

# College in the High School

## Student Handbook



UNIVERSITY OF MINNESOTA  
CROOKSTON

*Small Campus. Big Degree.*



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# College in the High School is:

A University of Minnesota Crookston (UMC) concurrent enrollment program that delivers University courses, in collaboration with area school districts, to advanced high school students.

Administered by the Liberal Arts and Education Department (LAE), the program offers regular, introductory University courses at participating high schools, with all courses approved for degree credit. In compliance with the Minnesota Higher Learning Commission, College in the High School (CIHS) instructors have a Masters degree in the discipline in which they teach, or a Masters degree and 18 graduate credits in the discipline in which they teach.

The University of Minnesota Crookston (UMC) is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP); <http://www.nacep.org/>



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# Qualifying for College in the High School

College in the High School (CIHS) – Students must have achieved junior status in their high school and have a minimum cumulative high school GPA of 3.0 in order to be admitted and register for UMC course credit in the CIHS program. CIHS students must maintain a minimum UMC GPA of 2.0 each term to continue enrollment at UMC.

School districts and instructors must be approved by UMC in order to participate. Participating high schools will confirm that the student has met the above requirements prior to admission and registration in the CIHS program.

# Benefits of College in the High School

Over the years, we’ve heard from many students who look back at their CIHS participation as being a “smart move.” So, before delving into the details of CIHS participation, here are some benefits you stand to gain from successful completion of a CIHS course.

**As a successful CIHS student you will:**

- | Get a jump-start on college. Most participants who attempted to secure credit recognition for their CIHS-administered UMC credits at other colleges and universities were successful.
- | Gain a competitive edge. Increased competition in college admissions has admissions officers looking for evidence of rigorous course work in high school transcripts.
- | Enjoy more flexibility in college. Completing introductory college requirements gives you greater flexibility as a full-time college student. Many CIHS alumni find they are able to pursue second majors, have study abroad opportunities and/or internships.
- | Learn college-level skills before your freshman year. Developing reading, writing and critical thinking skills in CIHS courses will prepare you for success in college.
- Demonstrate your learning just as you will in college. College courses typically assess your learning through several means – examinations, papers, lab reports, etc. A UMC course administered through CIHS will assess your learning in this manner. You will not be faced with a single, high-stakes test, such as the AP system presents.
- Reduce the overall cost of your college education. UMC student tuition is reimbursed back to the school district by the CIHS program, greatly reducing the cost for the school district and is part of your public education. Families save when recognition of CIHS credits allows you to graduate college early.

**General Comparison**

2019-2020 Cost Comparison

	UMC CIHS, MN Districts	UMC Regular Tuition
	\$75 each, student registration	\$401.50 per credit
	\$300 course fee ( 2-4 credit course)	\$401.50 x 3 credits
	\$375 course - \$50 state aid = \$325	Student Cost = \$1,204.50 for 3 credits
	\$300 + (\$25 X 10 students)	(excluding fees, books, etc.)
<b>School District Cost:</b>	<b>Class of 10 students = \$550*</b>	

\*this does not include petitions  
Petition for an Exception to an Administrative Policy has a \$50 fee. Petition fees are included on the next billing cycle.

**In a nutshell, choosing College in the High School is indeed A SMART MOVE!**

## Registration and Tuition

CIHS course registration occurs separately from your high school registration. You will be asked to provide a correct birth date, home address, contact number and personal e-mail, among other items to ensure a correct University of Minnesota record. Personal information is highly secure in the UMC system and will not be shared or visible in any form. Registration will usually be official within two weeks. Once you are officially registered, you will receive a Welcome Letter from UMC with your Student ID Number enclosed. Upon completed registration, your Student ID number will become your primary identifier within the University of Minnesota system. Your instructor also has access to your Student ID number.

For course registration information click on, or go to, the following web site:

<https://www.crk.umn.edu/units/college-high-school/admission-and-registration>

UMC reimburses school districts tuition for CIHS courses. School districts are charged a \$300 per course fee and a \$75 per student per registration fee. In 2016 the Minnesota public school aid for each CIHS student was \$56.

### College in the High School Late Withdrawal/Drop Fee

Any UMC CIHS student wishing to drop/withdraw from a UMC CIHS class after the term drop deadline must submit a [CIHS Petition Form](#) to the UMC Office of The Registrar [umcreg@umn.edu](mailto:umcreg@umn.edu). This petition form is sent to the Office of the Registrar for appropriate processing. A \$50.00 processing fee will be charged per student, per course, to the school district during their billing cycle. This petition does not guarantee admission or registration.

## Academic Advising

The best college students consult with knowledgeable academic advisers before registering for classes. Consider the following as you talk to advisers and plan your schedule:

- How much out-of-class work is expected for each course I'm interested in?
- What other commitments do I have during this term – work, sports, time with friends and family?
- How many advanced classes will my schedule allow?

College courses are demanding and time consuming. Gather information. Talk with your high school counselor and/or the CIHS instructor. Talk with other students who have already taken the course(s) you're interested in.

Good advising and realistic planning can set the stage for your success!  
Instructors and counselors want you to succeed.

# Critical Information about Your CIHS Course

## What to expect:

When you walk into your CIHS class, you are walking into a UMC classroom. Not only will you be working with the same content as on-campus students, your CIHS instructors will be using the same pedagogy and assessment methods as on-campus faculty. Expect a faster pace, greater personal responsibility and a higher standard than you would in a typical high school course. Expect the other students in the course to share your same high level of motivation.

If you are struggling in a course, reach out to your instructor or our online tutoring service. Dropping a college course is an option, rather than getting a low grade on your UMN Crookston college transcript. Be aware of your high school graduation requirements when dropping concurrent enrollment courses. College transcripts may also affect your future financial aid.

## Course Syllabus:

When asked for advice on succeeding in college, one UMC student said, “Read the syllabus, read the syllabus, read the syllabus, and ... be sure to read the syllabus!”

The first step toward success in any college class is to **carefully read the syllabus**. In addition to assignments, a course syllabus will contain vital information on course expectations, class attendance, grading, instructor office hours, key dates, disability resources and advising. Think of the syllabus as the course road-map. So read the syllabus, refer to it throughout the course and know that you won’t get lost!

Keep your syllabus (along with all exams, papers, reports etc.) after the course has ended. If you decide to go to a college other than with the University of Minnesota system, having syllabi available for the courses you took through CIHS may help you to secure credit recognition.

## Class Attendance:

Attendance is one of the most important factors for student success in a college course. In many cases, the learning and practice that occurs during regular class meetings simply cannot be “made up”. CIHS adheres to the attendance policy set by UMC. You may view the attendance policy in full by visiting:

<https://policy.umn.edu/education/studentresp>

Instructors, guided by the policies of their departments, set their own attendance regulations and rules for late work and may include attendance as a grading criterion. Students are held responsible for meeting all course requirements and for observing deadlines, examination times and other procedures. Refer to the course syllabus.

UMC permits absences from class for participation in religious observances. Students who plan to miss class must: (1) inform instructors of anticipated absences at the beginning of the term; (2) meet with instructors to reschedule any missed examinations; and (3) obtain class notes from other students.

**Always review your course syllabus for your instructor’s attendance policy.**

## Scholastic Dishonesty

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in UMC courses are expected to complete course work responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own will result in disciplinary action. The *University Student Conduct Code* defines scholastic dishonesty as follows:

Scholastic dishonesty means plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

For a complete *University of Minnesota Student Conduct Code*, visit:

[http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf)

## U of M Grading Scale

The grade you receive in a CIHS course is recorded on your University of Minnesota transcript and automatically becomes part of your permanent UMC academic record. All CIHS grades adhere to an A-F scale as defined by the University:

- A** Achievement outstanding relative to the level necessary to meet course requirements (no grade of A+ is possible; A, 4 grade points; A-, 3.67 grade points).
- B** Achievement significantly above the level necessary to meet course requirements (B+, 3.33 grade points; B, 3 grade points; B-, 2.67 grade points).
- C** Achievement meeting the basic course requirements in every respect (C+, 2.33 grade points; C, 2 grade points; C-, 1.67 grade points).
- D** Achievement worthy of credit even though it does not fully meet the basic course requirements in every respect (D+, 1.33 grade points; D, 1 grade point; no grade of D- is possible).
- F** Performance failing to meet the basic course requirements (0 grade points).
- W** Withdrawal (See “Withdrawing from a CIHS Course” on the next page.)
- X** Incomplete (See “Withdrawing from a CIHS Course” on the next page.)

## Obtaining Your UMC Grade - Transcript

Your CIHS Welcome Letter included your Student ID number. If you cannot find your number, you may obtain it from your high school counselor or by calling UMC CIHS at 218-281-8677.

Printed grade reports are not mailed to students. Use your Student ID to obtain or verify your University grade or to print an *unofficial* transcript.

Go to: <https://onestop.crk.umn.edu/academics/transcripts>

*Use your unofficial transcript until all grades are posted, usually the second week of June.*

You will need your Internet ID and password. If you do not know your Internet ID, go to: <http://myaccount.umn.edu/lookup> - the Internet ID is the part before the @ of an email address. If you have forgotten your password you may reset it by calling 1-HELP (1-612-301-4357).

You may order an *official* transcript with any valid e-mail account and your Student ID number. There is a fee involved with an official transcript.

You may visit any One Stop Student Services office in person to obtain your official or unofficial transcript. Call 218-281-8548 for hours and locations. Grades cannot be given over the phone.

## Disputing a Grade:

Except in cases of error, it is rare that University grades are changed. However, if you believe you have a justifiable complaint about your grade, first talk with your CIHS instructor. **Adhere to the instructor's syllabus time-line.** If your problem is not satisfactorily resolved, contact the UMC CIHS office.

## Withdrawing from a CIHS Course:

**Be aware of CIHS University deadlines for course cancellations.** Go to the link listed:

<https://www.crk.umn.edu/units/college-high-school/dates-and-deadlines>

To cancel a CIHS course, submit an official [CIHS Registration Form](#). Talk with your instructor or view UMC cancellation procedures. The UMC policies described below apply to all CIHS student cancellations.

You must officially withdraw from any CIHS UMC course.

- Within the first two weeks of the CIHS UMC term, the course will not appear on your transcript; use [CIHS Registration Form](#), which you send to CIHS at [umccis@crk.umn.edu](mailto:umccis@crk.umn.edu).
- After the second week and before the mid-point of the term, a permanent "W" (Withdrawal) will appear on the grade report and your transcript; use the [CIHS Registration Form](#), which you send to CIHS.
- After the midpoint of the term you must obtain University approval for any course change; use the [CIHS Petition Form](#), which you send to the registrar for committee review. There is a fee with the CIHS Petition Form.

Withdrawal may not be granted solely because a student is failing the course. The student must give evidence of extenuating circumstances. All requests for withdrawal must be submitted in writing. The request must be submitted with an explanation of the extenuating circumstances and any appropriate documentation. Students whose petitions are approved will be assigned grades of "W". Students whose petitions are denied will receive the letter grade awarded by the instructor based on work submitted for the entire semester.



## Extenuating Circumstances

There may be many reasons to request withdrawal including, but not limited to, sudden hospitalization, death in the family and a personal or family crisis. Avoidance of an undesirable grade does not justify withdrawal. Withdrawal requests requiring approval by the University are typically only permitted for non-academic reasons. Withdrawals cannot be approved to avoid an unsatisfactory grade.

Note: If you are experiencing difficulty after the midpoint of the course, call CIHS instructional support at 218-281-8677 or consult with your teacher about using a one-time only discretionary cancellation.

If you do not officially cancel and you fail to complete the course work, you may receive an (Incomplete) if, in the opinion of the instructor, there is a reasonable expectation that you can successfully complete the work of the course before the end of the next high school term. You and the instructor should arrive at a clear written understanding in advance whether you may receive an "I" and, if you can, what the conditions will be. Upon successful completion of the course work, the "I" is changed to a permanent grade. An "I" that is not completed within one calendar year of the end of the high school academic term automatically becomes an F.

## Visit UMC

Join students and teachers for a day of sharing and exploration on the UMC campus. Each campus experience will be relevant to your CIHS course and vary according to discipline. Engage with students, faculty and students; visit on-campus classes and put your skills to the test alongside full-time University students; hear from accomplished professors; challenge University experts on topics you've explored in class. Finally, join your friends to explore UMC for lunch in Brown Dining or within the Crookston Community.

You'll get the most out of your UMC experience if you prepare ahead of time. We look forward to seeing you on campus!

Class Visit Web site <https://www.crk.umn.edu/units/college-high-school/class-visits>

## Your U of M Crookston Transcript

Remember to check your transcript for accuracy. All UMC transcripts are handled by the University's Office of the Registrar, not the CIHS office. It is the student's responsibility to verify that information on a transcript is correct. If your name is misspelled or information is incorrect, you must fax a letter explaining the correction to 218-281-8549. If the course or grade appears to be incorrect, contact the CIHS office.

When your CIHS instructor electronically submits your final grade to the University, it is immediately reflected on your transcript. **Yearlong courses may not have a grade in until June.** Use an unofficial transcript until mid-June.

Information about requesting transcripts online or by mail:

<https://onestop.crk.umn.edu/academics/grades-and-transcripts>

## Request a Transcript

You may request either official or unofficial copies of your transcript. Unofficial transcripts should be used until all grades are submitted by your high school. **Final grades will be on the transcript after the first week of June.** No fee is charged for unofficial copies; however, a limit of two copies per day is enforced. A fee is charged for all official transcripts.

Official Certified transcripts will be **immediately processed** and sent at the student's written request, for a fee per copy, to whomever they designate. Official transcripts can be requested by mail, by fax or on-line. Telephone requests are NOT accepted.

To request an official transcript go to: <https://onestop.crk.umn.edu/academics/transcripts>

### To order an official transcript, you must provide:

- Your full name and all names used while attending the UMC
- Your Student ID number
- Your date of birth and dates of attendance at the University
- The address(es) where you want the transcripts sent
- Your signature
- Your phone number or address should we need to contact you about your request

## Financial Aid Transcripts

Even if you received no financial aid from UMC, some colleges request that students submit a Financial Aid Transcript with their U of M coursework transcript. Call the One Stop Phone Line at 218-281-8563 to have a letter sent to the college of your choice.

## Using Your Credits After High School

Now that you know how to request the official record of your UMC credits earned through CIHS, here are some instructions that will help you use those credits after high school.

**If you apply to the University of Minnesota Crookston**, you don't need to worry about transferring credits. Thanks to your work in CIHS, you already have a permanent transcript at the University. Be sure, however, to mention on your undergraduate admission application that you've already completed course work at the University. Contact the UMC's Office of Admissions at 218-281-8569 or visit the UMC Office of Admissions web site to request an application.

<https://www.crk.umn.edu/admissions/apply-now>

If you apply to another college or university, be aware that the decision whether to grant credit recognition rests entirely with that institution. However, data we've collected over the years indicates that the vast majority of students succeed in securing recognition for their U of M credits earned through CIHS.

## Types of Credit Recognition

Recognition of your University of Minnesota credits earned through CIHS can come in several forms. Be aware of these distinctions as you apply to other colleges and universities. Credits may:

- directly transfer toward your chosen degree;
- be accepted as elective credits;
- exempt you from taking a required course;
- make you eligible for placement into a higher level course.

## Tips for Securing Credit Recognition

- Save your class syllabus and all your written work and exams so that you can submit evidence of the level of work your CIHS course required.
- Clearly indicate on college application forms that you have taken course work at another university.
- Include an official UMC transcript as part of your application.
- Should a college have questions about the CIHS course you have taken, present a portfolio of assignments and examinations to the college with the request that the portfolio be evaluated on an individual basis.

If transfer of credit is denied simply because the course was taken as a part of the CIHS program, contact the CIHS office for assistance (218-281-8677 or [umccihhs@crk.umn.edu](mailto:umccihhs@crk.umn.edu) )

## Access Privileges at the U of M

As a CIHS student you are a UMC student. As such, you are eligible to receive many of the same access rights to University resources enjoyed by on-campus students. Take advantage of these opportunities to familiarize yourself with the campus, enhance your studies with University library privileges and save money with free internet and e-mail access.

## Student ID Number

All U of M students are issued a Student ID number when they register for classes. The University uses this number to identify you. Learn your number, as you will need it whenever you register for classes or request University resources like a transcript. Your Welcome Letter form UMC will contain your Student ID number. Your teacher can also provide your Student ID number to you after your University course registration is official. This number will also be on your U-Card.

## The U Card

As is true of all University students, you are eligible to receive an official University ID card known as the U Card. As long as you are a registered student at the University, this card will allow you to borrow resources from the University libraries and is used around campus as a photo ID. The U Card also officially identifies you as a student making you eligible for student discounts when offered.

Your first U Card is free. If you attend any branch of the University after high school, bring your U Card with you, as it counts as your first card. A \$25 replacement fee will be charged for lost, stolen or damaged U Cards. U Card brochures and office locations are available by calling 218-281-8548 or e-mail: [umcreg@umn.edu](mailto:umcreg@umn.edu).

Also, visit the <https://ucard.umn.edu/umc/about-u-card> web site for the most up-to-date information about U Card programs.

There are two ways you can obtain a U Card – either by visiting one of the U Card offices on-campus or via U.S. Mail with the assistance of your instructor. We want you to succeed in your first trip to the U Card office; read the following section carefully to ensure that you get this valuable resource as quickly and efficiently as possible.

### **Obtaining Your U Card on Campus**

You are eligible to receive a U Card after you are officially registered with the University. Your Welcome Letter from UMC will contain your Student ID Number. You will need your Student ID Number (or social security number) and a photo ID to obtain your U Card.

You may come to campus to obtain your U Card at any U Card office. Call the U Card office located in the Office of the Registrar 218-281-8548 for hours and locations. (Note: The U Card office on the UMC campus is located in 9 Hill Hall.)

### **Obtaining Your U Card via U.S. Mail**

You may obtain your U Card by mail only if your CIHS instructor collects and submits individual photos and identification information from the entire class.

To obtain U Cards by mail, each student must provide her or his instructor a passport-sized photo (2" x 2"). On the back of the photo write your name, home address, social security number and your U of M Student ID number (given to you in your UMC Welcome Letter). Each student must also provide a copy of a government issued identification. Note: Either passport or digital photographs must show you looking directly at the camera. You cannot wear hats, bandannas, etc. for your photo. Your CIHS instructor will send in the photos for the entire class at one time. After processing, the U Cards will be sent to your instructor, who will distribute them to the class.

If you attend any branch of the University of Minnesota after high school, bring your U Card with you, as it counts as your first card. A \$25 replacement fee will be charged for lost, stolen or damaged U Cards.

### **Internet Access and E-mail Accounts**

As a University student, you are issued an internet account during the terms in which you are registered. This account has a free e-mail account, as well as numerous online University resources. CIHS students are encouraged to take advantage of the money savings and University resources provided by this access.

It is a good idea to activate your internet account even if you don't wish to use e-mail or free internet service. The Internet ID and password you receive in the process will give you access to many online University resources (libraries, grades, transcripts etc.)

Once the University has created your internet account, it must be activated before you can begin using it.

**To activate your account, visit the Student Internet Account Initiation Web site:**

[www.umn.edu/initiate](http://www.umn.edu/initiate)

You will need to provide your Student ID number and date of birth. The initiation process takes place on a secure web server (https). It issues you an Internet ID and asks you to create a password. Remember your ID and password, as they will be required to access all things for the University; End-of-Course Survey, e-mail, request grades, transcripts, online library, etc.

Once you have activated your account you will be able to access your University e-mail from any computer. Visit the U of M Web Mail website: [www.mail.umn.edu](http://www.mail.umn.edu)

If you have not already done so, please set up your e-mail account by going to:

[www.umn.edu/initiate](http://www.umn.edu/initiate)

Once your e-mail account is set up, follow this link to check your University e-mail:

[www.mail.umn.edu](http://www.mail.umn.edu)

**University Email Web Access:** the online method of checking your UMC e-mail. It works from ANY computer connected to the internet, whether you're at home via on cable modem/DSL/dialup wireless or at a library, hotel or another U of M campus.

1. **Open internet browser (ie. Internet Explorer, or Mozilla Firefox)**
2. **Enter URL:**[www.mail.umn.edu](http://www.mail.umn.edu)
3. **Enter Internet ID/User Name: Simply enter your username (ex john123).**
4. **Enter Password: Simply enter your password**  
If you have forgotten your password you may visit <https://my-account.umn.edu/claim-acct> or call 1-Help for more information: 612-301-4357.

## **University Library Access and Privileges**

The U of M has literally dozens of libraries, special collections and archives. As a University student you enjoy full library privileges at all U of M libraries. Your U Card functions as your library card on campus. Be aware that the University has an enforced overdue policy; be sure to pay attention to due dates. For information on library hours and locations call 218-281-8399.

Online library resources and your library account may be accessed by providing your Internet ID and password at <https://www.crk.umn.edu/units/library>

Great college students have great library skills. Get a jump-start on honing your research skills by taking advantage of your access to the U of M world-class library system!

UMN Crookston Title IX Statement

As required by Title IX, the University does not discriminate on the basis of sex in any of its education programs or activities, including in admissions and employment. Inquiries about the application of Title IX can be directed to the University's Title IX Coordinators or to the U.S. Department of Education, Office of Civil Rights. The Title IX Coordinators on the University's campuses may be contacted at:

<u>Campus</u>	<u>Name and Contact information</u>
Crookston	For students:  Kamille Meyer Assistant Athletic Director/SWA/Wellness Center Director 2900 University Ave. Crookston, MN 56716 218-281-8423 kmwahlin@crk.umn.edu  For employees:  Jonathon Fuller UMC Human Resources 304 Selvig Hall 2900 University Avenue Crookston, MN 56716 218-281-8345 fulle423@crk.umn.edu

Please see the University's policy for information about: (1) how to report or file a formal complaint of sexual harassment, gender-based harassment, sexual assault, stalking or relationship violence; and (2) the University's procedures for responding to reports and formal complaints.



*The University of Minnesota is an equal opportunity educator and employer.*

*Contents in this document are subject to change.*