2019-2020
Concurrent Enrollment Program
Student Handbook
Table of Contents

Welcome 3
About NACEP 4
Concurrent Enrollment Benefits 4
Admissions Process 5
Enrollment Information 5
Academic Information 6
Academic Policies 7-8
Transfer Information 8-9
Welcome

We welcome you as a student in Mesabi Range College’s Concurrent Enrollment Program!

This handbook is written for students and parents and contains the information that you need to know as a high school student taking a Mesabi Range College Concurrent Enrollment course(s). We hope that this handbook will prepare you for what it’s like to be a student in one of our courses, and how to navigate your way through the processes involved in being a Concurrent Enrollment student through Mesabi Range College.

If at any time you have questions or concerns, please contact your instructor or guidance counselor.

Thank you and have a great school year!

Shelly McCauley-Jugovich
Provost

Charlene Norlander
CEP Advisor
NACEP

Mesabi Range College is nationally accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). This accreditation demonstrates that the Concurrent Enrollment program at Mesabi Range meets or exceeds rigorous national standards of quality in the areas of curriculum, faculty, students, assessment, and program evaluation.

NACEP is a professional organization for high schools and colleges that works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. For more information, please visit: www.nacep.org.

What is Concurrent Enrollment

What is the Concurrent Enrollment Program (CEP)?
Concurrent Enrollment is an opportunity for high school students in the 11th and 12th grades to earn college credit while concurrently attending classes at their local high school.

What is the difference between Post-Secondary Enrollment Options (PSEO) and Concurrent Enrollment?
• Concurrent Enrollment is listed under the Minnesota State Colleges and Universities (MN State) system Board Policies as a PSEO option. The PSEO program was established in 1985 as a means to “promote rigorous educational pursuits and provide a wider variety of options for students.”
• When participating in the Concurrent Enrollment option, high school students do not have to travel to a local college or university. They stay on site at their local high school where high school teachers work collaboratively with college faculty to provide college level courses.

What are the benefits of Concurrent Enrollment?
• Earn dual college and high school credit for CEP courses taken at the high school.
• Receive MRC credit for free, potentially saving thousands in college costs.
• Take challenging MRC coursework to prepare for future success in college.
• Gain access to MRC student on-campus and online resources.
• Explore interests or career paths early.
• Stay at the high school, continuing to participate in high school sports and activities and interact with high school peers.

Enrollment Information

ELIGIBILITY AND TESTING
• Seniors must rank in the top half of their high school class or have a cumulative GPA of 2.5.
• Juniors must rank in the top third of their high school class or have a cumulative GPA of 3.0.
• Sophomores who took the 8th grade MCA reading test and met the composite proficiency level of “meets or exceeds” may enroll in specific career and technical education (CTE) courses.
• Students must also meet all course pre-requisites.

WEBSITE
To access forms and helpful links, visit the Concurrent Enrollment Program (https://www.mesabirange.edu/admissions/hs-options/concurrent).
CURRENT STUDENTS RESOURCES:
As a Concurrent Enrollment student, you are entitled to utilize the same resources and participate in the same activities as regular MRC students. This includes the library, academic advising, counseling, recreational sports, student clubs, and more!

Academic Information

**What is a course syllabus?**
- The first step toward success in any college class is to carefully read the course syllabus, which is a contract between the student and instructor. In addition to assignments, it will contain important information on course expectations, key dates, class attendance, textbook(s), resources and grading criteria. It is important to keep a copy of your course syllabus as this information may be needed when seeking transfer credits at colleges and universities.

**What is academic dishonesty?**
- Academic dishonesty is defined as any instance in which a student violates the rules of conduct established by his or her high school, the college, and the instructor for his or her own class. Violations of academic integrity include, but are not limited to, cheating on examinations; plagiarism, stealing, duplicating or selling examinations or papers; producing or submitting other students’ papers, projects, or tests; knowingly furnishing false or misleading academic information to college and high school officials; and sabotaging another student’s work.
- Academic dishonesty will result in disciplinary action from both the high school and the college. Possible consequences include, but are not limited to, being dropped from the course, and/or receiving a failing grade for the assignment, exam, or course.
- Students should refer to high school and school district policies for more details. Additionally, more specific information can be found in the college student handbook, available upon request or online at [Student Handbook](#).

**Are Concurrent Enrollment courses more difficult?**
- Yes! All CEP students are expected to perform at the standards to which regularly enrolled college students are held accountable.
- As with most college courses, students can expect to spend two hours outside of class doing research and homework for every one hour spent in the classroom of a Concurrent Enrollment class.

**What about academic rigor of assignments and homework?**
- Tests and assignments are designed to measure student competence in all course outcomes listed on the syllabus. Students are expected to demonstrate a college-level degree of competence in all course outcomes to receive credit in the course.
- As with most college courses, students can expect to spend two hours outside of class doing research and homework for every one hour spent in the classroom of a Concurrent Enrollment course. It is the responsibility of the student to complete assignments on time.

**What about attendance?**
- Students are expected to attend all scheduled classes and are responsible for all work missed during excused absences. Students should refer to their high school district policy regarding absences. Attendance is not used as a basis for determining a student’s grade.
Academic Policies

What if a CEP student needs to drop a course?
• Students may change their course schedules (drops and/or adds) through the 5th class day of the high school semester. Courses officially dropped within this five-day time frame do not appear on a student’s transcript.
• It is the student’s responsibility to initiate the drop of a course. To drop a course officially, a student must meet with his or her high school guidance counselor, and complete a Drop/Add Form, which the guidance counselor forwards to the CEP advisor for processing with the College Record’s Office.

What if a CEP student needs to withdraw from a course?
• Students may withdraw from courses after the 5th class day through the 60th class day of the high school semester. Grades of “W” will be recorded on the student’s transcript.
• It is the student’s responsibility to initiate withdrawal from a course. To officially withdraw, a student must meet with their high school guidance counselor, and complete a Withdrawal Form, which the guidance counselor forwards to the CEP advisor for processing with the College Record’s Office.
• Withdrawals which are not officially processed through the College Record’s Office will be recorded on a student’s permanent records with a grade of “F.”

Can dropping or withdrawing from a Concurrent Enrollment course affect high school graduation?
• If a student drops or withdraws from a Concurrent Enrollment course, it is important for him or her to check with the high school guidance counselor to ensure that the requirements for high school graduation are met.

What type of grading system is used?
• Students receive a whole letter grade (no pluses or minuses are given for any grade).
• Students who complete credit courses shall be assigned grades according to the following definitions:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior of exemplary work</td>
</tr>
<tr>
<td>B</td>
<td>Does more than fulfill course outcomes</td>
</tr>
<tr>
<td>C</td>
<td>Competent; has fulfilled course outcomes</td>
</tr>
<tr>
<td>D</td>
<td>Inadequately fulfilled course requirements</td>
</tr>
<tr>
<td>F</td>
<td>Did not fulfill course requirements</td>
</tr>
</tbody>
</table>

• A student’s grade in a course is to be based on his or her academic performance on assignments and tests. Testing will cover the full curriculum of the course. Attendance is not used as a basis for determining a student’s grade.

Other course indicators found on a report include:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>
What is an Incomplete?
• The mark of an incomplete, designated as “I,” is a temporary grade that is assigned only in exceptional circumstances. It will be given to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An “I” grade will become an “F” grade at the end of the next term (not including summer sessions) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting a later completion date for the student.

What if a CEP student receives an Incomplete/In Progress (IP)?
• Sometimes, the high school semester ends after the college semester in which case students may be assigned an “I” or “IP.” The grades will be changed to the student’s earned grade when the high school semester is completed. Grades of “I” or “IP” when awarded for this reason will not be a part of the student’s college academic record.
• It is important for students to find out why an Incomplete/IP was received. For clarification, students should check with their high school teacher or guidance counselor.

What if a student fails a Concurrent Enrollment course?
• If a student fails a Concurrent Enrollment course, it is important to know that in addition to the “F” grade being part of his or her permanent record, it may also affect graduation from high school.

Transfer Information

Will the credits earned transfer to another college?
Transfer Courses:
• The credits earned through the Concurrent Enrollment Program will transfer to any college or university in the Minnesota State College and University (MN State) system. For a list, and more information about these institutions, visit [https://www.minnstate.edu/](https://www.minnstate.edu/).
• Students planning to attend a private or out-of-state college must check with the post-secondary institution to see if Concurrent Enrollment credits will be accepted.
  **Not all private or out-of-state colleges will accept Concurrent Enrollment credits.**

Technical Courses:
• There is no guarantee that the credits you earned will transfer to another college. Credits are valid for up to 5 years.

If these credits will not be accepted at the school the CEP student plans to attend, is there any benefit in taking the Concurrent Enrollment course?
• Yes! Concurrent Enrollment courses are college courses, and having taken one, students are better prepared for other college courses and the college experience. If credits for a particular course are not accepted and a student needs to repeat it, they may achieve a higher grade and find it easier the second time around.

What if a CEP student is transferring within the MN State Colleges and Universities Systems system?
• If you are transferring to another college within the MN State Colleges and Universities Systems, there is no need to request an official college transcript. MN State Colleges and Universities Systems uses e-transcripts which means your transcripts can be shared electronically to the MN State Colleges and Universities Systems School you will be attending.
• If you are transferring to an institution outside the MN State Colleges and Universities Systems, an official college transcript is required.
How can a CEP student get a college transcript?

If you would like to send an official copy of your transcript to another institution after your courses are complete, follow the links and instructions provided on the MRC Website (https://www.mesabirange.edu/academics/records-transcripts).

To search how your MRC course will transfer to another institution (or vice-versa), visit Transferology (https://www.transferology.com/). Transferology is a nation-wide network designed to help students explore their college transfer options and is not associated with Mesabi Range College.

Students wishing to complete either the Minnesota Transfer Curriculum (40-credits) or an Associate of Arts Degree (60 credits) can find more information on MRC Transfer Webpage (https://www.mesabirange.edu/admissions/transfer-info/)

For a full list of current programs, including degrees, diplomas, and certificates, please visit MRC’s program webpage (https://www.mesabirange.edu/programs/).

For more information on the Concurrent Enrollment Program, see your high school guidance counselor or contact the CEP advisor:
Charlene Norlander
Advisor
Mesabi Range College Eveleth Campus:
P.O. Box 648
1100 Industrial Park Drive
Eveleth, MN 55734
Office: 218-744-7524
Fax: 218-744-7466
Email: c.norlander@mesabirange.edu