



**Minnesota  
North College**

*College in the Schools*

# **STUDENT HANDBOOK**

**Member of:**



NATIONAL ALLIANCE OF  
CONCURRENT ENROLLMENT  
PARTNERSHIPS

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## College in the Schools Program Overview

Minnesota North College is excited to provide the College in the Schools (CIS) program to high school students interested in gaining college credit while finishing their high school degree. CIS is provided through the Minnesota State System P-20 Program, and is available in partner schools and online. Enrolling in CIS through coursework at Minnesota North gives you a competitive edge with your peers: flexibility, experience and credits to be used toward your collage degree!

## The Benefits of College in the Schools

CIS participation is a wise education choice. Earning college credits now gives you multiple benefits, including:

- **A jump-start on college costs**

Though each college has its own policy about transfer credits, credits from Minnesota North College are highly respected. *Getting those credits now means saving you up to two years of tuition, books, and campus living costs.*

- **College in manageable portions**

College life is full of challenges. The rigors of the coursework and the discipline and maturity it takes to manage higher learning well can feel overwhelming for new college students. CIS allows you to learn how to manage your time and effort without the struggle of a full-time college workload.

- **More choices when your full-time college career begins**

With college credits already in your academic pocket, you will find a new world of opportunities. The time you are spending to gain credits means more time for your bigger dreams. Perhaps a second major? A chance to study abroad? An internship with the perfect company? Taking CIS classes now opens a whole new realm of possibilities tomorrow!

- **Getting an early grip on important skills**

Of all the skills employers seek, the ability to think critically, read well and write clearly are among the highest. Whether your goals include continued higher education or entry into a career, the CIS program at Minnesota North strengthens your ability to think and to communicate on levels employers are seeking.

## CIS Instructors and Classroom Content

CIS instructors are chosen and supported by Minnesota North's faculty, and the instructors will expect college-level effort and maturity from CIS students. Likewise, the content, assignments and assessments of CIS courses are the same as Minnesota North's on-campus courses. By successfully completing a course you will receive college academic credits, which are transferable to other colleges.

## Admission to CIS

High school students with a grade point average (GPA) of 3.0 for Juniors and 2.5 for Seniors are eligible to apply to be admitted to the CIS program.\*

Other items you will need to kick off your admissions process are—

1. A completed [Online Application](#), and;
2. A complete copy of your high school transcript, and;
3. CIS applicants are no longer required to take the Accuplacer assessment to determine final CIS course placement. Course placement guidelines are available [here](#).

\*Students having less than the required GPA may appeal to enroll in the CIS program. Appeals require a letter of support from a principal or teacher stating why they feel you can be successful in college level coursework. Appeals are submitted to the Associate Vice President of Student Affairs and are reviewed on a case-by-case basis.

## First Steps for New CIS Student

### ***Acceptance, Registration and Deadlines***

When you complete the application process, your high school counselor will notify you of your acceptance to Minnesota North's CIS program. You will then be able to activate your college identification card, STAR ID and TECH ID. These IDs are your entry keys to Minnesota North's many E-services and allow you to register for your CIS course(s). More about these important credentials follows below.

Your high school counselor and the Minnesota North CIS team will assist you with the registration process. You will receive a copy of your course registration as soon as it is completed. Registration for fall semester happens in April and May as part of your regular high school registration. Registration for spring semester courses occurs during November and December.

### ***Finding Courses***

Your high school counselor will help you choose the course(s) that you should take. The Minnesota North catalog lists every course for each registration period and includes a course description, so you and your counselor can decide whether the course meets your academic needs and if you have the prerequisites required to take it. Course descriptions and prerequisite information can be found on our website's [Course Descriptions & Outlines](#) page.

### ***Your Minnesota North E-mail Account***

Every Minnesota North student is issued an email account which provides access to the college network. The college and your instructor will send important notices and information via your college account. All communications with college faculty and personnel will be expected using this email account, so be sure to check your email frequently. To activate your email account, visit our website's [Email Access](#) page.

### ***Student Identification Card***

You will have the opportunity to get a student identification card by visiting a Minnesota North campus. This card not only identifies you as a Minnesota North student, but gives you access to college sponsored college activities such as athletic events and other special events. The card may also be used at local businesses for purchasing discounts.

### ***StarID***

Your StarID is an assigned user name that you will use to log into services across the Minnesota State Colleges and Universities system. You will use it to log into Desire 2Learn (D2L), e-services and the Minnesota North email system. For more information and set up instructions, visit our website's [StarID Account Management](#) page.

### **Your Classroom Experience**

The college classroom is inherently different from your high school classrooms. College instructors expect you to have read your course syllabus and to already understand basic information about your class, and to abide by deadlines and due dates without being reminded. To manage that successfully, you need energy, maturity...and a course syllabus.

### **The What and Why of the Course Syllabus**

A syllabus is a document you will receive for each class that describes a course's purpose, your instructors' expectations, and provides vital information on *deadlines, attendance requirements, text books, other course resources, and grading criteria*. It is your instructor's written agreement with you regarding what he or she expects from you. It's important to read and understand the syllabus you receive for each class, so you understand how you can succeed in your CIS career.

### **Family Educational Rights and Privacy Act (FERPA)**

Minnesota North College will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party (including parent/guardian, dependent, or spouse/domestic partner), except as authorized by FERPA or other applicable laws. A student may grant consent by completing an [Authorization for Release of Student Information form](#), available online or from the Student Services office.

### **Academic Integrity**

Academic honesty and integrity are highly valued in the Minnesota North community. Students who enroll and remain at Minnesota North should, therefore, realize that to submit work which is not academically honest violates the purpose of the college. Academic dishonesty is unethical behavior which adversely affects not only the college's academic environment but also the larger community. It seriously compromises the integrity of the academic experience and will be neither

tolerated nor condoned at Minnesota North. Specific programs (i.e. nursing) also may have policies regarding academic integrity.

### **Definition**

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as academically dishonest. Academic dishonesty or cheating includes, but is not limited to, the following:

- **Plagiarism** – Presenting the ideas and/or words of others as if they were one's own without acknowledging their origins.
- **Dishonesty in testing:**
  1. The unauthorized acquisition and/or possession of non-administered tests or other academic materials, and/or the distribution of these materials.
  2. Copying from another student's test paper and/or collaborating during a test with any other person by giving or receiving information without authority.
  3. During a test, using materials not authorized by the instructor.
- **Selling or giving an assignment** (e.g., theme, report, term paper, essay, painting, drawing, sculpture) to another student for use in a course, or
- **Submitting an assignment prepared totally or in part by someone else.**
- **Submitting nearly identical work** that one has previously offered for credit in another course without prior approval of the instructor.
- **Violating authorized guidelines** established by instructors for individual assignments.
- **Sabotaging or damaging** the work of others.

### **Penalties:**

Students who violate this policy are subject to penalties as determined by the instructor. These penalties may include one of the following:

- Failure (or 0 points) on the assignment or test on which the academic dishonesty occurred.
- Failure in the course (i.e., student is in effect “expelled” from the class).
- Expulsion from the institution.

Faculty will be expected to inform the Academic Dean in writing of the violation in circumstances of course failure and recommended expulsion from Minnesota North.

### **Appeals**

Students have the right to appeal decisions regarding academic dishonesty by following policies and procedures indicated under the [Student Code of Conduct](#).

### **Grading Scale**

The grade you receive in a CIS course automatically becomes part of your permanent college academic record. All CIS grades adhere to an A-F scale based on an honor point system:

**A** – Achievement **outstanding** relative to the level necessary to meet course requirements (no grade of A+ is possible); A = 4 grade points).

**B** – Achievement **significantly above** the level necessary to meet course requirements (B = 3 grade points).

**C** – Achievement **meeting the basic course requirements** in every respect (C = 2 grade points).

**D** – Achievement **worthy of credit** even though it does not fully meet the basic course requirements in every respect (D = 1 grade point).

**F** – Performance **failing** to meet the basic course requirements (0 grade points).

**W** – Withdrawal (Leaving course before completion of course requirements.)

**I** – Incomplete (A critical event that allows you to make up course work after the official end date for the course.) ‘I’ grades allow one semester to complete the work and will turn into an ‘F’ at the end of the next semester or if the work is not complete.

### **Grade Point Average**

Your grade point average (GPA) is determined by adding all the grade points you’ve earned in your classes by the total number of all credits you have earned. Here is an example of how GPA is computed:

Grade		# Credits per class	
A	(4.00)	3	$4.00 \times 3 = 12.00$
B	(3.00)	3	$3.00 \times 3 = 9.00$
C	(2.00)	4	$2.00 \times 4 = 8.00$
F	(0.00)	1	$0.00 \times 1 = 0$
			Total Credits Taken 12
			Total Points Earned 29

To compute a GPA for the example above, divide 29 by 12 credits which equals a GPA of 2.41. The GPA for each term and the cumulative GPA you have earned from all classes will show on your grade report and transcript. *Students who do not maintain a 2.0 or higher cumulative GPA will be placed on academic warning/suspension.* A cumulative 2.0 GPA is required for graduation.

### **Dropping a CIS Course**

Sometimes it becomes impossible for a student to complete a class. If you must drop a CIS course, you may do so *within the first five days of the semester*. The course will not appear in your permanent transcript if it is officially dropped within the five-day deadline.

### **Withdrawing from a CIS Course**

To “withdraw” from a course means to remove oneself from the course after the Add/Drop period. The course will remain on the transcript, and a “W” will appear on the transcript in place of a grade. This does not affect the GPA; however, it does affect the completion rate. Students whose cumulative completion rate falls below 67% risk being placed on Academic Warning or Suspension.

- Failure to attend class does not qualify as an official withdrawal. Failure to attend class may result in an unofficial withdraw and will appear on the student transcript as an FW.
- Students should refer to their course schedule in eServices to determine the official withdraw dates for their classes.
- If a course has already concluded, students may not withdraw from that course.

- No credit is given for withdrawn courses or any work that may have been completed for the course.
- Students can NOT withdraw from courses online using eServices. Students must contact a Minnesota North [counselor/advisor](#) to officially withdraw from courses.

### **Incomplete Grades**

Some instructors will agree to provide a grade of 'Incomplete' if your situation makes it impossible to complete course work on time; however, CIS instructors can decline to offer this option. An 'Incomplete' reflects your determination to complete the coursework after the course officially ends.

If your instructor agrees to an Incomplete for a course, you and the instructor will work together to design a written agreement listing the conditions you need to meet to successfully complete the course. Upon successful completion of the course work, the 'I' is changed to a permanent grade: An 'I' that is not completed within one academic semester automatically becomes an F.

### **Obtaining Your CIS Grades**

You can obtain a copy of your grade report for your classes anytime on [E-Services](#). You can also [request an official transcript](#) through our website. Since transcripts are so easy to access online, they are not mailed to students.

### **Satisfactory Academic Progress Policy**

The Minnesota North College and Minnesota State System Board Policy 2.9 states that all students must maintain satisfactory academic progress to remain in the CIS program. This means you are required to maintain a 2.0 cumulative grade point average (GPA) to remain a CIS student. Satisfactory Academic Progress is recorded after your first four registered credits are completed. A student who does not meet the 2.0 minimum cumulative GPA standard after one semester will be placed on academic warning. Those failing to meet the 2.0 GPA for two semesters will be placed on Academic Suspension. Minnesota North monitors students' GPA each term. Grades of A, B, C, D, and F will be included in the GPA calculation.

All students are required to complete a minimum of 67% of the credits they register to take. Students who do not meet the 67% cumulative completion percentage will be placed on academic warning after one semester, and suspension if they fail to meet the standard for two semesters in a row.

Minnesota North evaluates Satisfactory Academic Progress at the end of each term. *If a student has failed to meet the standards after two semesters they will be suspended from the CIS program.* Their Academic Progress will be reflected in their permanent record and could affect future college enrollments.

Students placed on academic suspension may appeal their suspension by completing the [Satisfactory Academic Suspension \(SAP\) Appeal](#) form. The completed form will be reviewed by the SAP committee for a determination of academic and/or financial aid approval/denial.

### **Transferring CIS Credits to Other Colleges and Universities**

Earning college credit is hard work. Here are some tips that will help you use those credits after high school.

- **If you apply to Minnesota North**, you don't need to worry about transferring credits. Thanks to your hard work, you already have a permanent transcript at Minnesota North.
- **Every college has the right to deny or accept your transfer credits;** however, credits from the CIS program have an excellent record of being accepted by schools everywhere. Asking your potential new school about their policy of accepting CIS credits will help you make smart choices about your continuing education.

#### ***Ways your new school can recognize your CIS credits***

There are several ways colleges and universities can recognize your credits. Here are the most common ways. Be sure you understand how your potential new school will apply your CIS credits to their system.

##### **Credits can be...**

- **directly transferred** toward your chosen degree
- accepted as **elective credits**

##### **Credits can also...**

- **Exempt** you from taking a required course
- Make you eligible for **placement** into a higher-level course

#### ***Tips for Securing Credit Recognition***

- Clearly indicate on the college application forms that you have taken course work at another college.
- Save your class syllabus and all your written work and exams to submit as evidence of your hard work. Put your assignments together as a portfolio and submit it to the college. You should request that it be evaluated on an individual basis.
- Request Common Course Outlines from Minnesota North for your classes. These are outlines show exactly which topics are covered in your classes, so your new school can compare them to similar classes they offer.
- If your new school is outside of the Minnesota State College System, include an official Minnesota North College transcript as part of your application

## Writing /Tutoring Center

The focus of the Writing/Tutoring Center is YOU! Preparing for an exam? Homework assistance? The Writing/Tutoring C is the place for all your study needs. We help students become independent, successful learners who can achieve their educational goals. We can provide course-specific peer tutoring services for any course, training in study and testing skills, and academic writing consultation from research to final revision. Our motto is: *Just Ask Us*.

## Counseling Services

[Counselors](#) are available to assist current and prospective students with academic planning, degree requirements, basic financial aid inquires, petitions, academic, personal, and professional goals.

Minnesota North College counselors are professionally trained to provide you with support and guidance in the areas of academics, career planning, and personal concerns that may affect your academic success. Counseling services at Minnesota North are free and confidential.

**Personal Counseling** – Counselors are able to provide you with short-term support for a variety of concerns (e.g. abuse, anxiety, relationship issues, stress management, and much more). Our counselors can also offer recommendations to community agencies and services for ongoing support.

**Career Counseling** – There are thousands of careers available to people with a college degree. The challenge is to find career areas that fit your interests, skills, and values. To find this fit, you will need to assess yourself, the world of work, and life planning. We can help you with your career process through inventories, job research, and coaching.

**Academic Counseling** – Minnesota North counselors can help you can clarify educational goals, program/career options, balance credit load/work/family, transfer plans, and educational goals.

## Accessibility

Minnesota North College complies with the Americans with Disabilities Act (ADA), the Rehabilitation Act, and the Minnesota Human Rights Act, which provide for reasonable accommodations for students with documented disabilities. Persons needing accommodations should contact [Accessibility-Disability Services](#).

## Library Access

The Library provides for needs beyond the classroom with an electronic database catalog and resource system. In addition to the traditional library services, there are an abundance of on-line databases available. Because students can use the online catalog, you have access to 40,000 volumes in our book and media collection; you may also access more than 2.5 million titles through the PALS library consortium. Thousands of periodical titles are available both in the collection and through on-line databases. Through the interlibrary loan service, any number of books and periodicals can be obtained for patrons. You may access the [library's resources on our website](#). Your student ID card is all you need to order library materials.

Are you ready to apply? Great! Here are some important names of people dedicated to helping you begin your CIS journey.

### **A Quick Guide to Resources**

#### **Contact Us:**

Minnesota North College  
1515 East 25<sup>th</sup> Street  
Hibbing, MN 55746  
[www.minnesotanorth.edu](http://www.minnesotanorth.edu)  
888.223.8068  
218.262.6717

**General CIS Questions:** Contact your [CIS Team](#).

**Registrar:** Allison Geisler – 218.322.2324 [allison.geisler@minnesotanorth.edu](mailto:allison.geisler@minnesotanorth.edu)

**Accessibility/Disability Services:** [Contact your Accessibility-Disability Services Team](#).

### **Helpful Web Links**

[Course Search](#)  
[Course Outlines](#)  
[Records Office](#)  
[College Stores \(Bookstore\)](#)  
[Library Services](#)  
[D2L-Brightspace](#)  
[Star ID Management](#)  
[E-services](#)

Minnesota North College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

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