PSEO/Concurrent Enrollment Student Handbook

www.anokatech.edu

Table of Contents

Welcome to Anoka Technical College!

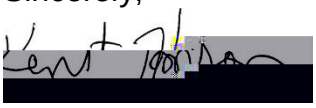
I am thrilled to welcome you to the beginning, or continuation, of your college career at Anoka Technical College.

Anoka Tech has been providing high quality, college-level educational opportunities to school districts and high school students in the North Metropolitan Areas of Minneapolis and St. Paul and throughout Central Minnesota since 2007. Currently, we partner with eight high schools to provide college-level courses to high school students.

Creating close, mutually beneficial partnerships between the college and participating high schools has led to an increase in the number of Post-Secondary Enrollment Options (PSEO) and Concurrent Enrollment Program courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school.

Thank you for choosing Anoka Technical College!

Sincerely,



Kent Hanson, Ph.D.
President of Anoka Technical College and Anoka-Ramsey Community College

Program Overview

Anoka Technical College (ATC) offers several options for high school students to receive dual credit. ATC offers the Post-Secondary Enrollment Options (PSEO) program, the Concurrent Enrollment Program (CEP), and also offers an Early/Middle College program to partnering State Approved Alternative Programs. Anoka Tech currently partners with the Anoka-Hennepin

6WXGHQWV ZKR GR QRW PHHW $QRNDWHFKQLFDO &ROOHJH
Write a two-page essay to appeal. Contact pseo@anokatech.edu or 14&0 0GGJDF BU to see if an essay is needed in your admissions process.

AdmissionsProcess

PSEO	Concurrent Enrollment at STEP	Early/Middle College

"A" denotes excellent achievement
"B" denotes above average achievement
"C" denotes average achievement
"D" denotes below average achievement
"F" denotes unsatisfactory achievement
"P" denotes passing achievement
"S" denotes satisfactory achievement
"U" denotes unsatisfactory achievement
"I" denotes incomplete work because of unavoidable circumstances. An incomplete must be made up under a schedule arranged with the instructor. Work not properly made up results in an ³,´ EHLQJ FKDQJHG WR DQ ³)´ DW W HQG RI WKH IROORZLQJ VHPHVWHU. KRZHYHU, LQcompletes given at the end of a VHPHVWHU ZLOO ³,´ EH FKDQJHG W WKH HQG RI WKH QH[W VHPHVWHU SULQJ RU IDOO, since summer session is excluded.
Incompletes and Prerequisite Courses: If the completion of a course in which the student earns an incomplete is a prerequisite for another course, registration for the subsequent course is at the discretion of the instructor of the second course. This policy does not apply to developmental prerequisites.
"W" denotes withdrawal from a course during the withdrawal period. The withdrawal period starts after the first five days of the semester up to the 80th percent point of the semester for full term courses.
)1 GHQRWHV WKDW D VWXGHQW QHYHU DWWHQGHG WKH FRXUVH EXW G
.77K21 V66J9U0D53OH05(L8.8diF toDalV3L>TJ3Q)THcG3>TD3V D UHVXOW RI WKH IDFXOW\ ODVW GD\ GD\

Satisfactory Academic Progress Policy

3ROLF\ 6DWLVIDFWRU\ $FDGHPLF 3URJUHVV

3DUW 3ROLF\ 6WDWHPHQW

$QRND 7HFKQLFDO &ROOHJH LQ DFFRUGDQFH ZLWK 0LQQHVRWD 6WDW
DQG IHGHUDO DQG VWDWH UHJXODWLRQV ± UHTXLUHV DOO VWXGH
HQUROO DW WKH FROOHJH DQG WR UHPDLQ HOLJLEOH IRU ILQDQFLDO
DQG LQFOXGH DOO SHULRGV RI HQUROOPHQW UHJDUGOHVV RI ZKHWKH

3DUW 'HILQLWLRQV

*RRG $FDGHPLF 6WDQGLQJ 6WXGHQWV PXVW PDLQWDLQ D PLQLPXP
FRPSOHWH RI DOO FUHGLWV DWWHPSWHG WR UHPDLQ LQ JRRG DF

$FDGHPLF (OLJLELOLW\ 6WXGHQWV PXVW PDLQWDLQ D PLQLPXP FX
FRPSOHWH D PLQLPXP RI DOO FUHGLWV DWWHPSWHG WR PDLQWD

)LQDQFLDO $LG (OLJLELOLW\ 6WXGHQWV PXVW PDLQWDLQ D PLQLPXP
FRPSOHWH D PLQLPXP RI DOO FUHGLWV DWWHPSWHG WR PDLQWD

3DUW 4XDOLWDWLYH 0HDVXUH RI 3URJUHVV

ƒ *UDGH 3RLQW $YHUDJH *3$ FDOFXODWLRQV LV PRQLWRUHG EHJLQQ
UHJLVWHUHG FUHGLW 6WXGHQWV DUH UHTXLUHG WR PDLQWDLQ D P
FDOFXODWLRQ LQFOXGHV JUDGHV RI $ % & '))1 DQG):

3DUW 4XDQWLWDWLYH 0HDVXUH RI 3URJUHVV

$FDGHPLF SURJUHVV LV PRQLWRUHG EHJLQQLQJ ZLWK WKH ILUVW UHJL
FXPXODWLYH FRPSOHWLRQ UDWH RI 7KH FRPSOHWLRQ UDWH FDO
' 3 RU 6 E\ DWWHPSWHG FUHGLWV

0D[LPXP WLPH IUDPH IRU ILQDQFLDO DLG UHFLSLHQWV WR FRPSOHWH D
OHQJWK RI WKH SURJUDP RI VWXG\

3DUW (YDOXDWLRQ 3HULRG

$FDGHPLF SURJUHVV LV HYDOXDWHG IRU DOO UHJLVWHUHG VWXGHQWV

3DUW)DLOXUH WR 0HHW 6WDQGDUGV

:DUQLQJ DW WKH HQG RI DQ HYDOXDWLRQ SHULRG D VWXGHQW KDV QR
VWXGHQW ZLOO EH SODFHG RQ ZDUQLQJ IRU RQH HYDOXDWLRQ SHULRG
DQG UHFHLYH ILQDQFLDO DLG

6XVSHQVLRQ RI 6WXGHQWV ,I DW WKH HQG RI DQ HYDOXDWLRQ SHULRG D VW
*3$ DQG FRPSOHWLRQ UDWH VWDQGDUGV WKH VWXGHQW ZLOO EH VXV
FRXUVHV RU UHFHLYH ILQDQFLDO DLG

6XVSHQVLRQ 'XH WR 0D[LPXP 7LPH)UDPH ,I DW WKH HQG RI DQ HYDOXDWLRQ SHULRG D
PD[LPXP WLPH IUDPH FDOFXODWLRQ WKH VWXGHQW ZLOO EH VXVSHQG

6XVSHQVLRQ 'XH WR ([WUDRUGLQDU\ &LUFXPVWDQFHV 6WXGHQWV PD\ EH VXVSHQ

6XVSHQVLRQ IRU LQDELOLW\ WR PHHW SURJUDP UH TXDWHWKHWHQZLWKD
HYDOXDWLRQ SHULRG WKH LQVWLWXWLRQ GHWHUPLQHV WKDW LW LV
PHHW WKH LQVWLWXWLRQ V VWDQGDUGV EHIRUH WKH VWXGHQW ZRXOG
ILQDQFLDO DLG WKH LQVWLWXWLRQ VKDOO VXVSHQG WKH VWXGHQW
HYDOXDWLRQ

6XVSHQVLRQ DW $QRWKHU 0LQQHVRWD 6WDWH LQVWLWXWLRQ RI
DFDGHPLFDOO\ VXVSHQGHG DW DQRWKHU 0LQQHVRWD 6WDWH LQVWLW

3DUW 6WDWXV 1RWLILFDWLRQ

6WXGHQWV DUH QRWLILHG YLD HPDLO ZKHQ WKH HYDOXDWLRQ RI VDWL
RU SUREDWLRQ 7KH QRWLFH LQFOXGHV FRQGLWLRQV RI WKH FXUUHQW
IRU UHJLVWUDWLRQ DQG ILQDQFLDO DLG 7KH QRWLFH RI VXVSHQVLRQ
VXVSHQVLRQ

3DUW $SSHDOV DQG 3UREDWLRQ

$SSHDOV 6WXGHQWV KDYH WKH ULJKW WR DSSHDO WKHLU VXVSHQVLRQ ED
EXW QRW OLPLWHG WR SHUVRQDO LOOQHVV KRVSLWDOL]DWLRQ RU G

- %H VXEPLWWHG E\ WKH DSSHDO GHDGOLQH XVLQJ WKH $QRND 7HFK
  IRUP DYDLODEOH RQOLQH
- ,QFOXGH D VWDWHPHQW GHVFULELQJ WKH FLUFXPVWDQFHV WKDW S
  VWDWHPHQW VKRXOG LQFOXGH VXSSRUWLQJ GRFXPHQWDWLRQ DV D
- ,QFOXGH DQ DFDGHPLF SODQ RXWOLQLQJ ZKDW KDV FKDQJHG RU ZL
  SURJUHVV 7KH DFDGHPLF SODQ ZLOO LQFOXGH WKH UHTXLUHPHQW

$SSHDOV DUH UHYLHZHG IRU DSSURYDO RU GHQLDO E\ RQH RU PRUH PI
&RPPLWWHH

6DWLVIDFWRU\ $FDGHPLF 3URJUHVV 6HFRQG $SSHDO IRUP DYDLODEOH
DUH ILQDO

$SSHDO UHVXOWV GR QRW VXSHUVHGH VRPH SURJUDP RU FRXUVH VSHF

3UREDWLRQ 6WXGHQWV ZKR VXFFHVVIXOO\ DSSHDO DUH SODFHG RQ D
SHULRG 'XULQJ WKLV SHULRG WKH\ PXVW IROORZ WKH DFDGHPLF SOD
SODQ UHTXLUHV D VWXGHQW WR DFKLHYH D PLQLPXP WHUP *3$ DQG
HYDOXDWLRQ SHULRG D VWXGHQW RQ SUREDWLRQ

+DV PHW WKH FXPXODWLYH *3$ DQG FXPXODWLYH FRPSOHWLRQ UDW
UHWXUQV WR JRRG VWDQGLQJ
+DV QRW PHW WKH FXPXODWLYH *3$ DQG FXPXODWLYH FRPSOHWLRQ
LQ WKHLU DFDGHPLF SODQ WKH VWXGHQW UHWDLQV WKHLU UHJLVW
VWDWXV IRU D VXEVHTXHQW HYDOXDWLRQ SHULRG 'XULQJ WKLV SH
RXWOLQHG LQ WKHLU DSSHDO
+DV QRW PHW WKH FXPXODWLYH *3$ DQG FXPXODWLYH FRPSOHWLRQ
VSHFLILHG LQ WKHLU DFDGHPLF SODQ WKH VWXGHQW LV VXVSHQGH

3DUW $SSHDO 5HVXOWV

6WXGHQWV DUH QRWLILHG YLD HPDLO RI DSSHDO UHVXOWV $SSURYD
DSSURYHG DQG WKH FRQGLWLRQV QHFHVVDU\ WR UHWDLQ HOLJLELOL
UHDVRQ IRU GHQLDO DQG WKH SURFHVV WR DSSHDO WKH GHQLDO

3DUW 5HLQVWDWHPHQW

6WXGHQWV RQ VXVSHQVLRQ UHJDLQ HOLJLELOLW\ WR UHJLVWHU IRU F
DSSHDO 6WXGHQWV UHWXUQ WR JRRG VWDQGLQJ RQO\ DIWHU DFKLHY
FXPXODWLYH FRPSOHWLRQ UDWH RI

Academic Misconduct

Academic misconduct generally refers to behavior also known as academic fraud in which an LQGLYLGXDO FKHDW
SODJLDUL]HV RU RWKHUZLVH HOLJLEOH WR UHSUHVHQW WKH SHUVRQ ZRUN DV KLV RU KHU RZQ own.
Forms of Academic misconduct include, but are by no means limited to:

- Cheating: During any academic evaluation activity, using or attempting to use unauthorized materials, information, notes, study aids or other devices, or information

f"CVTF PG "DBEFNJD .BUFSJBMT %FTUSPZJOH TUFBMJOH
MBCPSBUPSZ PS PUIFS BDBEFNJD SFTPVSDF NBUFSJBMT JO
EP TP PS TUFBMJOH FYBNJOBUJPOT PS PUIFS DPVSTF NBU
f

Financial Aid

Students enrolling in college courses while in high school should be aware that registering for college credit may impact future financial aid eligibility. To determine how this might affect you, please contact the Financial Aid office. 763-576-7730

Data Privacy

The Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA), Minnesota Statute (Chapter 13) are federal and state laws that provide for the disclosure and privacy of student educational records.

Consent for Release

Anoka Technical College does not permit access to or the release of personally identifiable information in student educational records without the written consent of the student to any third party, except as authorized by FERPA and MGDPA or other applicable law. A student may grant consent by completing a Consent to Release Form.

Data Privacy Notice from MN State

³,I\RX DUH FXUUHQWO\ HQUROOHG LQ D College or University within the Minnesota State College and University system, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you intend to enroll at another institution within the system, your academic records from other institutions are also accessible to officials at the school where you are intending to enroll. Disclosures of your records to other schools under other circumstances may require your prior ZULWWHQ FRQVHQW´

High School Programs Contacts

Counseling Services/PSEO & College Connect Advising
Erica Stene-Winkler
763-576-4036
estene@anokatech.edu