



NORMANDALE
COMMUNITY COLLEGE



Concurrent Enrollment Program Student Handbook

YOUR COLLEGE. YOUR COMMUNITY.

WWW.NORMANDALE.EDU

Table of Contents

“What is Concurrent Enrollment?”	3
Why Should I Participate?	3
“How Do I Participate?”	4
“Am I Eligible?”	4
Admissions and Registration	6
Class Cancellation	6
“How is College Different from High School?”	7
Some Additional Important “College Knowledge”	8
The Course Syllabus.....	9
Books.....	9
Student Behavior and Academic Integrity.....	9
Attendance.....	10
If You Have a Complaint or Grievance	10
Services and Resources that are Available for You.....	10
Letter Grades: What They Mean	12
Maintaining Satisfactory Academic Progress	13
Helping Students Who Come After You	14
Concurrent Enrollment Checklist.....	15

“What is Concurrent Enrollment?”

Welcome to the concurrent enrollment program at Normandale Community College! Each year, thousands of students start their college experience with Normandale. When you enroll in a concurrent enrollment course through your high school, you are actually taking a Normandale course! You become a Normandale student and earn both high school and college credit for the course.

When you walk into a concurrent enrollment class, it’s just like you are walking into a Normandale classroom. You will work with the same content as on-campus students, and your teacher be using the same curriculum, assignments, and assessment methods as the college instructors. Concurrent enrollment courses are taught in your high school by high school teachers who have the same expertise that Normandale college instructors have. In addition, your teacher is mentored by a Normandale instructor to ensure that the course is the same as the course you would take on the college campus.



Dr. Joyce Ester, president of
Normandale Community College

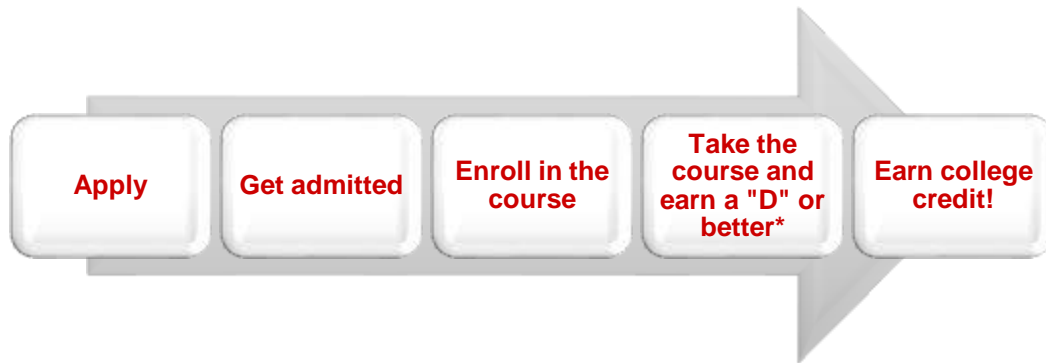
Why Should I Participate?”

Over the years, many students just like you have said that concurrent enrollment put them on a “fast track” to earning a college degree. Some of the benefits are:

- You get a jump-start on college. The college credits you earn can count toward your college degree or certificate.
- You get a competitive edge. College work is harder than high school work, and learning how to do well in college classes is easier when you’re only taking one or two college courses.
- You acquire important academic skills. The critical thinking, reading, and writing skills that you acquire in concurrent enrollment courses will prepare you for success.
- You will demonstrate your learning just as you will in college. College courses typically evaluate what you’re learning in lots of ways: tests, papers, presentations, etc. You will experience many of these in your concurrent enrollment courses.
- You acquire “college knowledge.” Navigating college can be challenging. Taking concurrent enrollment courses will help you to master some of those skills before you get to college.
- It makes college cheaper! Concurrent enrollment courses are **totally free** to you. There are no tuition, fees, or charges for books.

“How Do I Participate?”

Here’s what you do:



(*Please note that – if you earn – an “F” in the course, you will not receive college credit, but this grade is part of your permanent college record.)

“Am I Eligible?”

To be eligible to take a concurrent enrollment course, you must qualify. Your class rank, test score on a nationally-normed test such as the ACT, or grade point average (GPA) will be evaluated.

You will also take one or more online “placement tests,” called Accuplacer tests. These tests will evaluate your current reading, writing, and – in some cases – math skills, to determine if you are ready to take a college level course. Someone at your high school will arrange for you to be tested and will administer the test. If you want to see some sample tests and get some practice, go to:

<https://accuplacer.collegeboard.org>

- Select Practice
- Select the subject sample questions of your choice

If there are any “course prerequisites,” you must fulfill them. A course prerequisite is a something additional that’s required of you in advance of enrolling a course. Prerequisites can be one or more courses, course readiness assessment results (like a certain score on an Accuplacer test), or other criteria established by college instructors to ensure that you have the preparation you need to be successful. Course prerequisites are included in the course descriptions in the Normandale course catalogue.

Go to: www.normandale.edu

- Select E-Services.
- Select Course Schedules and Catalogs.
- Select Search for Classes.
- Choose the semester, subject and enter course number you would like to search.

If you would like to register for a course that has pre-requisites, the college will determine if you fulfill them. They will notify your high school teacher, who will notify you.

“I’m Going to be a Senior”

If you will be a senior in high school when you take concurrent enrollment courses, the following standards apply to you:

You must be ranked in the top 50% of your class.

OR

Have a score at or above the 50th percentile on any nationally standardized, norm-referenced test such as ACT, SAT, PSAT, PLAN or ITED.

OR

Have at least a 3.0 GPA.

AND

You must place into READ1106 via the Accuplacer test.

AND

You must have satisfied any course prerequisites.

“I’m Going to be a Junior”

If you will be a junior in high school when you take concurrent enrollment courses, the following standards apply to you:

You must be ranked in the top 67% of your class.

OR

Have a score at or above the 70th percentile on any nationally standardized, norm-referenced test such as ACT, SAT, PSAT, PLAN or ITED.

OR

Have at least a 3.5 GPA.

AND

You must place into READ1106 via the Accuplacer test.

AND

You must have satisfied any course prerequisites.

“I’m Going to be a Freshman or Sophomore”

If you will be a freshman or sophomore in high school when you take concurrent enrollment courses, the following standards apply to you:

You must be ranked in the top 90% of your class.

OR

Have a score at or above the 90th percentile on any nationally standardized, norm-referenced test such as ACT, SAT, PSAT, PLAN or ITED.

OR

Have at least a 3.0 GPA.

AND

You must place into READ1106 via the Accuplacer test.

AND

You must have satisfied any course prerequisites.

In some cases, your high school principal may determine that you have the ability to benefit from and succeed in the concurrent enrollment program, even though you don't meet one or more of the standards. In this situation, the principal can fill out an "ability to waiver" form that allows you to be admitted to the program. You must, however, still fulfill any course pre-requisites.

Admissions and Registration

Admissions

In addition to the Accuplacer placement testing, you will complete a Normandale application, provide a high school transcript, and complete a data enrollment form. As part of this process, you will be asked to provide a birth date and, if you choose, your social security number. Your personal information will be secure and will not be shared with anyone. Once your application materials are complete, Normandale's admissions staff will determine if you are eligible for admission. Your high school instructor will tell you whether you have been admitted. If have not been, we will contact your high school to see if you may be admitted based on the ability to benefit waiver.

Registration

Registration for concurrent enrollment courses occurs as part of your regular high school registration. Be sure to discuss your class choices with your high school counselor prior to registration. As a Normandale student, you may register for up to 18 college credits per semester. Registration for 19 or more credits requires written approval from a Normandale academic advisor or counselor. You must register for a course within one class day following the start of your high school term.

Class Cancellation

Normandale policy 3.21, part 4, subpart C, states that the college can cancel a concurrent enrollment class for any reason. In rare instances, Normandale may find it necessary to cancel a class. If this occurs, your high school instructor will notify you.



“How is College Different from High School?”

There are important differences:

High School	College
High school is mandatory.	College is voluntary.
Your time is structured by others.	YOU manage your own time.
Your parents and teachers remind you about your responsibilities and help you set your priorities.	YOU manage your responsibilities and set priorities.
Most classes are arranged for you.	You arrange your schedule.
The school year is typically 36 weeks long.	The school year has two semesters.
You may study 0-2 hours per week, typically for last-minute test prep.	You need to study 2-3 hours for each hour that you are in class, and it includes a lot of outside reading.
You are typically told what you need to learn from assigned readings.	Instructors assume that you have read and understand the assigned material.
Teachers check your completed work.	Instructors don't always check your work, but it is assumed that you can do similar work on tests.
Teachers talk to you if they believe you need help.	Instructors typically expect you to come to them if you need help.
Teachers are often available before, during, and after class.	Instructors have dedicated times when they are in their office – they're called “office hours” – and they often prefer that you talk with them during their office hours.
Teachers often remind you of assignments and due dates.	Instructors expect you to read, save, and consult something called a “course syllabus” (which is explained on the next page) for test dates and assignment due dates.
Testing is frequent and covers small amounts of material.	Testing is often infrequent and covers large amounts of material.
Teachers often arrange test dates to avoid conflict with other school events.	Tests are scheduled without regard for your other classes or outside activities.
You get grades for most of the assigned work.	Some required assignments aren't graded.
Grades are based on homework and tests.	Most grades are based on tests and papers.
Teachers will often reward you for effort.	Effort is assumed, and it will not improve your grade.

Some Additional Important “College Knowledge”

“College knowledge” refers to the ability to navigate a college environment, which includes being able to find or ask about the resources you need. As a Normandale student, it is up to you to advocate for yourself. In order to do this, you will gain access to multiple online resources and tools.

Getting Access – In order to access student resources, you will need the following:

- **Tech ID:** Your Tech ID is an ID number unique to Normandale. It will be sent to you in a letter or to the email address you provided at registration. You will need your Tech ID if you want college staff to look up and retrieve your records. You will also need it and a photo ID to get a Normandale ID card.
- **Star ID:** Your Star ID is a username used throughout the Minnesota State Colleges and Universities system. You will need this to access information technology tools and services. Instructions on how to retrieve and activate a Star ID can be found at www.normandale.edu.
 - Select Admissions
 - Select Get a StarID
- **Office 365:** As a Normandale student, you get Microsoft Office 365 for FREE! Office 365 includes multiple Microsoft applications such as Word, Excel, Power Point, Outlook and more. You can find out more by going to www.normandale.edu.
 - Select Departments
 - Select Finance & Operations
 - Select Information Technology
 - Select Office 365
- **Normandale email address:** Your Normandale email address is hosted through Office 365. The college’s official method of communicating with you is via this email address. As a result, it is important that you set this up as soon as possible. Additionally, you should check it often to make sure you don’t miss important updates. Instructions for setting up an e-mail account can be found on the college website: www.normandale.edu
 - Select Student Email
- **D2L Brightspace:** This is the college’s online learning management system. You will use D2L to check your grades. Your instructor may also upload course materials and assignments to D2L. In addition, your instructor may have you turn in assignments through a D2L drop box. D2L is accessed through the Normandale website by clicking on the D2L tab on the upper right hand side of the page and entering your StarID and password to log in.

The Course Syllabus

The course syllabus is a document that your teacher will give to you at the beginning of the course. It contains important information, such as your teacher's expectations of you in the course, the types of assignments, key dates, class attendance policy, policy for late work, required text book(s) or other course resources, academic integrity policy, and the grading structure. Think of the syllabus as both a course roadmap and a contract between you and your teacher.

Books

Your books will be provided to you and you will return them when the course is completed.



Student Behavior and Academic Integrity

As a Normandale student, you are responsible for adhering to the college's policies and following its procedures, which may be quite different from those of your high school. It is important for you to understand what's expected of you as a college student, and these expectations are articulated in the college's student code of conduct.

To read the complete code of conduct, go to www.normandale.edu

- Select Current Students
- Select Code of Conduct

It is particularly important you understand that you are expected to act with integrity when doing your coursework. Cheating and plagiarizing violate the student code of conduct and will result in disciplinary action against you.

Cheating includes, but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests or examinations.
- Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

“Plagiarism includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.”(Student Code of Conduct, Article 1, #15.)

Attendance

You are expected to attend all classes and you are responsible for all instruction and coursework. If you are concerned about fulfilling your course obligations because of illness, accident or other unavoidable circumstances you need to talk with your instructor about it as soon as possible. However, in college, instructors are not obligated to provide instruction, make alternate arrangements nor accept late coursework from you. Instructors typically indicate attendance and participation expectations on the course syllabus.

If You Have a Complaint or Grievance

Normandale takes students' complaints and grievances seriously. Our policy and procedures can be accessed at: www.normandale.edu. Type "student complaint" into the search box in the upper right-hand corner and select the first search result.

Services and Resources that are Available for You

As a Normandale student, you may use any of the college resources and services that are available to you. Here are some that may be particularly useful:



Your Normandale Student ID Card

Get your Normandale ID card at the Kopp Student Center information desk. With it, if you come to campus, you'll get access to the tutoring center, the gym, be able to purchase discount movie tickets, and more!

Location: K1417

Hours: Monday – Thursday 8:00 a.m. – 7:30 p.m.; Friday 7:30 a.m. – 4:00 p.m.; closed on Saturday & Sunday

Phone: 952-358-8120

Remember to bring your Tech ID and a photo ID!

The Tutoring Center

Free tutoring support in many areas of study is available in the tutoring center for all Normandale students. Tutoring is available on a walk-in basis. Our tutors do not take appointments. Please bring your assignment, Normandale ID card, and questions about your homework. Please call the tutoring center to see when tutors for your subject area are scheduled.

Office: C2120

Phone: 952-358-8624

The Library

The library provides for needs beyond the classroom with an electronic database catalog and resource system. In addition to the traditional library services such as quiet study spaces, research assistance, and book circulation, thousands of periodical titles are available both in the collection and through on-line databases, and through interlibrary loan. To learn more about the library, and to access its online resources, go the Normandale home page:

www.normandale.edu.

- Select Library

Computer Labs

Normandale has two open computer labs, housing both PCs and Macs. One is located on the third floor of the College Services building in room C3022, and the other is on the first floor of the Partnership Center in P1806. Please call 952-358-8181 for lab hours.

Counseling and Academic Advising

Counselors and advisors will help you with your academic planning, career development, and personal concerns. They are available during the day and in the evening. For more information, please call 952-358-8261 or visit www.normandale.edu

- Select Advising and Services

The Office for Students with Disabilities

The Office for Students with Disabilities provides students with documented disabilities equal access to Normandale courses, programs, and events through appropriate and reasonable accommodations. Please call 952-358-8625 for more information.

The Campus Store

Now that you're a Normandale student, stop by for some gear! The Campus Store has loads of Normandale branded apparel, school supplies, water bottles, and other great stuff.

It's located in the Kopp Student Center and is open
7:45 a.m. – 6:00 p.m. Monday – Thursday,
and 7:45 a.m. – 6:00 p.m. on Friday.
Closed Saturday and Sunday.
Phone: (952) 358-9250



(And yes, this beautiful Japanese garden is really on the Normandale campus.)



Letter Grades: What They Mean

The grade you receive in a concurrent enrollment course is recorded on your college transcript. A transcript documents your permanent academic record. It includes all of the courses you take and the grades you receive in them, any honors bestowed, and degrees conferred. Based upon your performance in the course, you will earn one of the following grades. (Normandale does not confer + and – grades.)

- A:** Superior achievement of course requirements; 4 grade points per credit.
- B:** Above average achievement of course requirements; 3 points per credit.
- C:** Average achievement of course requirements; 2 points per credit.
- D:** Below average achievement of course requirements; 1 point per credit. Courses for which a D is earned are rarely accepted in transfer.
- F:** Failure. Student did not meet minimum course requirements; 0 grade points per credit. (Included in GPA).
- FN:** Failure. Student never attended the course; 0 grade points per credit (included in GPA).
- FW:** Failure. Student attended one or more class sessions but did not complete the course. In the opinion of the instructor, the student did not complete enough assignments and/or course activities to make normal evaluation of academic performance possible; 0 grad points per credit (included in GPA).

I (Incomplete): An instructor may assign a grade of I to a student who fails to complete a course due to circumstances beyond his or her control when the work can be made up without retaking the course. In such cases, it is assumed that the student has fulfilled the majority of class obligations and has missed only an examination or major assignment. The instructor and student will agree upon the work to be completed and the deadline by which it must be done. If the assigned work has not been completed by the end of the following semester, the grade will automatically change to an F.

W (Withdrawal): Please see “leaving a concurrent course,” below.

Leaving a concurrent enrollment course

If you determine that you no longer want to take a concurrent enrollment course for college credit, you must either drop the course or withdraw from it, depending on how much of the high school term has elapsed.

“Dropping” the course: If you decide to leave within the first fifteen days from the start of Normandale’s term you may do so and the course will not appear on your college transcript. This is referred to as “dropping” the class. If the course is year-long you have ten class days into spring term to drop the class. If you want to drop a course, please tell your high school instructor, and they will convey that information to the college.

Withdrawing from the course: If you decide to leave after the “drop” period has elapsed, this is called “withdrawing” from the course, and a ‘W’ (Withdrawal) will appear on your transcript. You may withdraw up until 80% of the length of the course in which you are enrolled. If you are considering withdrawing from a course, please read the “Maintaining Satisfactory Academic Progress” section to ensure you maintain good academic standing. If you decide you want to withdraw from a course, please tell your high school instructor, and they will convey that information to the college.

Maintaining Satisfactory Academic Progress

Your grade point average, or GPA, is determined by adding all of the grade points you earn and dividing by the sum of all credits you attempted in courses. Courses with grades of I or W do not apply toward GPA calculations. Here’s an example:

<u>Course grade</u>	<u># of credits</u>	<u>X</u>	<u>Grade points</u>	<u>=</u>	<u>GPA Points</u>
A	3	x	4	=	12
B	4	x	3	=	12
C	4	x	2	=	8
F	1	x	0	=	0
Totals	12				32

$$\text{GPA} = 32 / 12 = 2.67$$

It’s important to pay attention to your grades and to talk to your high school instructor or guidance counselor and a Normandale advisor before you decide to withdraw from a class. Normandale and Minnesota State Board Policy 2.9 require that all students make satisfactory academic progress to remain in good standing. This means that you are required to complete a minimum of 67% of the cumulative number of credits for which you register. It also means that you must maintain a certain minimum GPA, depending upon how many credits you’ve taken.

If you've taken:	Your minimum GPA should be:
0 – 15 credits	1.60
15 – 30 credits	1.80
More than 30 credits	2.0

If you don't meet one or both of these minimum standards after one semester, you will be placed on academic probation. After two semesters, you will be placed on academic suspension. The college evaluates satisfactory academic progress at the end of each term. If you fail to make satisfactory academic progress for two semesters, you will be suspended from the concurrent enrollment program. In addition, your academic progress becomes part of your permanent college record, and may affect your future college enrollment.

Ensuring that Your College Credits Get Counted

If you choose to come to Normandale to finish your degree, you won't need to worry about transferring credits because you already have already have a transcript on file.



If you apply to another college or university, be aware that the decision whether to accept your credits in transfer rests entirely with that institution. However, data collected over the years indicates that the vast majority of students successfully transfer their Normandale college credits. To request an official transcript, go to www.normandale.edu, type "transcript" in the upper right-hand search box, and select Transcript Request.

Helping Students Who Come After You

Because Normandale and your high school want this program to meet your needs, you will be asked about your experience. Toward the end of each course, you will be asked to take a survey in which you can anonymously give your instructor feedback about your experience in it. In addition, Normandale may reach out to you after you graduate from high school to gauge the impact of your participation post high school.

Concurrent Enrollment Checklist

- Talk with my counselor about which concurrent enrollment course(s) I should take.
- Complete my Normandale application.
- Take the Accuplacer test(s).
- Get my Star ID.
- Activate my Normandale email account.
- Activate my Office365 account.
- Read the syllabus for my course(s).
- Create a study plan so that I will be successful.
- Familiarize myself with the services and resources that Normandale has for me at www.normandale.edu

**WELCOME
TO
NORMANDALE!**



YOUR COLLEGE. YOUR COMMUNITY.

WWW.NORMANDALE.EDU