to serve as a concurrent enrollment faculty partner for the 2023-2024 academic year. Minnesota State Mankato partners with over 40 Minnesota high schools and regularly offers over 125 sections of 20+ courses! During the 2022-2023 school year the PSEO Office registered a record number of students across concurrent enrollment and traditional PSEO. This is not possible without the commitment and dedication of our high school partners and faculty partners!

Over the course of the year, the PSEO Office continued to complete work focused on our strategic plan,. This was not possible without the input received from all of our stakeholders, including instructors, counselors, principals, superintendents, a university colleagues. I'd like to especially thank our advisory board members who reviewed comments and helped to craft the language used in the strategic plan. More information on the advisory board can be found on page 15 of this document.

As we embark on this upcoming year, we are excited for new partnerships with high schools and expanding our course offerings across new campus departments. At the time this is being written, we have approved partnerships with two new high schools (Burnsville High School and Wayzata). This upcoming year, we will also be getting prepared for our NACEP reaccreditation application. We will be applying during the 2025-2026 academic year, and supply evidence from the 2024-2025 academic year. This year will help prepare us for a successful application.

Once again, the PSEO Office was involved in several projects that helped improve access to concurrent enrollment courses. We partnered with St Paul Public Schools to offer five courses at their Advanced Training Center, in partnership with other MinnState institutions and 3M. Our comprehensive review process continues to provide more students with access to these courses while improving their confidence and interest in earning a postsecondary credential.

Please consider this manual as a guide to how you can effectively work with your high school instructors to ensure course alignment and NACEP standards are being met. You will also find resources to help aid your work as a faculty partner along with program highlights from the past year and updates for the upcoming year and subsequent years ahead.

We hope that you find your time as a faculty partner valuable and enriching and that this guide serves and a valuable resource to the meaningful work that you are doing.

A handwritten signature in purple ink, appearing to read "M. Altomari".

Mike Altomari, PSEO Assistant Director, Ana Corey-Gruenes
PSEO Office
pseo@mnsu.edu

UPDATES FOR THE 2023-2024 ACADEMIC YEAR

This past year the PSEO Office spent considerable time developing communication plans to concurrent enrollment students. Your students, once they've been admitted to campus, will begin receiving emails about next steps. This

COMPREHENSIVE APPLICATION REVIEW PROCESS

Our school partners have been asking for alternative methods for students to be admitted to campus. This past spring (2022) we began admitting students on appeal. Students no longer must meet admission requirements to qualify for concurrent enrollment credits! Students that need to appeal must submit two additional documents;

1. A letter of recommendation written by a school official and
2. A personal statement written by the student.

The PSEO Office will review documents and make admission recommendations.

Students can submit supplemental documentation with their required application materials (application and transcript). Students do NOT need to wait for an admission decision before appealing.

INSTRUCTOR SCHOLARSHIPS

As we near closer to the September 1, 2025 HLC deadline, we recognize the burden that additional graduate courses can place on our full-time high school instructors. Beginning Spring 2022, the PSEO Office began paying full tuition and fees for any instructor that is provisionally approved to teach concurrent enrollment with Minnesota State Mankato. If any of your instructors have questions, they can reach out to directly to Mike.

CONCURRENT ENROLLMENT STATS:

High school partners: 42

Total number of courses offered: 34

Total number of sections offered: 150

Students enrolled: 1,975

Credits earned: 10,155

Tuition dollars saved (\$332.49/credit): \$3.3 million

PSEO OFFICE CONTACT INFORMATION AND ROLES

Please welcome Ava Corey-Gruenes. Ava is a former PSEO student who graduated high school in 2021 and will begin her master's degree in Gender and Women's Studies this fall. Ava's experience as a former PSEO student will help guide office practices and provide insight into how to best support our students.

Website: www.mnsu.edu/pseo

Mike Altomari, Director of PSEO Office

michael.altomari@mnsu.edu – 507-389-5119

Roles and Responsibilities:

Mike primarily works to develop and maintain new and existing partnerships with K12 schools. His role includes monitoring NACEP standards, gathering and managing evidence collection, and working with faculty partners.

Rachel Hoehn, Assistant Director, PSEO Office

rachel.hoehn@mnsu.edu – 507-389-1497

Roles and Responsibilities:

Our Assistant Director serves as the official advisor for all PSEO students (traditional and concurrent enrollment). The Assistant Director manages the application and registration process for concurrent enrollment and shares weekly admit reports with high school partners. When course registration opens, these reports shift to highlight the students that have registered for specific concurrent enrollment courses.

Ava Corey-Gruenes, Program Coordinator

ava.corey-gruenes@mnsu.edu – 507-389-5448

Roles and Responsibilities:

Ava's role with the office is to help build and manage our communications and events for students. Ava can help your department if you'd like to plan a visit to campus for concurrent enrollment students by helping to schedule spaces and design promotional items. One of Ava's primary responsibilities is updating the website.

2023 – 2024 ACADEMIC YEAR IMPORTANT DATES:

Determined by your faculty partners: Professional Development Day

Monday, August 21: Start of Minnesota State Mankato fall 2023 semester

Late August-early September: Registration for fall semester starts for concurrent enrollment

Mid-to-late September: Last day for students to register for fall semester concurrent enrollment courses

October 1: Spring application deadline for PSEO

November 1: Spring application deadline for concurrent enrollment

Friday, December 29: Last day online application is available for spring 2024 semester

Monday, January 8: Start of Minnesota State Mankato spring 2024 semester

Mid-January to early February: Registration for spring semester starts for concurrent enrollment

Early to mid-February: Last day for students to register for spring semester concurrent enrollment courses

DEFINITIONS:

Concurrent enrollment is a partnership between higher education and secondary education. With that said, there are terms that are common in higher education that are important to understand. Here are a few of those terms and how they will be used throughout this document and the school year.

Provisional approval: Concurrent enrollment instructors that have not met HLC's minimum faculty qualifications may be allowed to teach while they are working towards the requirements. This decision varies by academic department. The PSEO Office currently covers full tuition and fees, up to 18 credits, for instructors (subject to change). Please contact the PSEO Office for more information or before registering for graduate credits.

Application: The first step a student must take to be considered for concurrent enrollment courses with Minnesota State Mankato. All students will be required to submit an application and transcript for their application. Additional application requirements can be found in the [application section](#) of this document. Normal application processing will take 10-15 business days once complete. An application to campus is the first indication that students want to enroll in concurrent enrollment courses. An application does not indicate what course(s) the student wants to enroll in.

Admitted: Students that meet PSEO Office admission requirements and have submitted a complete application, including all required supplemental documents, and have been approved by University Admissions.

Pending: Students that have not been approved by university Admissions. A student application can be pending if we have not received all the required documents or if the application has not been processed completely. Regular application status updates will be sent to instructors and counselors.

Denied: Students that do not meet university admission requirements will be denied from campus. These students will not be eligible to earn university credit.

Enrolled: Students that have officially enrolled in a concurrent enrollment course. Remember, an application to campus does not identify which course a student wants to enroll in, rather it indicates they are interested in enrolling in concurrent enrollment courses.

Registration: After a student is admitted to the concurrent enrollment program, they may

register for courses.

Eligibility: Students may be admitted to campus, but not eligible for certain courses. Course eligibility is determined by pre-requisite courses or test scores. High school guidance counselors should be prepared to communicate with students who may be admissible to campus but not eligible for specific courses. Common courses with prerequisites include English Composition (ENG 101) and College Algebra (MATH 112). Other courses may require students to have completed a previous college level, or equivalent, course before enrolling.

Eligibility may also refer to MDE eligibility for concurrent enrollment aid reimbursement. The Minnesota Department of Education identifies students eligible for aid paid to districts, to help offset the cost of concurrent enrollment courses. The PSEO Office will advise partners on specific students if there are questions.

INSTRUCTOR EXPECTATIONS:

Thank you for serving as a concurrent enrollment instructor. We know how valuable these courses are for students and how rewarding they can be for instructors. You are part of an exclusive cohort of educators that have chosen to take the lead in educating students with the desire to challenge themselves academically.

We want to make sure that the PSEO Office and Minnesota State Mankato support you throughout your time with us. We also want to make sure that we do everything we can to ease anxieties of students enrolled in the program. As a concurrent enrollment instructor there are a few to-do's that the PSEO Office and your faculty partner will expect:

- 1) **Verify your university rosters.** University rosters will only include students that have been admitted and registered for your course, more information on how to check your course rosters and assist students in the registration process is included later in this manual.
- 2) **Ensure the course is aligned to the Minnesota State Mankato course.** Your faculty partner will work closely with you to provide syllabi, assessments, and textbook recommendations. Students must be assessed on the same learning outcomes that campus students are assessed on. This is necessary for our accreditation.
- 3) **Communicate with your faculty partner and the PSEO Office.** The PSEO Office respects that each high school has a unique culture that can dictate your day-to-day roles. As an instructor you will often be the main point of contact between the university and your students. The PSEO Office, and your students, will rely heavily on you to reach out if there are issues with any aspect of your course. Students are relying on these college credits.

*Once approved to teach, you'll be given access to our SharePoint site that will also include videos and tutorials.

FACULTY PARTNERS:

As a concurrent enrollment instructor, you will be assigned a faculty partner to assist in helping you align your course with the University's curriculum. You can expect that your faculty partner will be a content expert and have experience teaching your course(s) on campus, or have knowledge of the curriculum to guide your course development.

We have chosen the term faculty partner deliberately; we view concurrent enrollment as a partnership where best practices can be shared, and peer-to-peer learning can take place between secondary and postsecondary educators.

Your faculty partner will provide you with resources and advice to help align your course to help ensure students are being held to university learning outcomes.

More information on site visits can be found in the [NACEP Standards section](#) of this handbook.

COURSE REQUESTS:

To be mindful of course planning we ask our district partners to submit a course request form. Course request forms are emailed to high school partners in April. One designee from each partner school will submit a request for their high school/district. The course request forms are used to schedule the classes for the upcoming semester. The high school is responsible for contacting the PSEO Office if there are any changes to the schedule.

All requested courses will need to be approved by the faculty partner(s) prior to officially being offered.

Courses without approved instructors should not be requested. If an instructor is approved for a course after the course request is made the department will work with your district to determine any changes.

TEXTBOOKS:

Textbooks for all concurrent enrollment courses are the responsibility of the district. Textbooks must be approved by your faculty partner prior to the course starting.

There may be times when your faculty partner does not require a textbook for the course. If this is the case, you will need to work with your faculty partner to determine appropriate readings for the class.

Minnesota State Mankato offers access to a list of Online Educational Resources (OERs). OERs are accessible, open-license documents or media that can be used for teaching and learning. OERs are excellent resources for schools that are attempting to transition to more online resources. Minnesota State Mankato and IT Solutions has developed a comprehensive library of OERs for all instructors to take advantage of. If you have questions on how to access or utilize OERs feel free to [visit our OER website](#).

STARID AND UNIVERSITY EMAIL:

Once an instructor is approved to teach the PSEO Office will generate a StarID and temporary password. We will reach out to you with that information, you can also find it on the front of this manual. For reference, your StarID is a series of two lower case letters, four numbers, followed by two more lower case letters (ex. rr5555ee). Your StarID should be universal across the Minnesota State system, meaning that if you have a StarID through another institution you should have the same one with us. If not, please let us know as challenges will arise in the future.

When you are initially approved, we will set up a temporary password, typically the semester you were approved, year, and a symbol (ex. Spring2019!). You have the option to reset your password to

something else, and your password will expire in 180 days. You can reset your password anytime by visiting www.mnsu.edu/starid.

The combination of your StarID and StarID password provides you access to your university email, course rosters, and grading. The PSEO Office will never send emails to your university email, however, others at the university may. It is important to check it or have it forwarded. For more information on how to forward emails, see the “Forwarding Emails” section below.

ACTIVATING AND SETTING YOUR STARID PASSWORD FOR THE FIRST TIME:

As instructors you will have your StarID activated and set for you, unless you already have a StarID with another MinnState school.

RESETTING YOUR STARID PASSWORD:

Your StarID password will need to be reset every 180 days. StarID emails will be sent to a default email address. You can always change your preferred email by visiting <https://starid.minnstate.edu/> and signing into your profile. You can also choose to set security questions and contact information.

STUDENT COURSE REGISTRATION PROCESS:

Just like in years past, students will be asked register for courses online. **Students will need to be admitted prior to registering.** Guidance Counselors or high school instructors will be provided access to a complete list of students that have applied to campus and their status. Please check with this person prior to registering your students.

It is not recommended that you wait for all students to be admitted before you register students. All courses are designed with registration dates. Students should register when they are admitted. Beginning Fall 2019 we instituted a \$25 late registration fee for students that do not register by the deadline. Waiting to register students’ risks having multiple registration fees incurred.

In order to successfully register, students will need their StarID, which they created at the time of their application, and their StarID password. If students forgot their StarID, their counselor, or instructor, will have copies. Passwords are private information and will need to be reset by the student. More information on how to reset password is included in the [Frequently Asked Questions \(for Students\) section](#).

SECTION CAPS

Minnesota State Mankato has set section caps for concurrent enrollment sections at 30 students. These are non-negotiable and are agreed to when the Joint Powers is signed by high school administrators.

English and Communication Studies sections are capped at 25. This cap aligns with our campus practices.

TROUBLESHOOTING REGISTRATION HOLDS

This section will help you and students troubleshoot any issues that may pop up during registration time. Please refer to this section during registration.

REGISTRATION HOLDS:

Registration holds are placed on student accounts at specific times for various reasons. Holds have a start date (usually the day their application was accepted) and end date (usually June 1st of the student's graduation year). Holds can be overridden for a specific period, but most holds will never be completely removed from a student's account. Students can login and add courses to their wish list. When the student attempts the last step of the registration process, if they currently have holds on their account, they will be prevented from registering. An error message will appear with any holds they have on their account.

If a student encounters a hold they should take a screenshot and email it directly to pseo@mnsu.edu. Additional information on registration holds and troubleshooting can be found in the [Frequently Asked Questions](#) section of this manual.

Here are some common holds that students may experience:

Postsecondary Enrollment Options (0061):

This hold is placed on every PSEO/CE student upon admission. Students admitted prior to the start of the course will have the hold overridden for 5 days after the start of the course, per our registration policy. Students applying after Spring 2019 should not have the hold on their account.

Incorrect/No cohort (0030):

Cohorts are placed on students once they are admitted. Each high school partner has a specific cohort that students are assigned to.

If a student is registering for the correct course and receives a message that they are part of a different cohort, they should call 507-389-5119 as opposed to an email. If nobody answers they should leave a message with their first and last name, high school, and phone number.

If a student is registering for the correct course and receives a message that they are not part of a cohort, they should check to see if they've been admitted to campus. They can also call 507-389-5119. They should leave a message with their first and last name, high school and phone number.

Orientation hold (0013):

A student may be prevented from registering for courses due to an orientation hold. A student will only receive this hold if they have also been admitted as a first-year student. This hold has nothing to do with PSEO or concurrent enrollment holds.

Not a valid course date:

The student is attempting to register for a course outside of the registration window. They will need to contact the PSEO Office for more information.

NACEP STANDARDS:

Minnesota State University, Mankato is proudly accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP accreditation is important to our campus because it helps provide assurance to our partners that concurrent enrollment students are being held to the same standards of rigor as our university students.

The State of Minnesota requires all concurrent enrollment programs to be NACEP accredited. NACEP accreditation drives several of our practices and plays a key role in decision making. With all accreditations we are required to provide evidence of meeting the standards. All instructors will be asked to provide your approved course syllabus and sample assessments along with other evidence. These are common pieces of evidence that we can use to prove course alignment.

Additionally, we are asked to survey concurrent enrollment alumni. Alumni are concurrent enrollment students that have graduated high school the year prior and students that have graduated high school three years prior with the expectation that they will be graduating college the next year.

STUDENT SURVEYS:

Concurrent enrollment alumni are surveyed the year after they graduate high school and three years after they graduate high school (1 year and 4-year surveys). These surveys are emailed to students in March. This data helps us determine the effectiveness of our courses, transferability of classes, and overall experience with concurrent enrollment.

Since these surveys are required for accreditation, we ask that students use a personal email address when filling out their application. The email provided on the application is the personal email address that the student carries with them. Their email is kept private and only used for concurrent enrollment and university communications.

INSTRUCTOR SURVEYS:

The PSEO Office is committed to continual improvement, as such we will administer annual surveys to instructors, counselors, and principals about the experience with the concurrent enrollment program.

We appreciate your responses to these surveys as they help guide our program into the future and meet the needs of our students and partners.

SITE VISITS:

You should expect your faculty partner to observe your classroom at least once per year. The purpose of these visits is to observe course content and delivery, student discourse and rapport, and to ensure the course is equivalent to the courses offered on campus.

NEW INSTRUCTOR ON-BOARDING:

New instructors are required to attend a discipline specific instructor orientation prior to teaching the course. All instructors, including new instructors, must also complete a discipline specific professional development day.

PROFESSIONAL DEVELOPMENT DAY:

A distinguishing characteristic of a NACEP accredited program is the requirement of annual discipline specific professional development and collegial interaction. You should expect that your faculty partner provides you with opportunities to engage in the discipline you are teaching through conversations on best practices, new theories and developments in the field, and/or attending discipline conferences, or events. Please remember to speak with your faculty member prior to registering for an event that is not offered by the university or does not relate specifically to the course you are teaching, attending a Biology conference does not necessarily relate to the content of your BIO 100 course.

Every August we host a required professional development day for our teachers. We also encourage, and invite, counselors and high school administration to the event. The program helps provide context for the upcoming academic year including programmatic changes and updates. This date allows instructors to meet with their faculty partners to align curriculums, approve syllabi, and review assessments.

COURSE EVALUATIONS:

About one month before your course ends, you're students will receive an email with instructions on how to access their course evaluation. NACEP Standard E1 requires evaluations to be completed for each course. Your students will receive the survey at the email address they provided on their application to campus. Instructors will be prompted with an email from the PSEO Office as well.

These course evaluations are identical to evaluations we use on campus and are not used to evaluate you as an instructor. The data helps us better understand student perceptions and expectations of the course. Your faculty partner receives copies of the evaluations for their records, as does the PSEO Office. From time to time your faculty partner may reach out if there are consistent concerns from students.

OFFICIAL UNIVERSITY COURSE ROSTERS:

As instructors of the course, you are listed as one of the instructors of record in our course schedule. Only instructors of record (you and your assigned faculty partner) have access to review the roster. School Counselors and administrators do not have access to the roster. As an instructor of record, you are responsible to verify course rosters by the registration deadline. Remember, students not on the roster after the registration window closes, assuming no university error, will not earn university credit.

University rosters can be checked by logging into the [public eServices page](#) and following the [instructions in this video](#).

ONLINE GRADING:

For official university grades to post, Instructors must submit grades online in our university grading system. There are two options to do this.

eSERVICES GRADE ENTRY:

The simplest and most common method to post grades is through eServices. You will need to know your StarID and StarID password to login to eServices. If you forgot your password, or it expired, follow the instructions on how to reset your password.

After you login to www.mnsu.edu/eservices you should automatically be directed to Employee e-Services, if not, you can switch to Employee e-Services by clicking the **Switch to Employee e-Services** link on the top of the page.

More information on entering grades can be found at http://www.mnsu.edu/registrar/documents/grade_entry_via_eservices.pdf or through [this video](#).

D2L BRIGHTSPACE GRADE ENTRY:

If you utilize D2L in your classroom you can also transfer grades directly from D2L to eServices. Instructors should submit all grades as drafts. Your faculty partner will review and submit the final grades.

INSTRUCTOR RESOURCES

As a concurrent enrollment instructor you will have access to many of our university resources. These tools can be used to help enhance the learning environment of your classroom or provide you with access to additional information. You will need your StarID and password to access many of them.

D2L BRIGHTSPACE:

D2L Brightspace is our campus's online learning platform. As an instructor you have the opportunity to utilize D2L in your concurrent enrollment class. Instructors and students have shared that D2L helps students with the transition to college since most higher education institutions will not use Google Classroom or other software designed for K-12 environments.

We will also utilize D2L for discipline specific professional development opportunities, new instructor orientation, and information sharing. Your StarID and password will provide you access.

If you'd like to request a D2L page for your course you can fill the form out here <http://www.mnsu.edu/its/academic/d2l.html>. If you need information about your course (Course ID, section, etc.) you can contact Mike Altomari (michael.altomari@mnsu.edu).

ONLINE EDUCATIONAL RESOURCES (OER):

Minnesota State Mankato offers access to a list of Online Educational Resources (OERs). OERs are accessible, open-license documents or media that can be used for teaching and learning. OERs are excellent resources for schools that are attempting to transition to more online resources. Minnesota State Mankato and IT Solutions has developed a comprehensive library of OERs for all instructors to take advantage of. If you have questions on how to access or utilize OERs feel free to [visit our OER website](#).

MEMORIAL LIBRARY COLLECTIONS:

All enrolled students will have access to our Memorial Library collection including journal articles and books. Students can use this resource for their concurrent enrollment courses or traditional high school courses. Students must be enrolled for university credit in order to access the library collections.

INSTRUCTIONAL DESIGN TOOLS

As an instructor, you have access to our Instructional Design tool at no charge. Through our Center for Excellence in Teaching and Learning (CETL) you'll be able to access technology tools, OERs, and university technology tools. Incorporating these tools into your classroom will help students better understand the tools they'll be using when they enroll in college after high school. We also have staff available to help train and troubleshoot. [Look at the website for more information.](#)

BILLING PROCESS:

Concurrent enrollment course fees are determined by the MinnState System Office. Billing is sent directly to the school districts by a staff member in Financial Services. The current rate for a course is \$3,300 per course, per term, per faculty/instructor relationship. Courses with more than 30 students are charged an additional \$110 per student over 30 students.

LATE REGISTRATION FEES

*It is important that registration happens in a timely manner. Bills for fall courses will be generated on October 1st and spring bills will be generated on March 1st. If students are not on the roster at the time the bill is sent out, they may be added later, however, there is a \$25 late charge for every additional student added after the bill has been sent out.

If the student is not on the roster due to university error, there will not be a late charge. Examples of university error include, but are not limited to, not processing an application submitted prior to the deadline, not following up on student registration concerns, not following up with high school representative regarding registration concerns.

Examples that would result in a late charge include, but are not limited to, instructor failing to verify course roster, student not following up on registration concerns, application materials submitted after the application deadline.

GRADUATE CERTIFICATE OPTIONS

The MinnState system has several options for instructors to meet HLC minimum faculty qualifications. This guide will introduce you to a local Minnesota State Mankato program, a Minnesota State Moorhead program, and a MinnState program.

MINNESOTA STATE MANKATO'S GRADUATE SCHOLARSHIPS

Most Minnesota State Mankato academic departments allow for provisional approval of concurrent enrollment instructors. Provisional approval allows instructors that do not meet the HLC minimum qualifications to teach courses while they are working towards the requirements. Minnesota State Mankato's PSEO Office has committed to fully funding tuition and fees for Minnesota State Mankato provisional instructors who enroll with a graduate program that will help them meet the minimum qualifications.

18 ONLINE

18 Online is a program that is run through MSU, Moorhead. This program is funded through state dollars and provides tuition assistance for instructors in specific disciplines. You can find more information about their program here <https://www.mnstate.edu/academics/graduate/18online/>.

PATHWAY TO 18

Not to be confused with the MSU Moorhead program, Pathway to 18 is a collaboration between several MinnState colleges and universities that helps connect instructors with graduate programs at one of our MinnState institutions. There is no direct funding provided through Online 18. Their website does provide a list of courses that have been approved for instructors to complete that primarily focus on the discipline, rather than pedagogy. For more information you can visit <https://www.minnstate.edu/system/asa/academicaffairs/pathwayto18/index.html>.

BENEFITS OF PARTNERSHIP:

Partnering with Minnesota State Mankato to offer concurrent enrollment courses carries several benefits, beyond free college credits and introduction to postsecondary rigor. We provide students with a true Maverick experience including access to academic support resources, Memorial Library, Office 365 accounts, and more.

UNIVERSITY ID CARDS (MAVCARDS):

Students participating in concurrent enrollment are Minnesota State University, Mankato students. As such they will have access to university resources and can attend university events. In order to have that type of access they will need a MavCARD. Registered students will be provided MavCARDS towards the beginning of the semester. Normally MavCARDS are scheduled to print around the same time bills go out to school districts.

Students are responsible for their own card along with any replacement fees. Students will only receive one MavCARD through their time as a concurrent enrollment student. If they lose their card a replacement card can be printed for \$5.

MAVERICK VISITS/ORIENTATIONS:

Every fall we will host students on campus as part of a required orientation. The concurrent enrollment program will reimburse for transportation and provide lunch for all attendees. Other expenses are the responsibility of the district. Your school should send invoices to pseo@mnsu.edu.

All orientations will consist of concurrent enrollment expectations, policies, and campus resources. We will also have students compete in a scavenger hunt. Other options for the Maverick Visit include faculty lecture, using the day as a registration day, student panel, or a Library tutorial. If there are aspects of the day that you would like to see incorporated, please let us know. We will do our best to work them into the schedule.

ADVISORY BOARD MEMBERSHIP:

The PSEO Office meets twice a year with a group of K12, community, and university leaders. These meetings help to bring a K12 voice to the concurrent enrollment program and highlight some of the great things happening in our schools along with some of the challenges K12 is facing. Members receive

an annual membership to NACEP along with the opportunity to shape the future of our concurrent enrollment program. If you would like your district to have representation on the board, please reach out to Mike.

FREQUENTLY ASKED QUESTIONS (FOR INSTRUCTORS):

The FAQ section is broken down into two sections; this section helps address specific concerns related to teaching concurrent enrollment courses, and the next section addresses questions that students may run into that you, as an instructor, can help guide them through.

I HAVEN'T HAD A SITE VISIT FROM MY FACULTY PARTNER. IS THAT NORMAL?

Site visits are an integral part to ensuring that concurrent enrollment courses are aligned with the courses taught on campus, they provide faculty partners with the opportunity to observe the classroom experience, content delivery, student discourse, and rapport. Minnesota State Mankato's site visit policy considers the instructors experience level along with previous faculty partner feedback when determining the frequency of visits.

1. Instructors teaching a course for the first time must have one in person visit during the first term they are teaching the new course(s). Faculty can choose to schedule a virtual visit, however, another in-person visit must be scheduled in the term the instructor is teaching the class(s). Prior to the start of the course, faculty and the instructor must agree upon textbooks, syllabi, and assessments being used.
2. Instructors teaching a course that they've previously taught through Minnesota State Mankato must be visited once every three (3) years. The PSEO Director will have autonomy to request additional visits dependent on a variety of factors including faculty feedback from previous visits, student evaluations, or general concerns. It is highly recommended that these visits are made in person, however, virtual visits are acceptable.
3. Faculty partners are given discretion on visiting instructors more than the minimum.

Please reach out to [Mike Altomari](#) if you have any questions or concerns regarding site visits.

I'M NOT ABLE TO ATTEND THE PROFESSIONAL DEVELOPMENT DAY. WHAT SHOULD I DO?

The professional development day in August is a required event for all instructors that helps ensure that our program remains in good standing with NACEP. Please contact Mike Altomari directly if you have questions/concerns.

I NEED GRADUATE CREDITS TO MEET HLC MINIMUM QUALIFICATIONS. WHAT OPTIONS ARE THERE?

Information about programs and services to help instructors meet HLC qualifications are listed in the [Graduate Certificate Options](#) section of this handbook.

WHY DOESN'T YEARS OF TEACHING COUNT TOWARDS TESTED EXPERIENCE?

When the HLC updated their minimum faculty qualifications they defined tested experience as experience outside of the classroom that provides breadth and depth to the classroom. Since teaching is an in classroom experience it does not qualify for tested experience.

WHAT IS THE DIFFERENCE BETWEEN TESTED EXPERIENCE AND EARNING GRADUATE CREDITS?

Tested experience, as defined by the HLC, is experience outside of the classroom that provides depth and breadth to the classroom. There are no graduate credits associated with tested experience. The experience, if deemed to provide enough breadth and depth, will qualify you to teach the course. Graduate credits are transcribed credits earned by completing graduate level coursework in a discipline. Tested experience is not the norm for instructor approval, it is only used in rare instances where an instructor has extraordinary experiences outside of the classroom that lend to their ability to teach to the course curriculum.

STUDENT INFORMATION

The next section of this manual will guide you through admission requirements and eligibility for courses, the application process including required documents, the registration process, and common questions that students ask.

STUDENT ELIGIBILITY/ADMISSION REQUIREMENTS:

Minnesota State Mankato wants to make every effort to provide access to concurrent enrollment courses. We regularly work with University Admissions and our high school partners to ensure the goal of access is being met. **All students must be admitted to campus, as a concurrent enrollment student, prior to registering for courses.** To be admitted, students must provide all the necessary documents prior to the application deadline.

****Remember, students that have already been admitted do not need to reapply****

Required application documents vary based on the type of student that is applying. Every student needs to apply to campus and submit transcripts. Below is a table of different types of students and what is required for their application:

NEW STUDENTS:

These are students who have never taken courses with Minnesota State Mankato.

	Application	Transcripts	Recommendation
Seniors	Yes	Yes	If they don't meet admission requirements
Juniors	Yes	Yes	If they don't meet admission requirements
Sophomores	Yes	Yes	Yes
Freshmen	Yes	Yes	Yes

RETURNING STUDENTS:

These are students that applied to take courses (PSEO or CE) courses with us in previous semesters.

	Application	Transcripts	Recommendation
Previous Admit	No	No	No
Previous Pending Applicant	Yes	Yes	If 9 th or 10 th grade OR does not meet admission requirements

Previous Deny Applicant	Yes	Yes	If 9 th or 10 th grade OR does not meet admission requirements
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ADMISSION REQUIREMENTS:

High school seniors must meet one of the following requirements for admission:

- Rank in the top 50% of their graduating class (minimum ACT score required*) OR;
- Have a cumulative GPA of 3.0 (minimum ACT score required*) OR;
- Have a 21 on the ACT composite (minimum GPA required*)

High school juniors must meet one of the following requirements for admission:

- Rank in the top 33% of their graduating class OR;
- Have a cumulative GPA of 3.3 OR;
- Score a 24 on the ACT composite (minimum GPA required*)

High school sophomores and freshmen should contact the PSEO Office.

****Students that do not meet the above criteria will need to go through the [Comprehensive Review Process](#).***

STUDENT APPLICATION PROCESS:

All students are required to be admitted to campus prior to enrolling in concurrent enrollment courses. Student should apply online by visiting <https://mankato.mnsu.edu/future-students/apply/>. Please refer back to the [Important Dates](#) section for when the online application will be available, the online application shuts down based on the university semester. If students apply for the wrong semester they will be required to submit another application for the correct term.

The first step in the online application is creating a StarID. If the student already has a StarID through another MinnState institution they should use the same StarID and password when logging into our application site. Creating another StarID will cause problems in the future that will likely impact, and delay, registration. [A complete step-by-step application guide can be found in the appendix.](#)

Schools will be encouraged to have their students apply prior to the school year ending, typically sometime in April or May for fall courses. Students enrolling, for the first time, in spring courses will be encouraged to apply in November, prior to the spring high school semester starting. Schools on trimester schedules will follow the same general rules just focused around their schedules (ie courses starting 2nd trimester will have students apply for the spring semester).

It is important that students apply, and are admitted, prior to the start of course. Tuition paying students are not allowed to sit in a campus course while their application is being processed, concurrent enrollment students should be held to same accountability.

Complete student applications typically take 10-15 business days to fully process. A complete student application consists of all the required materials for that student (for more information see the [Student Eligibility/Admission Requirements](#) section).

LATE APPLICATIONS

In rare circumstances it is appropriate for a student to apply to campus late. These situations should be the exception, not the norm. Examples of these rare circumstances include an admissible student transferring to your school at the beginning of the semester (a student transferring in at the middle of the semester would not be eligible) or a student that was added late to the course due to an open seat.

TRANSFERRING CREDITS:

One of the most common questions we receive is will my credits transfer? Most credits do transfer, but students should be asking, “how will my credits transfer?” They want to make sure the course they took transfers within the discipline and not as an elective. Students do need to request an official transcript from Minnesota State University, Mankato be sent to the institution they are attending. This can be done by visiting <http://www.mnsu.edu/registrar/transcripts.html>. If a student is attending another MinnState school they will not need to send an official transcript; they will need to identify on their application that they have a record at another school.

Students are required to share all academic information with institutions. Institutions will find out if students are not honest in their applications. Failing to provide academic information from previous institutions is considered dishonest and may result in expulsion from an institution. If a student is concerned about their academic record, it is best for them to speak with the school they are planning on attending and make them aware of their concerns and seek advice.

Whether students are asking how to transfer credits to Minnesota State Mankato or how to transfer their Minnesota State Mankato courses to another institution, the process can be confusing. There are two methods to help students answer this question.

TRANSFEROLOGY.COM:

[Transferology.com](http://www.transferology.com) allows students to find what institutions accept their courses and how those courses are accepted. Not every institution is listed on their website, however, many institutions in the State of Minnesota are. Students should work with their high school counselor and attending institution to help answer any questions they have about the transfer process.

FREQUENTLY ASKED QUESTIONS (FOR STUDENTS)

I DON'T KNOW MY STARID. WHAT SHOULD I DO?

A StarID is a universal identification that can be used at all Minnesota State schools. If you've created a StarID at another school, you should use that one. Your StarID is a sequence of two letters, four numbers, and two letters (i.e. ee1234rr).

If you lose or forget, your StarID you can look it up by visiting www.mnsu.edu/starid. You should NEVER create a new StarID. Your StarID is tied directly to your application and your application decision. Creating a new StarID will essentially require you to apply again under the new information.

1. Click on StarID Activate Now!
2. Choose the I know my email address option
3. Enter the email address you used on your application (this step is important as your email address is tied directly to your application. If you enter a different email address the system will not recognize it)
4. You'll receive an email with a verification code
5. Copy the verification code and go back to the StarID page
6. Click I have a verification code
7. Paste the verification code
8. Enter your last name or email address (if one doesn't work try the other)

You should now be asked to create a new password. Please follow the password requirements, you won't be able to set a password that doesn't meet all the requirements. After you've successfully created a password you should be provided with your StarID.

I KNOW MY STARID, BUT I FORGOT MY PASSWORD. WHAT DO I DO?

Your password is confidential information, nobody on campus will have access to it. If you've forgotten your StarID password the only option is to reset your password. Follow these steps:

1. Click on Change Your StarID Password!
2. Choose the I know my email address option
3. Enter the email address you used on your application (this step is important as your email address is tied directly to your application. If you enter a different email address the system will not recognize it)
4. You'll receive an email with a verification code
5. Copy the verification code and go back to the StarID page
6. Click I have a verification code
7. Paste the verification code
8. Enter your last name or email address (if one doesn't work try the other)

You should now be asked to create a new password. Please follow the password requirements, you won't be able to set a password that doesn't meet all the requirements.

I CAN LOGIN BUT AM NOT ABLE TO REGISTER FOR A CONCURRENT ENROLLMENT COURSE.

There are several reasons why a student may not be able to register for a concurrent enrollment course. Many of which are explained below. If a student ever receives an error or trouble registering for a concurrent enrollment course, they should reach out to Mike Altomari immediately.

Many registration issues can be resolved rather quickly if the student calls.

I'M ABLE TO LOGIN BUT WHEN I TRY TO REGISTER, I GET AN ERROR SAYING, "THIS IS NOT A VALID COURSE DATE"

Students have a finite amount of time to register for concurrent enrollment courses. If students miss that window of registration this error will prevent them from registering. The registration window

coincides with late registration fees. If students receive this error, there will be a late registration fee required before they will be allowed to register.

I GET AN ERROR SAYING, “THIS COURSE RESTRICTS REGISTRATIONS TO THE FOLLOWING COHORTS...”

When a student is admitted to concurrent enrollment, they are assigned to a high school cohort. If a student hasn't been admitted yet they will not be assigned to a cohort. If a student is assigned to the wrong cohort, please have them call 507-389-5119 immediately. This is a simple and straightforward fix that should take a couple seconds.

I'VE ALREADY BEEN ADMITTED. DO I HAVE TO REAPPLY?

NO! If students have already been admitted to campus as a PSEO/Concurrent Enrollment student, they should not reapply. If students have applied for a previous term and did not complete their application (didn't receive an admission decision) they will need to reapply.

APPENDIX:

All digital content and resources have been moved to our [SharePoint site](#). Approved instructors that have generated a StarID with the university will have access to this page.