

## Let's keep the relationship going!

You already have a good start with us -- we hope you continue on with your studies at MCTC. Please check out our programs of study and see how you can get a great education and save money whether your end goal is a certificate, associate's or four year degree or beyond.

If you do choose to attend a different college or university after high school graduation, don't forget about us! Remember that you can take courses at MCTC:

- During the summer to catch up or get ahead in your program of study.
- Through on-line offerings for courses that you have a hard time scheduling otherwise.
- Low-cost preparation for or re-taking of challenging courses in your other institution. Perhaps you would be helped by a lower teacher-student ratio for some courses.

Just remember that you should **always consult with your college or university advisor** to ensure that the credits you earn at MCTC will transfer successfully to your program of study.

## Contact Us

For any questions or concerns regarding your concurrent enrollment course or your relationship with MCTC please e-mail:

[concurrent.enrollment@minneapolis.edu](mailto:concurrent.enrollment@minneapolis.edu). You can also contact us to arrange a college visit.



Minneapolis Community and Technical College  
A member of Minnesota State



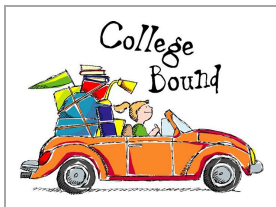
# Student Concurrent Enrollment Guide

## MCTC's College NOW Concurrent Enrollment Program



# Congratulations – Concurrent Enrollment is a great move!

## Understand what college courses are like



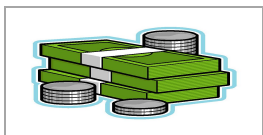
By taking college-level courses in high school you are preparing yourself for the expectations and rigor you can expect in college. You can hone your skills and be ready for success when you get to college.

## Get ahead in your future studies



By earning college credits now you are getting a jump-start on your college program requirements. You may be able to graduate early, take a lighter load or add courses just for fun. When planned right, every course you take in high school is one less to take in college.

## Reduce the cost of college



By accumulating credits at no cost to you now, you could spend less money on tuition once you get to college.



## Student code of conduct

As a student taking an MCTC course, you are expected to abide by the College's student code of conduct. This addresses behavior judged to be unacceptable and includes, but is not limited to, disorderly behavior, physical assault or threats, theft or attempted theft, vandalism, academic dishonesty.

You also continue to be accountable to your high school conduct and academic policies.

## Academic Integrity



MCTC expects students to take responsibility for their learning. Academic dishonesty can take many forms, but includes plagiarism, which is most often using the published or unpublished work of another person without that person's full and clear acknowledgement. Cheating also is academic dishonesty and includes copying the work of another or using materials prepared by another person or agency.

Most often, your instructor will make the decision regarding consequences of academic dishonesty. They can include non-acceptance of submitted course work, a failing grade on an assignment, lower grade in a course, or failing grade in a course. When necessary, the College may initiate an investigation on academic violations as well as other violations to the code of conduct.

# Important policies

## FERPA

The Family Educational Rights and Privacy Act is a federal law which gives college students the right to control disclosure of private education records. If you would like your parent or guardian to have access to your records, you must sign a release of information form. You should have had this option when you registered, but if you chose not to sign, you can still ask for a form at your high school counseling office or write to [concurrent.enrollment@minneapolis.edu](mailto:concurrent.enrollment@minneapolis.edu) to request one. MCTC recommends that students sign this form.

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*Most questions about MCTC policies and processes can be found using the “Ask Us” feature on the MCTC homepage. Just type in your question and you will get a response.*

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## Access and Accommodation



MCTC is committed to providing equal access to education for all students. If you have a disability or believe you may have a disability that is not being addressed, you are invited to contact the Accessibility Resource Center at MCTC at [accessibility@minneapolis.edu](mailto:accessibility@minneapolis.edu). ARC will work in connection with your high school to ensure you have the resources you need.

# Succeed in your course

## College services



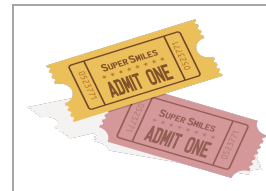
As an MCTC student, you have MCTC services available to you. You may use the library, including online library access; get help from a tutor related to your concurrent enrollment course; use computer labs or visit an advisor. Use the MCTC website to contact the related department for services or benefits you would like to use.

## Use all resources



This booklet gives only a quick overview of the information that will help you succeed as you prepare for college. You can find details on where to find more information and resources on MCTC's concurrent enrollment website. Choose “educational programs” on the main page, then “College Now” and click on “concurrent enrollment.”

## Get involved



As with other MCTC students, you can attend MCTC activities and events for free or at student rates. You can become involved in clubs or organizations that fit your interests.

# Take It Seriously

## Permanent college transcript

By registering for concurrent enrollment courses, you are taking college courses with Minneapolis Community and Technical College. The grades you get in concurrent enrollment courses are the grades you will get on your college transcript. They will begin your college GPA and stay on your record permanently.

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*“Knowing how – and if – to drop or withdraw is vital for any high school student taking concurrent enrollment.”*

*—Michele Copeland, MCTC Registrar*

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## Dropping and withdrawing

If you drop the course at the high school, you must also officially drop the course at the college. This does not happen automatically. You have only 14 days from the start of class to decide whether to drop a course with MCTC. When you successfully drop the course, it is removed from your record and it is as if you never registered for it.

Withdrawing is different from dropping and your class syllabus will give you the deadline for withdrawing. With a withdrawal, the course stays on your transcript with a “W” instead of a grade. This does not affect your GPA, but having several withdrawals on your transcript can lead to an academic warning. You can withdraw from MCTC credit even if you stay in your class at the high school. You should discuss the option with your teacher or counselor if you feel you may end up with a poor grade.

## How to drop/withdraw

To drop or withdraw you should notify your teacher at the high school who will provide you with a paper form to sign and submit to MCTC. You also may withdraw electronically by using eServices on the MCTC website. For specific instructions, and to get answers to most questions about MCTC processes, use the “Ask Us” feature on the MCTC homepage.

## Transfer of credits

The credits you earn through concurrent enrollment are highly transferable to many colleges. **If you choose to attend a different college after high school graduation you are responsible for requesting that an MCTC transcript be sent to the other college or university.** That institution will determine if and how those credits will apply to your program of study. National studies show that typically 92 percent of concurrent enrollment credits do transfer successfully.

Instructions on ordering a transcript are found on the MCTC website under Student Services. Click “Registration and Records” where you will find the option for student records and transcripts. There is a \$5 charge for transcripts.

If you attend MCTC, you don't have to worry about transferring your credits – they will automatically be applied to your studies.

## Future financial aid

When you apply for financial aid for college, considerations will include how well you are doing in college. With concurrent enrollment, your courses begin to count immediately. In other words, once you are in college, you may find yourself in jeopardy for future financial aid if your GPA is too low or you have withdrawn from too many courses.