



# COLLEGE IN THE HIGH SCHOOL

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**Student Handbook**

Academic Year 2024-2025

**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE



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# WHAT IS COLLEGE IN THE HIGH SCHOOL?

College in the High School offers challenging, engaging courses to eligible high school students throughout Northwest Minnesota. College in the High School courses are the same courses that are taught on-campus at Northland.

Through College in the High School (CHS), qualified students like you, can earn college credit prior to high school graduation. It gives you a head start on your college career before you even leave high school. CHS differs from other pre-college credit programs in that your own high school instructors teach you the college courses during your normal school day, at your own high school. You don't need to come to the Northland campuses to take the class.

## WHAT DOES IT MEAN TO TAKE A CHS COURSE?

You will be expected to perform work at a college level. The pace of a course is typically different than that of a high school course.

1. How can you prepare to be successful in a college level course?
  - a. Learn how to study for tests. As a College in the High School student you should get into the habit of studying at least one hour every night even if you do not have homework.
    - i. Re-read a chapter
    - ii. Review notes taken in class
    - iii. Read a book
    - iv. Practice writing a research paper or an essay
2. Research:
  - a. You will need to:
    - i. Be able to write 6-9-page papers
    - ii. Know how to research
    - iii. Know how to document sources
    - iv. Know how to use correct grammar
    - v. Know how to write a thesis statement
3. Reading Skills:
  - a. You will need to:
    - i. Read all the time
    - ii. Read everything from novels to textbooks
    - iii. Know the reading load is much higher in college compared to high school



4. Note Taking:
  - a. Develop a format that you understand best
  - b. Learn the value of an outline
  - c. Consider a tape recorder to listen to a lecture more than once
5. Time Management:
  - a. You need to be self-motivated when taking a college-level course
  - b. Your instructor for your college-level course may not remind you of tests or assignment deadlines after they hand out their course syllabus with those dates listed (typically the syllabus is handed out the first day of class)
  - c. Keep a planner and use it

## **WHAT YOU SHOULD KNOW ABOUT CHS COURSES**

1. These courses are official Northland Community and Technical College courses, taught using Northland's quality standards
2. Instructors approved to teach these courses have submitted the appropriate documentation to be an instructor at Northland Community and Technical College. The college has reviewed and approved their credentials and determined that they are authorized to teach for Northland.
3. Academic work in these courses are at the college level. Students should anticipate a rigorous set of standards and more substantial time commitment for work outside of class.
4. These courses create an official Northland Community and Technical College transcript.
5. Since these courses create a transcript, this credit may be used toward a degree at Northland or transferred to most public and private colleges around the country, though every college and university has its own policies governing transfer credit. We recommend each student check with colleges to inquire about transfer credit policies.
6. Your decision to enroll in challenging college courses and to begin your college transcript is a big step. The following pages have been assembled to provide you and your family with important information, now that you are a college student, through Northland's College in the High School Program. Please read this handbook carefully, and feel free to contact your high school counselor, your Northland advisor, or our office if you have any questions.

## **WHY SHOULD I ENROLL IN A CHS COURSE?**

1. You can earn college credits and high school credits at the same time
2. It will expose you to college-level course work, college-level academic rigor, and college-level challenges
3. It will enhance the amount, level, and diversity of learning in high school – you will be pushed beyond the traditional high school curriculum



4. It will reduce the time required to complete a degree
5. It will promote your self-confidence, a trait that will serve you well as you move forward from high school
6. It will lower the cost of college for you and your family

## WHO CAN ENROLL IN A CHS COURSE?

1. Be admitted as a Northland student (Fulfill enrollment requirements)
  - a. Complete the application for admission - <https://www.northlandcollege.edu/admissions/apply/>
  - b. Submit official high school transcript
  - c. GPA Requirement –
    - i. Liberal Arts courses have a required GPA of 3.0 or a 2.75 GPA and can register for one liberal arts course the first semester and if successful with a C or higher grade, can register for additional courses their second semester.
    - i. Career and Technical Education courses have a required GPA of 2.5.

## Process of Advising & Registering

1. The format used to advise and register students is to deliver the information in person at each high school. The timeline varies based on the school's availability. Time spent at each school is based on the number of students who need to be advised and registered. Advising is a joint effort between the high school counselor/contact and the college advisor.
2. Information provided during the advising and registration session includes, but is not limited to, course content questions, suitability of requested courses for the student's overall goals and the transfer of credit process. The benefits and responsibilities of taking CHS courses, specifically, the advising and registration session cautions students about the importance of understanding that the CHS course grades become part of the student's permanent record and poor performance could have implications for the student's future college plans.
3. Take the Accuplacer assessment or have appropriate ACT, MCA, or SAT scores in math and reading or English combination of approved Accuplacer assessment, ACT, MCA, or SAT scores with required high school GPA (System Multiple Measures Standards – [Procedure 3340P](#))
4. Complete a registration form
  - a. Check appropriate courses that you wish to register for if you meet the pre-requisites
  - b. Sign and date the form
5. The normal semester credit load for a fulltime college student is 15-18 credits, although full-time is considered 12 credits. The maximum number of credits that a student can take in any one semester is 22. A student may petition to take more than this if they meet the criteria related to academic progress. [Policy 3270 Maximum Credit Load.](#)
6. CHS course cancellation could occur if there is low enrollment in the CHS course or the CHS instructor has left the school. If there is a CHS course cancellation



the notification is sent from the CHS school to the Northland CHS Coordinator. The Northland CHS Coordination notifies the Student Services staff and the Student Services staff processes the drops from the course.

7. Grading Standards: <https://www.northlandcollege.edu/files/3090-grading.pdf>
8. There are courses at Northland that are offered as College in the High School courses that have pre-requisites that a student must meet to register for Northland credit:

Course	Enrollment Pre-requisites
BIOL 2256 Advanced Physiology	BIOL 2254 Anatomy & Physiology II or instructor permission
ENGL 1111 Composition I	Appropriate score on Accuplacer Assessment, MCA Reading Assessment, or ACT Reading or English or meet Multiple Measures Standards
ENGL 1112 Composition II	Completion of ENGL 1111 Composition I
Math 1106 Trigonometry	Appropriate score on Accuplacer Assessment, MCA Math Assessment, or ACT Math, or MATH 0094 or MATH 0098 or meet Multiple Measures Standards
MATH 1110 College Algebra	Appropriate score on Accuplacer Assessment, MCA Math Assessment, or ACT Math, or MATH 0094 or MATH 0098 or meet Multiple Measures Standards
MATH 1113 Pre-Calculus	Appropriate score on Accuplacer Assessment, MCA Math Assessment, or ACT Math, or MATH 0094 or MATH 0098 or meet Multiple Measures Standards
MATH 2203 Statistics	Appropriate score on Accuplacer Assessment, MCA Math Assessment, or ACT Math, or MATH 0094 or MATH 0098 or MATH 1102 or meet Multiple Measures Standards
MATH 2231 Calculus I	MATH 1106 and MATH 1110 or MATH 1113



# DROPPING AND/OR ADDING A COURSE OR WITHDRAWING FROM A COURSE

1. What is the difference between dropping and withdrawing?
  - a. **Drop** means you can drop the class within a free grace period. A *dropped* class will not appear on your transcript.
  - b. **Withdraw** means you can receive a “W” grade for the class (after the drop/add date). If you are receiving an “F” in a course, it may be to your advantage to withdraw from the course. The “W” does not count against the GPA calculation. The last day to withdraw from a full semester course is at the 80% mark of the term.
2. The last day to add or drop a College in the High School course for fall term is the first Monday after October 1.
3. The last day to add or drop a College in the High School course for spring term is the first Monday after March 1.
4. The last day to withdraw from a College in the High School course for fall term is the first Monday after December 10.
5. The last day to withdraw from a College in the High School course for spring term is the first Monday after May 10.
6. If you fail to add a course by the dates above, you will need to go through the appeals process at Northland – request for a late add of a specific course
  - a. If your appeal is approved by the Academic Appeals Committee, you will need to fill out the registration form or the Drop/Add form
  - b. If your appeal is denied, you will not receive college credit for the course
7. If you fail to drop a course by the dates above, you will need to go through the appeals process at Northland – request for a late drop
  - a. If your appeal is approved, the course will be dropped from your schedule and it will not show up on your transcript
  - b. If your appeal is denied, the course will remain on your schedule and your transcript. The grade you receive will be calculated into your GPA.
  - c. If your appeal is denied and you are within the withdrawal period, you can withdraw from the course.
    - i. The course will remain on your transcript and the grade will post as a “W”
    - ii. A withdraw (“W”) will not calculate into your GPA however, it will calculate in the percentage of courses you have completed
8. If you fail to withdraw from a course by the dates above, you will need to go through the appeals process at Northland – request for a late withdraw
  - a. If your appeal is approved, your grade for the course will show as a “W” on your transcript
  - b. If your appeal is denied, the course will remain on your schedule and your transcript. The grade you receive will be calculated into your GPA





# SATISFACTORY ACADEMIC PROGRESS

1. The SAP policy has two requirements that students must meet:
  - a. Students must earn an appropriate cumulative GPA. For most students this is a 2.00 cumulative GPA or higher.
    - i. Students who have attempted 5 or less credits may have a 0.00 cumulative GPA
    - ii. Students who have attempted 6 to 23 credits must have a 1.75 cumulative GPA
    - iii. Students who have attempted 24 or more credits must have a 2.00 cumulative GPA
  - b. Students must earn an appropriate percent of completion. For most students this is a 67% cumulative percent completed.
    - i. Students who have attempted 5 or less credits may have a 0% completion rate.
    - ii. Students who have attempted 6 or more credits must have a 67% cumulative completion rate.
2. Warning Status
  - a. The first time your GPA falls below 2.0 and/or your cumulative completion rate falls below 67%
  - b. You can still register for the next semester
  - c. You need to raise your cumulative GPA to at least a 2.0 or higher and you need to raise your cumulative completion rate to 67%
3. Suspension Status
  - a. If you are on warning and do not improve to a cumulative 2.0 GPA and/or you fall below a cumulative 67% completion rate, you will be suspended
  - b. The earliest you could enroll at Northland would be one full academic year after the suspension
  - c. Suspension status does not only impact your eligibility to enroll at Northland Community and Technical College, it could also impact your eligibility to enroll at other colleges or universities while the suspension is active.
4. Appeals: You may appeal suspension if you have extenuating circumstances. Extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. Documentation of the extenuating circumstance must be submitted with the appeal.
5. Huh?!? How can I get A's, be a 4.0 student and still go on warning?
  - a. You withdrew from too many courses and fell below the 67% completion rate, that's how!
  - b. Northland does not round percentages up (66.6666%). That percentage does not equal 67%.
6. Falling into Academic Warning or Suspension could Impact Future Financial Aid eligibility
  - a. <https://www.northlandcollege.edu/about/offices/financial-aid/>



# CODE OF CONDUCT FOR CHS STUDENTS

As a Northland CHS student, you are expected to abide by the same standards of student conduct as our on-campus students. Your situation is unique in that you also have your own high school rules and policies that you must follow. Our expectations from you regarding our CHS coursework is that you exhibit proper student behavior regarding academic integrity or academic honesty.

- Northland Student Handbook - <https://www.northlandcollege.edu/admissions/college-in-the-high-school/>
- Student Code of Conduct Policy - <https://www.northlandcollege.edu/files/2110-student-code-of-conduct.pdf>
- Academic Dishonesty Policy - <https://www.northlandcollege.edu/files/3072P-academic-dishonesty-procedure.pdf>

## HOW MUCH WILL A CHS COURSE COST?

1. There is no cost to you!
2. Northland has a contract with your high school district which covers the details of the financial arrangement
3. Textbooks and required materials are provided through your high school

## TRANSFER OF CHS CREDITS

1. College in the High School courses are college level courses
2. You are considered a college student
3. Northland credits will generally transfer to colleges and universities in the same way any other college credit would transfer
4. The decision of transfer is based on the receiving institution
5. Be sure to check with the college's student services staff of the institution you will transfer credits to
6. Transfer page: <http://www.northlandcollege.edu/admissions/transfer-students/>



## COLLEGE TRANSCRIPT

Your Northland transcript is exactly the same as the transcript our regular students receive

1. You must successfully complete the requirements of the course to earn a passing grade
2. It is your responsibility to request an official transcript to be sent to any other college or university
  - a. <https://www.northlandcollege.edu/admissions/transcript-request/>
  - b. Click on “Order Transcript”
  - c. The transcript fee is \$8.25 per transcript

## HOW TO ACTIVATE YOUR STAR ID

1. <https://starid.minnstate.edu/>
2. Options on activating or changing your password for your Star ID
  - a. Tech ID (Eight-digit number Northland assigned you, as well as your SSN)
  - b. Personal email address (has to be the email address provided at the time of application)
    - i. Once you have selected the personal email option you should receive a verification code in that email account
    - ii. Go back to Active Star ID – Verification Code – enter the code you received in your personal email account and enter your personal email address
3. Work through the password creation (see password requirements) and the Star ID should be generated
  - a. Your Star ID will be two letters, four numbers, two letters (be sure to commit your Star ID and password to memory)
4. Your Star ID will get you into your Northland email account, D2L Brightspace, E-services (your online account at Northland), Wireless Internet at Northland, and any computer on campus.

## LIBRARY SERVICES

1. Accounts - Students need an active library account to access library databases and check out library material. To initiate account set-up, CHS faculty should:
  - a. Contact Cynthia and request a copy of the class roster form.
  - b. Complete the form and return it (via e-mail) to Cynthia. Handwritten rosters will not be accepted.
  - c. Once the roster is received, accounts will be created and activated for each student and instructor.
  - d. A packet will be sent to the instructor with a library card for each student and the instructor.



2. Borrowing Library Material - Students wishing to borrow items from the library may e-mail a request including the information about the items they wish to borrow (title and call number).
  - a. Access the library catalog at: <http://plus.mnpals.net/catalog/nct>
  - b. The library will ship the item (via USPS to the high school (attention of the instructor/student).
  - c. The student is responsible for returning the item to the library by the due date, either by dropping it off in person or shipping it back to the library. (The library will include some shipping labels for this purpose when the library account cards are mailed out.
3. Accessing Library Databases - The library subscribes to a variety of databases that provide access to thousands of publications, including magazines, academic journals, newspapers and some book material. Vendor licensing agreements require user authentication for off-campus access; authentication is completed with an active library account number.
  - a. Access the library database menu at:  
<https://www.northlandcollege.edu/library/library-databases/>
  - b. When the link for the database is opened, the sign-in window opens. Sign-in with your 14-digit library account number and your password (last name). This information is on the screen.
4. At Your Service - The library staff is here to help! If you have questions, please contact us by phone or e-mail.
  - a. Services for College in the High School courses are coordinated at the Thief River Falls campus library
  - b. TRF Library hours are Monday – Friday 8:00 am – 4:00pm.
  - c. TRF Ask-A-Librarian: [trf.library@northlandcollege.edu](mailto:trf.library@northlandcollege.edu)

## TUTORING SERVICES

The Academic Success Center at Northland offers free online tutoring for CHS students.

1. Academic Success Center:
2. <https://www.northlandcollege.edu/academics/academic-success-center/>
3. Online tutoring can be accessed by following this link:  
<https://www.northlandcollege.edu/academics/academic-success-center/>
  - a. Click on the Online Tutoring or Tutoring Resources
  - b. Login with your Star ID and password
4. Academic Success Center contact information
  - a. Email: [asc@northlandcollege.edu](mailto:asc@northlandcollege.edu)
  - b. Phone: (218) 683-8560



# **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) AND STUDENTS WITH DISABILITIES (ADA)**

## **FERPA**

1. Institutions may not disclose information about students, nor permit inspection of their records, without the student's written permission unless such action is covered by certain exceptions as stipulated in the act.
2. If you wish to have someone other than yourself obtain information on your student record, please fill out and return the Consent of Information Release Form:  
<https://www.northlandcollege.edu/files/consent-of-information.pdf>
3. Data Privacy Policy:\_  
<https://www.northlandcollege.edu/files/2015-data-privacy.pdf>

## **ADA**

1. Northland Community and Technical College (NCTC) is committed to ensuring its programs, services and activities are accessible to individuals with disabilities through its compliance with state and federal laws. The college recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the college's programs, services, and activities. Students requesting services refer to policy 2035 and procedure 2035P for details.
2. Students with Disabilities Policy:\_  
<https://www.northlandcollege.edu/files/2035-students-with-disabilities.pdf>
3. Students with Disabilities Procedure:\_  
<https://www.northlandcollege.edu/files/2035P-students-with-disabilities-procedure.pdf>

# **NACEP – NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PROGRAMS**

NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. Established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.

- Northland's College in the High School program is in the process of being NACEP reaccruited.



I acknowledge that I have received the College in the High School Student Handbook from Northland Community and Technical College and reviewed the content with a Northland employee.

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Student Signature

Student ID Number

Date

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Student Services Signature

Date

