



Student/Parent Guide



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Student/Parent Guide

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Contact Information

Current program director and other contact information can be found on the Connect to College webpage at www.southeastmn.edu/C2C.



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Minnesota State College Southeast

Red Wing | Winona | Online

www.southeastmn.edu

Minnesota State College Southeast is an affirmative action/equal opportunity educator and employer. This document is available in an alternative format upon request by calling 877-853-8324 or 507-453-2700.

Purpose Statement

Connect to College (C2C): The Minnesota State College Southeast (MSC Southeast) concurrent enrollment program provides high school students the unique opportunity to earn college credits through high quality, academically challenging, introductory freshman-level courses taught in the high school by credentialed high school instructors mentored by college faculty. C2C is one form of Post-Secondary Enrollment Option (PSEO) as established by the Minnesota Legislature and governed by the Minnesota State Board Policies and MSC Southeast.

Students should also familiarize themselves with MSC Southeast PSEO Policy 230, PSEO law 124D.09

<https://www.revisor.mn.gov/statutes/cite/124D.09> and Minnesota State 3.5 policy

<https://www.minnstate.edu/board/policy/305.html> and 3.5.1 Procedure

<https://www.minnstate.edu/board/procedure/305p1.html>.

Eligibility Requirements

Minnesota State College Southeast follows Minnesota State Law 124D.09, Minnesota State Policy 3.5 and Procedure 3.5.1 and MSC Southeast PSEO Policy 230. Eligibility criteria can be found at www.southeastmn.edu/c2c.

Once the college determines the student meets one of the above requirements, he/she will receive a general acceptance letter verifying acceptance into the C2C program.

Some courses within the C2C program may have additional prerequisite requirements.

Benefits

MSC Southeast's concurrent enrollment Connect 2 College (C2C) program allows students to complete college courses while enrolled in high school. Advantages for C2C students include:

- Earn transfer college credits while remaining in the high school setting*
- Gain flexibility in college by completing credits in high school
- Reduce the overall cost of college education - there is no tuition or textbook cost
- Develop college level study habits and time management skills
- Experience college expectations and academic rigor
- Build confidence in ability to succeed in college
- Complete college courses at the high school without travel
- Utilize college resources and support services available as a C2C student

** Most C2C course offerings are Liberal Arts and Sciences courses and are part of the Minnesota Transfer Curriculum, easily transferring to any Minnesota State College or University. However it is important to note that course transfer decisions are made exclusively by the receiving institution.*

The college evaluating the course transfer bases their decision on course content, rigor, and applicability to the program the student pursues. If a high school student hasn't decided on a college or career path, he/she should contact an MSC Southeast advisor to develop transfer plans as early as possible. This will minimize non-transferable coursework.



C2C Coursework

- Delivers the same curriculum as classes at MSC Southeast—Winona and Red Wing campuses and online
- Is taught by qualified high school teachers who work in conjunction with a collaborating college faculty
- Has college-level rigor, depth, and expectations
- Is available in biology, chemistry, Engineering/CNC, English, psychology, literature, medical terminology, speech, math, history, and sociology
- May be applied to the following degrees/certificates:
 - o Associate of Arts (AA)
 - o Associate of Science (AS)
 - o Associate of Applied Science (AAS)
 - o Diploma or Postsecondary Certificates
- Is part of the MN Transfer Curriculum with a few exceptions
- May transfer to four-year institutions*

*See **Benefits** earning transfer credits for more information

Course Syllabus

College success requires students to carefully read and follow the course syllabus and schedule. In addition to assignments, the course syllabus contains vital information on course expectations, important dates, class attendance policy, textbook(s), course resources, and grading criteria. Future C2C course transferability often requires submission of the course syllabus. Therefore, saving the syllabus and all important papers upon completion of the course will make transfer decisions easier for your next institution.

Expectations

Be Responsible

To be successful in college, students are expected to be self-disciplined, use good study habits, and demonstrate time-management skills to meet course deadlines. C2C courses have the same standards as classes taught on the college campus.

Participate

Class attendance and active participation are critical to college success. As a student, it is imperative that you are engaged in classroom discussions, ask questions, and attend every class period.

Study Outside of Class

As a general rule, for each hour in class, allow two hours of time to study outside of class. College class content is more academically challenging, and more compressed.

College students are expected to:

- o Use effective study skills
- o Take clear and concise notes and study them regularly
- o Create study guides
- o Utilize comprehensive research skills and properly cite sources
- o Be organized and prepared for class
- o Formulate questions
- o Read assignments prior to class
- o Complete assignments outside of class and submit work by due dates



Absences

Work and/or school activities are not excused absences. All coursework must be completed and exams taken when scheduled. Expect that assignments are due at the beginning of class periods.

Ask for Help

C2C classes are more challenging and require more effort than most high school classes. If you are struggling, it is your responsibility to seek help. Your high school instructor, MSC college collaborator, and The Roost have resources to help you be successful. In addition, you can contact your college academic advisor or high school counselor.

Academic Honesty and Integrity

Students are expected to be the sole authors of their work and to acknowledge the authorship of others' work and ideas through proper citation and referencing. Use of another person's ideas constitutes plagiarism and academic dishonesty, and is prohibited. The consequences of academic dishonesty are determined by the instructor, such as not accepting course work, a failing grade on the assignment, a lowered or failing grade in a course. The Academic Honesty and Integrity Policy, as well as all other MSC Southeast policies, is found in the Student Handbook.

Resources

Academic Advisor

In addition to the orientation at the high school, all C2C students are assigned an academic advisor at MSC Southeast. If you are struggling in your C2C class, reach out to your advisor who will work with the high school to determine your options. This person is a great resource for general college information, questions about transferring, or other academic concerns.

Taking college classes in high school allows students to accelerate their college journey. However, this means important decisions about a future career path and college destination must be considered while in high school. Your MSC Southeast advisor is available to discuss college options to help you better understand the world of college degrees, majors, programs, career options, and financial aid.

The Roost

The Roost is more than a computer lab - it's a place for all students, including C2C students, to receive assistance with their academic learning needs, to access computers, and to study. The Roost provides a variety of resources (computers, tutors, group study rooms, and a STEM resource room) to assist both faculty and students.

In Person Tutoring

The Roost provides one-on-one tutoring for several basic skill areas, such as math, English/reading, and science. Appointments can be scheduled with a tutor using the online sign-up system, www.southeastmn.edu/tutorsignup. Tutors may also be available on a "walk-in" basis.



Online Tutoring

Tutor.com is an online tutoring service available to all MSC Southeast students. Tutor.com provides tutoring in mathematics (basic through Calculus, including bilingual math), biology (Anatomy and Physiology I and II), chemistry (General, Organic, and Biochemistry), Introduction to Finance, Spanish and courses in physics, economics, accounting, statistics, and writing. Tutoring is available 24/7. Tutor.com allows students to:

- **Connect with an e-instructor** and live tutor.
- **Submit your writing** for any class for suggestions from their Online Writing Lab.
- **Submit a question** and receive a reply from a tutor.

To access Tutor.com, log into D2L using your StarID and password; click on a course you are taking and look in the right hand column for the link to Tutor.com.

Library Resources

Academic Data bases

All MSC Southeast faculty and students including C2C have access to academic databases on The Roost MSC Southeast website (southeastmn.edu). Some are only available on campus or, when off campus through the Remote Desktop. For instructions on using Remote Desktop, see the Help Desk page on the MSC Southeast website.

Degrees at MSC Southeast

Minnesota State College offers programs in a wide variety of career areas. For a current list of majors go to www.southeastmn.edu/academics/DegreeList.aspx.

College Policies and Procedures

Compliance with College Policies

Students receive the Student Handbook during the C2C Orientation at the High School and is available at www.southeastmn.edu/current_student/student_services/student_handbook.aspx.

Students are responsible for understanding and complying with all college policies as outlined in the handbook, including dropping/adding/withdrawal from a course and academic progress. This should also familiarize themselves with MSC Southeast PSEO Policy 230, PSEO law 124D.09, Minnesota State 3.5 policy, and 3.5.1 Procedure.

Drop/Add Policy

- If you register for a class and decide you no longer want to receive college credit, contact your high school teacher, counselor, or principal. You will need to log in to your e-Services account to complete the withdraw process. Contact the Director of Secondary Relations if assistance is needed in the process. If a student drops a class within the first 10 days, the course will not appear on the MSC Southeast transcript.
- After 10 days and up to 80% of the course, a dropped course appears as a “W” or ‘Withdrawal from Course’ grade on your college transcript and **may affect your academic standing** and future admission to other colleges.
- Students may remain in the course and receive high school credit without college credit.
- These academic policies are outlined in the handbook available at www.southeastmn.edu/about_us/PoliciesAndProcedures/index.aspx?id=356.

Satisfactory Academic Progress Policy

- Similar to PSEO students, C2C students are required to maintain a minimum Grade Point Average (GPA) of 2.0 and Course Completion Rate above 67% for MSC Southeast courses.
- Students who fall below the 2.0 cumulative GPA or under 67% completion rate are placed on academic warning.
- If a student remains below the 2.0 cumulative GPA or under the 67% completion rate for a second semester, the student is placed on academic suspension.

Academic Warning Procedure

- The student will receive a letter stating that the student has been placed on Academic Warning.
- The Director of Secondary Relations is available to meet as needed with the counselor and the student in order to discuss and complete a Success Plan.

Academic Suspension

- A student falling below the 2.0 cumulative GPA or under 67% completion rate standard in the subsequent semester will be placed on academic suspension by MSC Southeast.
- Once placed on suspension, a student will need to file an appeal in order to take courses at MSC Southeast or any other Minnesota State college or university.
- Academic Suspensions follow a student to any subsequent college or university.

Grading Information

- Students in C2C classes are enrolled in both their local high school and at MSC Southeast. Therefore, C2C courses are recorded on their high school and MSC Southeast transcripts. MSC Southeast does not award “+” or “-” for grades.
- C2C classes are a permanent part of your college record. The grades you earn will count toward your cumulative college GPA and will impact your future college career. You are required to send a MSC Southeast transcript to all colleges you attend in the future. Your academic performance will influence future college admission and financial aid eligibility.
- Grades received on your MSC Southeast transcript are aligned with the college course syllabus guidelines; however, at your high school teacher’s discretion, the grade on your high school transcript may differ.

Grade Appeal Process

- A student may appeal up to 90 days after the college’s academic term has ended.
- The student wishing to appeal a grade must first meet with the high school instructor and college collaborator. If the decision is to change the grade, the high school instructor and college collaborator will contact MSC Southeast. If the student disagrees with the decision of the faculty, they may appeal in writing to the dean. Decisions by the dean are final.
- To request a Withdrawal Appeal, a student should follow the steps included on the “Tuition Appeal and Withdrawal Form” found on the Student Forms page at www.southeastmn.edu/current_student/forms/index.aspx.

Advising

When students near high school graduation, it is important to contact their MSC Southeast advisor to discuss future academic plans. Your advisor can offer assistance, whether you plan to continue your education at MSC Southeast or another college or university.

Transferring to another college

The transfer of credits is typically the decision of the institution that you are transferring to. If you plan to transfer and continue your education at a four-year college or university, we recommend following the guidelines of our Associate of Arts (AA) Degree or the Minnesota Transfer Curriculum (MnTC).

Transfer Resources

- www.southeastmn.edu/transcript – Information on how to request a transcript to be sent to another college or university.

- www.mntransfer.org – An invaluable online tool to help Minnesota students understand transfer.
- www.transferology.com – A website allowing students to add or import their courses to see how credits transfer to other institutions.

Completing your Degree at MSC Southeast

If you plan to pursue a Bachelor's Degree (four-year college degree), first consider completing your AA degree at MSC Southeast. While some C2C students may complete a two-year degree during their high school years, the majority of students only partially complete this degree upon high school graduation.

- The first two-years of any four year degree are mostly general education courses offered at MSC Southeast.
- Completing your first two years at MSC Southeast will allow you to graduate with fewer student loans since course credits are less expensive.
- Class sizes are considerably smaller with a maximum of 24-50 students per class compared to four-year universities where hundreds of students may be enrolled in a course. This allows faculty to provide personal attention to students.
- Completing the AA degree or the entire MnTC (Minnesota Transfer Curriculum) package at MSC Southeast facilitates transfer to any four-year Minnesota State college or university. The AA or complete MnTC transfers as a "package" that fulfills all of the lower division general education requirements of any of the public universities in Minnesota.

Additional Important Information for Parents

As a parent or legal guardian, you may access all educational information about your child's progress, grades, and discipline throughout your child's K-12 schooling. However, you do not have access to your child's academic progress in C2C courses, regardless of your child's age. MSC Southeast is bound under stricter data privacy laws. The college must adhere to Federal data privacy laws (FERPA) that govern all colleges. These laws state that colleges are not allowed to release any information about your child without written student consent. Information will be provided in the orientation process regarding their rights and how to give consent to MSC Southeast to disclose their education records. Students can find the Authorization to Release Student Info Form on the Student Forms page at www.southeastmn.edu/current_student/forms/index.aspx. We suggest that you talk to your child about their options prior to beginning C2C courses.

Family Educational Rights and Privacy Act (FERPA)

MSC Southeast will not permit access to or release personal, identifiable information contained in student educational records without the written consent of each student to any third party (including parent/guardian, dependent, or spouse/domestic partner), except as authorized by FERPA or other applicable laws.

How can I monitor my Child's Progress in C2C Courses?

- Talk with your child frequently about his/her classes, grades, relationships, and activities.
- Discuss organizational and time management skills in conjunction with course demands.
- Inquire about assignments, upcoming due dates, and how they are preparing for exams.
- MSC Southeast does not mail transcripts or grades directly to students. Instead, students may log onto the college's website, select Quick Links and E-Services. Final grades, unofficial transcripts, and DARS (Degree Audit Reporting System) can be found in the menu.

Helpful Suggestions for Parents

As parents of a C2C student, you play an important and challenging role. What follows is a list of suggestions from various "experts" in student development and advising that may help you navigate your role.

- Help your teen understand that taking college classes is a transition that may go smoothly or be perplexing. This is normal—everyone experiences some challenges with transitions.
- Be supportive of your child. Often when your teen wants to discuss an issue with you, they are looking for guidance and encouragement. Help by assisting them with the resources needed to solve the problem on their own. Accepting the outcomes of one's decision, whether good or bad, can be an empowering experience.
- Encourage your child to self-advocate. Learning is a cooperative effort, and asking for help is a vital part of the effort. Instructors, advisors, and high school/college staff will all be able to point your teen in the right direction. They are not expected to find all of the answers by themselves.
- Your child may want to explore several majors or career options. Be supportive by encouraging them to visit with instructors, advisors, and high school instructors and counselors. C2C students have full access to the career services on campus. It is never too early to start thinking about careers.
- Encourage your teen to use the services offered by the MSC Southeast Student Services. Staff is happy to meet with students to discuss their plans at any time throughout the semester.

College Readiness/Understanding the Difference between High School and College Brochure

This brochure is a guide for students, parents, and teachers to explore potential differences between high school and college.

This brochure along with additional information for Students and Parents can be found at:

http://southeastmn.edu/academic_programs/ConnectToCollege.aspx.

Minnesota State College Southeast A STEP AHEAD

Great courses. Excellent value.

Through PSEO or Concurrent Enrollment you will have college credit in your pocket. You will be well on your way to success.

Begin your education with MSC Southeast and boost your career goals!



THE COMMUNITY AND TECHNICAL EDUCATION ADVANTAGE

Same rigor as a four year college in a smaller environment and at a fraction of the cost!

Average annual full-time tuition and fees

\$6,294 MSC Southeast

\$9,521 State 4-year university

\$16,108 University of Minnesota - TC

www.minnstate.edu/admissions/tuition.html

EARN A DEGREE IN TOP GROWTH OCCUPATIONS

MSC Southeast offers many programs that will see top expected growth in MN and WI:

1. Registered Nurses (ASN)
2. Nurses (LPN)
3. Truck Drivers
4. Radiologic Technicians
5. Mechatronics
6. Accountants
7. Construction/Carpentry
8. CNC Machinists

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