



CONCURRENT ENROLLMENT HANDBOOK

Welcome to Normandale Community College!



UPDATED: December '24

The Concurrent Enrollment (CE) Handbook is your #1 resource for all things CE at Normandale. The information found in this handbook is designed to help guide you through your time in our program, from application to completion of your college courses.

Normandale is an affirmative action, equal opportunity educator and employer. The information in this document is available in alternative formats by contacting the Office for Students with Disabilities (OSD) staff at 952-358-8625 or osd@normandale.edu.

A MEMBER OF MINNESOTA STATE

WELCOME TO NORMANDALE!

Normandale Community College is thrilled to welcome you to explore the exciting possibilities of Concurrent Enrollment (CE).

We believe CE is a fantastic opportunity for high school students like you to jumpstart their college education, gain valuable experience, and accelerate their academic journey.

Why Choose Normandale for CE?

At Normandale, we provide an open, accessible, and supportive college environment designed to foster your academic success and personal growth.

Here are just a few reasons why Normandale is the perfect place for your CE experience:

- We are committed to making your CE journey smooth and rewarding.
- We offer comprehensive support services to help you navigate the application process, register for courses, and transition seamlessly to college life.
- After CE, students can return to Normandale anytime in their academic journey. Once a student, always a student!

We encourage you to explore our website (<https://www.normandale.edu/index.html>) to learn more about our CE program, and contact us with any questions.

We are confident that Normandale Community College is the perfect place to launch your academic journey and gain valuable college experience through concurrent enrollment.

Enjoy!

Joyce Ester, Ph.D.
Normandale President



WHAT IS CE?



Concurrent Enrollment (CE) is a program that allows eligible students to jump start earning college credits by taking college courses while still in high school. When you enroll in a concurrent enrollment course through your high school, you are taking a Normandale course! College courses taken through CE can satisfy high school requirements and earn transferable college credits.

When you walk into a concurrent enrollment class, you are walking into a Normandale classroom. You will work with the same content as on-campus students, and your teacher will use the same curriculum, assignments, and assessment methods as the college instructors. Concurrent enrollment courses are taught in your high school by high school teachers who have the same expertise that Normandale college instructors have. In addition, your teacher is mentored by a Normandale instructor to ensure that the course is the same as Normandale's on-campus courses.

What is Covered?

- Tuition (including special course fees)
- Required Textbooks

What is *not* Covered?

- General school supplies such as pens, paper, notebooks, backpacks, etc.
- Any course where a pass/no credit grade is earned, including courses designed to be repeatable for credit

WHY SHOULD I PARTICIPATE?



Over the years, many students just like you have said that CE put them on a “fast track” to earning a college degree. Some of the benefits are:

- **You get a jump-start on college.** The college credits you earn can count toward a degree or certificate.
- **You gain a competitive edge.** College work is harder than high school work, and learning how to do well in college classes is easier when you’re only taking one or two college courses.
- **You acquire important academic skills.** The critical thinking, reading, and writing skills that you acquire through CE courses will prepare you for success.
- **You can demonstrate learning in different ways.** College courses typically evaluate learning in lots of ways: tests, papers, presentations, etc. You will experience many of these in your CE courses.
- **You acquire “college knowledge.”** Navigating college can be challenging. Taking CE courses will help you master some of the skills you’ll need.
- **CE makes college more affordable!** There is no cost to you for taking CE courses.

DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE

High School	College
High school is mandatory.	College is voluntary.
Your time is structured by others.	You manage your own time.
Your parents and teachers remind you about your responsibilities and help you set your priorities.	You manage your responsibilities and set priorities.
Most classes are arranged for you.	You arrange your course schedule.
The school year is typically 36 weeks long.	The college year has two semesters.
You may study 0-2 hours per week, typically for last-minute test prep.	You need to study 2-3 hours for each hour that you are in class, and it includes a lot of outside reading.
You are typically told what you need to learn from assigned readings.	Instructors assume that you have read and understand the assigned material.
Teachers check your completed work.	Instructors don't always check your work, but it is assumed that you can do similar work on tests.
Teachers talk to you if they believe you need help.	Instructors typically expect you to come to them if you need help.
Teachers often remind you of assignments and due dates.	Instructors expect you to read, save, and consult something called a "course syllabus" for test dates and assignment due dates.
Testing is frequent and covers small amounts of material.	Testing is often infrequent and covers large amounts of material.
Teachers often arrange test dates to avoid conflict with other school events.	Tests are scheduled without regard for your other classes or outside activities.
You get grades for most of the assigned work.	Some required assignments aren't graded.
Grades are based on homework and tests.	Most grades are based on tests and papers.

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CHARACTERISTICS

OF A SUCCESSFUL CONCURRENT ENROLLMENT STUDENT

**IS EXCITED TO TAKE
COLLEGE CLASSES AND
LEARN NEW THINGS**

**TAKES THE INITIATIVE TO
SOLVE PROBLEMS OR ISSUES
ON THEIR OWN**

**URNS IN ASSIGNMENTS BY
THE DUE DATE**

**SPENDS TIME EACH DAY
READING, STUDYING,
MAKING NOTES ON
CONCEPTS THEY NEED TO
LEARN MORE ABOUT**



**ATTENDS EVERY CLASS
MEETING**

**CONFIDENT IN
ASKING FOR HELP
FROM INSTRUCTORS,
ADVISORS, AND/OR
PEOPLE THEY DON'T
KNOW**

**TREATS INSTRUCTORS
AND PEERS WITH
KINDNESS AND RESPECT**

**TAKES OWNERSHIP
AND LEARNING FROM
MISTAKES**

AM I ELIGIBLE TO PARTICIPATE?

To take CE courses, you must apply and be accepted into our CE program, **and** you must meet any course prerequisites.

PROGRAM ELIGIBILITY BY GRADE

Measure	9th/10th Grade	11th Grade	12th Grade
Cumulative GPA	3.5 or higher	3.0 or higher	2.6 higher
Class rank of graduation class	Top Tenth (90%)	or Top Third (66%)	or Top half (50%)
Nationally standardized test ¹	90th percentile	or 70th percentile	or 50th percentile
8th Grade Minnesota Comprehensive Assessment (MCA) in reading ²	850 (Pass, Meets, Exceeds)	N/A	N/A
College-level reading placement required ³	Yes	Yes	Yes

1) ACT, SAT, PSAT, Pre-ACT, Stanford Achievement Test (SAT10), or Iowa Assessments.

2) If 8th grade MCA reading test not taken, our admissions office will arrange alternate testing.

3) See [Appendix A](#) for more information about reading placement.

High school transcripts are required of all students who apply to our CE program. If you do not meet program eligibility requirements, our CE operations specialist will contact your high school to determine if a Supporting Equity through Opportunity waiver (which waives program eligibility requirements) is appropriate for you.

Please see [Appendix A](#) for more details about placement.

COURSE ELIGIBILITY

Course placement is a process to determine a student's readiness for college-level courses and to register for CE courses, you must demonstrate your readiness to take the course. Your readiness is determined by meeting what are called "course prerequisites." These are either a certain GPA or test score, an English, reading, or math placement, or one or more college-level courses that you must have already taken.

Many courses in our CE program require only reading and English placements, but some require math placement levels. In addition, some courses require that you have successfully completed a prior college-level course. Our CE operations specialist will advise your high school if you do or do not meet the course prerequisites. If you do not, you may work with your high school counselor to submit an appeal. Normandale makes the final determination.

THINGS TO KNOW BEFORE YOU REGISTER FOR A CE COURSE

When you register for a CE course, you become a Normandale college student. Here are some important things to understand in advance.

Your high school counselor is the expert on high school graduation requirements.

It is important to meet with your high school counselor to determine your remaining high school graduation requirements and identify what CE courses will work for you.

You need to make satisfactory academic progress.

Are you participating in clubs or sports at your high school? Will you work or volunteer? Don't overcommit yourself. Once the course drop deadline passes, the CE course you're taking becomes part of your permanent college record, irrespective of the grade you earn. See [Appendix B](#) for details.

Are you also taking PSEO courses?

Normandale limits the number of credits for which you can register to 18 in order to help ensure your academic success. (Written approval from an academic advisor is required to register for 19 or more credits.) Your Normandale advisor can help you with course selection and course load.

The rules are different.

As a CE student, you are required to follow Normandale's policies and procedures, which includes our Student Code of Conduct (<https://www.normandale.edu/current-students/dean-of-students/code-of-conduct.html>). There are serious consequences for cheating, plagiarism, and other violations of academic integrity.

FERPA applies differently in college.

FERPA is the Family Education Rights and Privacy Act. This is a federal law that protects the privacy of students and their education records.

In college, your parents/guardians do not have access to your education records and other private information without your consent, regardless of your age or dependent status. You may give them consent by submitting an Authorization for the Release of Student Information.

Email records@normandale.edu from your Normandale email account to request the form, or you may sign it in person at Student Services.

**READY TO GET STARTED? USE THE
CHECKLIST ON THE NEXT PAGE!**



CE STUDENT CHECKLIST



Work with your high school counselor to identify the CE course(s) that are right for you!

Your high school will let us know what CE course(s) you want to take. If you are admitted to the CE program and meet the course prerequisites, Normandale will work with your high school to register you.

Complete the online application.

- We have an instructional video that will walk you step-by-step through the application. Your high school teacher will share this video with you.
- There is an application deadline! Your high school teacher will tell you what it is.
- Create your Star ID and password and save this information.

Read your course syllabus and be sure you understand it.

College courses have a document called a “syllabus.” The syllabus is your guide to the course. It covers what you will learn, the assignments and when they are due, how you will be graded, and other important information, such as academic integrity expectations, how late work will be handled, and resources that are available to you. Be sure to ask your teacher if you have questions!

Know your drop/withdraw deadlines and what they mean.

- Remember, a CE course is a college course that becomes part of your permanent college record unless you drop the course.
- Check out [Appendix C](#) for differences between dropping and withdrawing from a course and the processes for each.
- In most (but not all) cases, you have ten business days from the first day of class to drop your CE course. Your teacher or counselor can tell you the exact date.

Regularly attend class

Attendance is important, so make sure you understand attendance expectations. If you know you are going to miss a class, talk to your teacher ahead of time. If you miss class unexpectedly, talk to your teacher as soon as possible.

Access Normandale resources

Remember, you’re now a Normandale student! We encourage you to use Normandale resources and services. See [Appendix D](#) for the list and information about them. Remember to get your Normandale ID so you can access resources that require it!

Make sure you know how you’re doing in class

- See [Appendix E](#) for grades and what they mean.
- See [Appendix C](#) for information about how to withdraw from a course and what a withdraw means for your college record.
- See [Appendix B](#) for information about making satisfactory academic progress and why it’s important.

SOME FREQUENTLY ASKED QUESTIONS

“I have an IEP (or a 504). Can I take a CE course?”

Absolutely! Your high school will provide your accommodations for CE courses, just as they do with your high school courses.

“I really liked my English (or other) class! Can I take another CE course?”

First of all, great! Second, it depends on a number of factors. Talk with your high school counselor about your remaining high school graduation requirements to determine if there are additional CE courses at your high school that will satisfy them. Remember, you need to meet the course placement and any other prerequisites before you can enroll in a course.

“I’m interested in taking a PSEO class, too. Can I do both?”

Many high school students do both! Again, talk with your high school counselor to determine if this is a good option for you.

“I’m interested in continuing in college after I graduate from high school. Who can I talk to?”

Normandale’s academic advisors can help! We have dedicated advisors who can answer just about any questions you have about your college academic journey both as a high school student and as a high school graduate.

Here are some of the topics that they can help you with:

- Choosing a program of study
- Career planning
- Planning your course schedule
- Deciding how many credits to take (often referred to as “course load”)
- How financial aid works
- How your credits transfer to other colleges and universities

Go to <https://www.normandale.edu/current-students/advising-counseling-and-career-center/index.html> and schedule an appointment with one of our advisors. You’ll be glad you did!

APPENDIX A

COURSE PLACEMENT CRITERIA

Normandale's course placement process determines a student's readiness for reading, writing, and mathematics courses. Course placements guide a student with selecting appropriate courses for success.

Course placement is determined by a few factors: courses taken, GPA, grades and test scores (ACT/SAT/MCA/ACCUPLACER). Students who have not taken or did not meet the criteria may not be able to register for their preferred course. If you would like to know how to move forward, please contact an Academic Advisor. Official and appropriate AP scores may also be used to determine course placement. AP class completion is not sufficient alone.

COLLEGE-LEVEL READING PLACEMENT CRITERIA

One of the Following:

High School GPA	ACT Reading Sub-Score	SAT ERBW Score	MCA 10 th Grade Reading Score	ACCUPLACER Next Gen Reading Score
2.6 or higher	21 or higher	480 or higher	1047 or higher	250 or higher

OR

High School GPA of 2.5-2.59 AND One of the Following:

ACT Reading Sub-Score	SAT ERBW Score	MCA 10 th Grade Reading Score	ACCUPLACER Next Gen Reading Score
19-20	440-479	1042-1046	226-249

COLLEGE-LEVEL MATH PLACEMENT CRITERIA

HS GPA	HS Math Course with C- or Higher	ACT Math	MCA	College-Level Math Course
2.7-2.79	-	-	1147-1157	MATH 1080 Intro to Statistics
2.8 or Higher	HS Algebra 2	22-24	1158 or Higher	MATH 1100 College Algebra
2.8-3.29	HS Pre-Calculus or Higher Level Math	25-26	-	MATH 1500 Pre-Calculus
3.3 or Higher	HS Pre-Calculus or Higher Level Math	27 or Higher	-	MATH 1510 Calculus 1

You may also visit our "Understanding Placement Results" web page to more information.

(<https://www.normandale.edu/admissions/after-admitted/course-placement/understanding-placement-results.html>)

APPENDIX B

SATISFACTORY ACADEMIC PROGRESS (SAP)

As a college student, you must make Satisfactory Academic Progress (SAP) toward completion of your degree and/or certificate within a reasonable period of time to continue attending Normandale and to be eligible for financial aid. If you are concerned about your SAP status, please contact your Normandale academic advisor.

Students must meet or exceed both of the following SAP requirements:

- 2.0 cumulative GPA
- AND
- 2/3 (66.66%) cumulative completion rate. Completion rate is the total number of credits earned divided by the total number of credits attempted.

Students who drop below either SAP requirement will be put on WARNING for one semester.

After the warning semester, students who drop below either SAP requirement again, they will be put on **SUSPENSION**

If suspended, a student has 2 options to return and register for classes:

1. Sit out the suspension for one year
- OR
2. Successfully APPEAL the suspension

After completing one of the above options, the student is reinstated on PROBATION, with the following requirements:

- 2.50 semester GPA OR 2.0 cumulative GPA
- AND
- 100% semester completion rate OR 66.66% cumulative completion rate

At the end of the probationary term:

If SAP requirements are met or exceeded, the student is returned to good standing.

If probation requirements are met, the student continues on probation.

If SAP requirements or probation requirements are not met, the student will be re-suspended.

Information about SAP can also be found on our website: <https://www.normandale.edu/current-students/student-services/registration/academic-progress/index.html>

APPENDIX C

MAKING SCHEDULE CHANGES: DROPS AND WITHDRAWS

In most - but not all – cases, these deadlines apply:

- **Drop Deadline:** 11:59 pm on the 10th business day after your first day of class
- **Withdraw Deadline:** The date after which approximately 80% of the course has finished

Your high school counselor or teacher can give you the deadlines for your CE course.

Removing a course from your schedule by the drop deadline is considered a **DROP:**

- Dropped courses will not show up on your college transcript.
- Dropped courses do not affect your GPA or completion rate.
- Once you drop a course, you are enrolled in the course solely as a high school student. You are no longer enrolled for college credit.

Removing a course from your schedule after the drop deadline, but before the withdraw deadline, is considered a **WITHDRAW:**

- A withdrawn course will show up on your college transcript as a 'W' grade, indicating that the course was attempted and later withdrawn.
- A withdrawn course does not hurt your college GPA.
- A withdrawn course does negatively impact your college course completion rate.
- Once you withdraw from a course, you are enrolled in the course solely as a high school student. You are no longer enrolled for college credit.
- Withdrawing from multiple courses may impact your college academic status.
- Withdrawing from multiple courses could impact your Normandale financial aid eligibility after high school graduation.

IMPORTANT!

If you are considering dropping or withdrawing from a course, please talk with your high school counselor or teacher, or a Normandale academic advisor. If dropping or withdrawing is the best option, your counselor or teacher will work with Normandale to process the drop or withdraw.

APPENDIX D

RESOURCES, SUPPORT SERVICES, AND OFFICES DIRECTORY

Admissions

C 1180 | 952-358-8208

CE@normandale.edu

See us for:

- CE program admission requirements
- Applications
- Course placement
- Orientation
- Kick off events

Web page: <https://www.normandale.edu/admissions/index.html>

Advising, Counseling & Career Center

C 1115 | 952-358-8261

advising@normandale.edu

See us for:

- Registration and schedule changes
- Career counseling and planning
- Academic, degree, and transfer planning
- Connecting with campus resources
- Course concerns
- Counselors and a licensed psychologist to discuss personal issues in a confidential space

Web page: <https://www.normandale.edu/current-students/advising-counseling-and-career-center/index.html>

Campus Cupboard

A 1565 | 952-358-8119

campuscupboard@normandale.edu

See us for:

- Food: We offer fresh food, frozen groceries and non-perishable food (does not need to be refrigerated)
- Grab-and-Go Meals: fresh or frozen meals for students

Web page: <https://www.normandale.edu/current-students/tutoring-and-support/campus-cupboard.html>

Computer Labs

952-358-8181

See us for:

- PCs and Macs are available in C 3022 and P 1806
- Call for lab hours

Web page: <https://www.normandale.edu/current-students/academic-resources/library/services/computers/index.html>

ID Card Services

K 1417 | 952-358-8120

See us for:

- Student ID cards provide access to services such as Tutoring Center, Library services, on-campus printing and the gym
- Check website or call for hours and other information

Web page: <https://www.normandale.edu/current-students/student-services/paying-for-college/id-cards.html>

ITS Help Desk

P 0808 | 952-358-8181

See us for:

- Issues with Normandale email access, D2L, e-Services, etc.

Library

L 2701-2744 | 952-358-8290

See us for:

- Quiet study spaces, research assistance, books and periodicals
- Online databases and interlibrary loan

Web page: <https://www.normandale.edu/current-students/academic-resources/library/index.html>

Continued on the next page:

APPENDIX D (CONTINUED)

Office for Students with Disabilities (OSD)

L 2751 | 952-358-8625
osd@normandale.edu

See us for:

- Reasonable accommodations for students with disabilities
- Information and referral to campus resources

Web page: <https://www.normandale.edu/current-students/tutoring-and-support/students-with-disabilities/index.html>

Records and Registration

952-358-8220 | records@normandale.edu

See us for:

- Transcript ordering
- Grading
- Communication with high schools regarding registration, withdrawals and academic standing

Student Life

Kopp Student Center | 952-358-8179
studentlife@normandale.edu

See us for:

- Student clubs
- Student government
- Recreational sports, etc.

Web page: <https://www.normandale.edu/current-students/get-involved/student-life.html>

Student Resource Center

A 1560 | 952-358-9090
studentresourcecenter@normandale.edu

See us for:

- Connections to campus and community resources and services
- Resource information related to childcare, food, housing, transportation, healthcare, and more to address specific needs

Web page: <https://www.normandale.edu/current-students/tutoring-and-support/student-resource-center.html>

Student Services

1st Floor College Services building
952-358-8100 | studentservices@normandale.edu

See us for:

- We are your one stop for questions related to financial aid, scholarships, payment, billing, records, and registration

Web page: <https://www.normandale.edu/current-students/student-services/index.html>

Tutoring and Writing Center

C 2190 | 952-358-8624 or
tutoringcenter@normandale.edu or
writingcenter@normandale.edu

See us for:

- Tutoring for specific subjects
- Peer tutoring
- Writing support

Web page: <https://www.normandale.edu/current-students/tutoring-and-support/tutoring-center/index.html>



APPENDIX E

GRADES AND WHAT THEY MEAN

As a CE student, you will earn a high school grade and a college grade, and they may not be the same. College grading standards are generally more rigorous than high school grading standards. Also, you may earn a “+ or –” grade in high school, but Normandale doesn’t award “+ or –” grades.

- A** **Superior achievement** of course requirements; 4 grade points per credit.
- B** **Above average achievement** of course requirements; 3 grade points per credit.
- C** **Average achievement** of course requirements; 2 grade points per credit.
- D** **Below average achievement** of course requirements; 1 grade point per credit.
- F** **Failure.** Student did not meet minimum course requirements; 0 grade points per credit. (It is still included in your college GPA, though).
- W** **Withdrawal after the drop deadline and before the withdraw deadline;** 0 grade points per credit; excluded from your college GPA but considered during the evaluation of Satisfactory Academic Progress (SAP) course completion rate requirements.
- I** **Incomplete.** A temporary grade assigned in unusual circumstances in which the student cannot complete the course by the end of the academic term. Grade point value 0. Reverts to an F in the subsequent semester if course requirements have not been completed. Excluded from college GPA. Counts as credits attempted/not completed for courses numbered 1000 and higher (for SAP).



We go **above**, you go **beyond**.

[NORMANDALE.EDU/CONCURRENT-ENROLLMENT](https://normandale.edu/concurrent-enrollment)

A MEMBER OF THE MINNESOTA STATE SYSTEM
An affirmative action, equal opportunity educator and employer.