



**ANOKA-RAMSEY**

**COMMUNITY COLLEGE**

**CAMBRIDGE • COON RAPIDS**

2017-2018

Anoka-Ramsey Community College

Concurrent Enrollment Program

Student Manual

Welcome to Anoka-Ramsey Community College's Concurrent Enrollment Program!

I am thrilled to welcome you to the beginning, or continuation, of your college career at Anoka-Ramsey Community College (ARCC).

Students taking Concurrent Enrollment Program courses through Anoka-Ramsey Community College have the same level of access to learning resources and are beholden to the same rules, policies, and procedures as all other students. Students taking Concurrent Enrollment Program courses are held to the same standards of achievement as those expected of students enrolled in on-campus sections. Grading standards are also the same. Students are expected to follow all rules, policies, and procedures that pertain to Anoka-Ramsey Community College students. All of these rules, policies, and procedures are found in the Student Code of Conduct. You can find the Student Code of Conduct here: <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3f1-student-conduct-code/>. Please review these policies prior to the start of the academic year.

Remember that you are creating an official, Anoka-Ramsey Community College transcript that will allow you to transfer from ARCC to almost any college or university in the country.

For a complete listing of student resources and schedules for these resources and services, please visit: <http://www.anokaramsey.edu/resources/>. Please remember you have access to all of these resources and services, many of which are accessible online.

The following 2017-2018 Concurrent Enrollment Student Manual contains information pertinent to Anoka-Ramsey Community College's Concurrent Enrollment Program. This manual contains an introduction to ARCC's Concurrent Enrollment Program, information about ARCC academic services available to all students, and policies, procedures, and practices relevant to you as a Concurrent Enrollment Program student.

Along with the information in this Manual, never hesitate to contact your High School Counselor or Dean, your Concurrent Enrollment Program Teacher, or Anoka-Ramsey Community College. We are more than happy to answer any questions, steer you in the right direction, or explain other Concurrent Enrollment Program course options that may be available to you at your high school.

Take full advantage of every opportunity! You are surrounded by educators more than willing to help you make the most of this journey and build academic skills that will benefit you for the rest of your life.

Best of luck,

Shannon Kirkeide

# College and Program Overview

## **Anoka-Ramsey Community College**

Anoka-Ramsey Community College (ARCC) is an open-door, comprehensive higher education institution, committed to developing articulate, critical and creative thinkers who are responsible contributors to the community.

Anoka-Ramsey Community College is a multi-campus institution and a member of the Minnesota State Colleges and Universities system. The Coon Rapids Campus is located on the banks of the Mississippi River twenty miles north of downtown Minneapolis. The Cambridge Campus is located on west Highway 95 on the Rum River in Cambridge.

Beginning in 1965 with 600 students in a wing of Centennial High School in Circle Pines, Anoka-Ramsey Community College has grown considerably. In 1967 the college moved to the current Coon Rapids Campus of approximately 103 acres. The Cambridge Campus opened in 1978 and has shown consistent growth in enrollment and facilities. In addition, students may complete many ARCC college courses at convenient off-site locations throughout neighboring communities.

## **Concurrent Enrollment Program**

Anoka-Ramsey Community College's Concurrent Enrollment Program has been providing high quality, college-level educational opportunities to school districts and high school students in the north metropolitan areas of Minneapolis and St. Paul and throughout Central Minnesota since 1987. Currently, Anoka-Ramsey Community College's Concurrent Enrollment Program partners with 13 high schools to provide college-level courses to high school students.

According to Minnesota Statutes section 124D.09 and Minnesota State Colleges and Universities Board Policy 3.5, a Post-Secondary Enrollment Options (PSEO) concurrent enrollment course is a college or university course made available through the PSEO program, offered through a high school, and taught by a high school teacher. Concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses. <http://www.mnscu.edu/board/procedure/305p1.html>

Anoka-Ramsey Community College's Concurrent Enrollment Program works closely with partner high schools to determine course offerings, identify partner high school teachers credentialed to teach specific courses, and select students who meet the minimum requirements for participation. Creating close, mutually-beneficial partnerships between the College and participating high schools has led to an increase in the number of Concurrent Enrollment Program courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school.

# Student Registration Information

## **The Benefits of Concurrent Enrollment**

Anoka-Ramsey Community College's Concurrent Enrollment Program gives high school students the opportunity to start their college careers early by taking rigorous, college-level classes in their high school.

Students participating in ARCC's Concurrent Enrollment Program will:

- Earn both college and high school credit simultaneously
- Learn college-level reading, writing, critical thinking, and study skills prior to entering college
- Illustrate their ability to achieve in college-level classes. Competition for admission at colleges and universities means that admissions officers are looking for evidence of rigorous course work on high school transcripts.
- Reduce the time required to complete an associate's degree or a bachelor's degree. Students will complete a variety of "general education" courses through Anoka-Ramsey Community College's Concurrent Enrollment Program, all of which count towards a college degree.
- Save money. Participation in ARCC's Concurrent Enrollment Program is paid for by participating high schools. Additional savings can be realized when recognition of Concurrent Enrollment Program credits allows students to take fewer credits, at college-level tuition prices, and graduate early.

## **Concurrent Enrollment Eligibility**

To participate in Anoka-Ramsey Community College's Concurrent Enrollment Program, students must meet a number of eligibility requirements. Students must meet class rank requirements established by the Minnesota Statutes section 124D.09 and Minnesota State Colleges and Universities Board Policy 3.5.<sup>1</sup> Along with this class rank requirement, students must also take the Accuplacer Assessment. Scores on the Accuplacer Assessment will determine eligibility for a number of commonly offered Concurrent Enrollment Program courses.<sup>2</sup>

- Seniors – Class rank in the upper one-half of their class or a score at or above the 50<sup>th</sup> percentile on a nationally standardized, norm-referenced test. Anoka-Ramsey also allows students to use an unweighted, cumulative GPA of 3.0 or higher to be eligible.
- Juniors – Class rank in the upper one-third of their class or a score at or above the 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test. Anoka-Ramsey also allows students to use an unweighted, cumulative GPA of 3.5 or higher to be eligible.

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<sup>1</sup> Please see Appendix 1 for Minnesota State Colleges and Universities Board Policy 3.5.

<sup>2</sup> For Accuplacer Assessment information, please visit: <http://www.anokaramsey.edu/resources/testing-services/accuplacer-placement-test/>

- For juniors or seniors, documentation other than that specified above of a student’s readiness and ability to perform college-level work as determined by the college or university.

PSEO concurrent enrollment exceptions. A high school that wishes to have a college or university offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the PSEO eligibility requirements of Part 2, Subpart A may:

1. request approval for an exception from the president of the college or university to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course; or
2. request approval for an exception from the president of the college or university to allow non-PSEO students to enroll in that course. The president of the college or university shall approve or deny the request after the appropriate college or university consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:
  - a. PSEO students shall be the majority of the students in the course; and
  - b. the concurrent enrollment instructor and college or university faculty member shall ensure that all PSEO students are held to college-level course standards.

Anoka-Ramsey Community College’s Concurrent Enrollment Program places the onus of verifying the enrollment eligibility of students taking its courses squarely on the Partner High School. Failing to adhere to eligibility requirements and/or registration policies and procedures may jeopardize Anoka-Ramsey Community College’s ability to offer Concurrent Enrollment Program courses at institutions and/or award college credit to students enrolled in courses. Thus, it is extremely important that Partner High Schools abide by the eligibility requirements.

## **Course Registration Information**

Students who wish to participate in ARCC’s Concurrent Enrollment Program register for their classes through their normal high school registration processes. High School Counselors and Concurrent Enrollment Program staff work together to determine eligibility and make sure students are registered at both the high school and College.

During the registration process, high school counselors and Concurrent Enrollment Program staff determine whether or not the class rank/GPA/national test requirement is met, all Accuplacer assessment scores are high enough, and all course prerequisites have been met. Some ARCC Concurrent Enrollment Program courses have prerequisites. If course prerequisites are not met, students will not be able to enroll. High school counselors and Concurrent Enrollment Program staff can answer any specific questions about registration and/or class prerequisites. Course prerequisite information is also located on the Concurrent Enrollment page and in the Anoka-Ramsey Academic Catalog.

After indicating interest in taking Concurrent Enrollment Program courses at their high school and registering for these classes through their normal high school registration process, students are required to apply online to

Anoka-Ramsey Community College. Along with completing the online application process for Anoka-Ramsey Community College, students must also take the Accuplacer Assessment, or supply documentation of other qualifying test options including the ACT/SAT/or MCA(Minnesota Comprehensive Assessment). Please visit the Concurrent Enrollment website for specific Accuplacer/ACT/MCA/SAT scores required for each Concurrent Enrollment course. Matching placement information can be found on the Anoka-Ramsey Testing page ([www.anokaramsey.edu/assessment](http://www.anokaramsey.edu/assessment)). Concurrent Enrollment Program staff visit high schools in the spring to administer the Accuplacer. High School counselors have these dates well in advance and work with students to arrange their schedules to accommodate a morning or afternoon of testing. If students wish to take the Accuplacer Assessment a second time, they must pay a re-test fee and test on either the Cambridge or Coon Rapids campus.

## **Tips for Success in College**

### **The Basics**

- Bookmark the ARCC Concurrent Enrollment Program page (<http://www.anokaramsey.edu/concurrent> ) your homepage for quick access to resources and as a jumping off point for other student services.
- Manage your time. Plan ahead to satisfy academic obligations.
- Be prepared and ask for help when you need it.
- Think about your course selections. Read course descriptions online and get help from an academic advisor when choosing your courses. Academic Advisors at Anoka-Ramsey are available for appointments or quick questions ([www.anokaramsey.edu/advising](http://www.anokaramsey.edu/advising))
- Enroll in courses that interest you and expand your horizons.
- Understand the course syllabus—an outline of course requirements—evaluations, expectations and due dates.
- Be on time, participate in class discussions, take detailed notes, and ask questions of your instructor and/or classmates.
- Do not procrastinate. It causes stress and you don't learn the material nearly as well.
- Be original! Do not plagiarize. It is illegal and you don't learn by doing it. Visit <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3f1-student-conduct-code/> for details on plagiarism.
- Work hard and study hard to meet your academic goals.
- Set goals for the day, the course, the semester, the year, your college career and your life. Write these goals down so you can refer to them often.

## Student/Star ID

When you first applied to Anoka-Ramsey Community College, you were given a StarID. You also created a personal password to go along with it. Your StarID and password will give you access to your student eServices, your student e-mail, and the library resources on campus:

### eServices

eServices is a Minnesota State system-wide online platform that allows students to manage any Minnesota State institution they have attended. Through eServices, students can update their personal contact information, track degree progress, view final grades, and obtain unofficial transcripts. Visit the Anoka-Ramsey home page and hold your mouse over the Current Students Dropdown to access eServices.

### Anoka-Ramsey E-mail

An Anoka-Ramsey E-mail is not required of Concurrent Enrollment students, but we encourage you to activate yours to stay connected to all on campus activities.

### Student Accounts/D2L

Visit <http://www.anokaramsey.edu/resources/technology-services/> to activate and access your Student Network Account and your Student Email Account, and your Desire2Learn Brightspace (online) courses. Most courses do not use D2L. Be sure to ask your high school instructor if you will be using D2L.

If you do not remember your StarID information, you can retrieve it by visiting <https://starid.minnstate.edu/>.

- From there, select **What is My StarID**. Use the e-mail address option to retrieve the StarID and reset your password.

### **Anoka-Ramsey Student Photo ID card**

All Concurrent Enrollment students are welcome to stop by either campus to pick up their Anoka-Ramsey Student photo ID. In order to be able to get an Anoka-Ramsey photo ID, you will need to bring 2 things to the information desk of either campus:

- Current Photo ID – Driver's license or high school photo ID
- Current, printed, Anoka-Ramsey Schedule – you can get this by logging into your eServices account.

This card will give you access to the Health and Wellness Centers, Library, sporting events, various on-campus programming, and discounts at participating local businesses.

# Anoka-Ramsey College Policies

## **ARCC CEP Grading Policy**

To support meaningful, beneficial partnerships that give students the opportunity to earn college credit while in high school, Anoka-Ramsey Community College's High School Partners are responsible for adhering to the policies, procedures, and practices of the Concurrent Enrollment Program. Failing to adhere to these policies, procedures, and practices jeopardizes Anoka-Ramsey Community College's ability to offer Concurrent Enrollment Program classes at secondary institutions and/or award college credit to students taking these courses. Adherence is critical.

It is expected that High School Administrators, Counselors/Deans, and Teachers provide the same academic rigor at all Concurrent Enrollment (CE) Program secondary institutions as found in on-campus Anoka-Ramsey Community College courses. A clear grading policy for CE courses at the Concurrent Enrollment secondary institution that is consistent with Anoka-Ramsey Community College on-campus courses reinforces that students taking Concurrent Enrollment Program courses are graded and assessed at a level consistent with on-campus college courses.

Awarding extra credit is not an acceptable Anoka-Ramsey Community College practice. Thus, this practice should not take place in CE courses at the Concurrent Enrollment secondary institution. Opportunities where students can re-learn for mastery of content and learner outcomes are acceptable.

Anoka-Ramsey Community College's Concurrent Enrollment Program's grading policy is grounded in National Alliance for Concurrent Enrollment Partnerships (NACEP) Accreditation Standards.<sup>3</sup> Students taking Anoka-Ramsey Community College Concurrent Enrollment Program courses are to be held to the same learning expectations and outcomes, same grading standards, and assessed using the same methods as students in on-campus sections. The grade given for Anoka-Ramsey Community College credit must be the same grade given for high school credit.

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<sup>3</sup> NACEP Assessment Standard A1 reads, "CEP students are held to the same standards of achievement as those expected of students in on campus sections." NACEP Assessment Standard A2 reads, "The college/university ensures that CEP students are held to the same grading standards as those of students in on campus sections." NACEP Assessment Standard A3 reads, "CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections."



## **Adding, Dropping or Withdrawing from a Class**

Students may **add a course** through the fifth business day of the term or before the course starts, whichever is later.

Students are allowed to **drop any course** through the fifth business day of the term. Dropped courses do not appear on a transcript and do not impact academic standing.

Students are allowed to **withdraw from a course** through approximately 80% of the term. Withdrawal courses appear on a transcript as a “W” and have a direct impact on academic standing.

All students who Withdraw, and receive a “W” from a course, must be given a Last Date of Attendance.

Students must consult High School Guidance Counselors, Deans, and/or Student Services personnel for high school specific procedures and reporting practices.

### **Academic Standing at Anoka-Ramsey**

Students enrolled in Anoka-Ramsey courses need to meet minimum standards in order to continue to enroll in coursework.

While enrolled in Anoka-Ramsey courses, students need to meet the following minimum requirements:

- **2.0 GPA in Anoka-Ramsey Coursework (C Average) AND**
- **Complete 67% of the Anoka-Ramsey credits they attempt**  
(If a student Fails or Withdraws from a course, they have not completed the class.)

If students do not meet these standards in a given semester, they will be placed on ***Academic Warning***.

***Academic Warning*** is a notice that the student is not meeting at least one standard and must improve in order to continue with the college. Students may still enroll in courses if placed on Academic Warning.

If a student does not meet a standard for a second consecutive semester, they will be placed on ***Academic Suspension***. ***Academic Suspension*** prevents a student from registering for any additional Anoka-Ramsey courses.

**Academic Suspension will follow a student and will impact their ability to register or receive Financial Aid at other institutions after high school graduation!** It is critical that students who earn a D, F or W in an Anoka-Ramsey course have a conversation with their Counselor/Dean and guardian to see if continuing with Anoka-Ramsey coursework is appropriate.

## **Anoka-Ramsey Community College Policies and Procedures**

Students taking Concurrent Enrollment Program courses at their high school are considered Anoka-Ramsey Community College students. Concurrent Enrollment Program students have the same level of access to learning resources and are beholden to the same rules, policies, and procedures as all other students. Thus, they are expected to follow all rules, policies, and procedures that pertain to Anoka-Ramsey Community College students.

A full listing of the most current and complete official policies and procedures is available at <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/> . Policies and procedures are organized into the following chapters: Organization and Administration; Student Affairs; Educational Services; Human Resources; Administration; Physical Plant Operations; Business Affairs; and College Relations.

### **Assessment of Student Learning**

Each program at Anoka-Ramsey has well-defined goals for student learning. These goals are available through Counseling and Advising Services. The college is committed to a comprehensive program of assessment.

### **Placement for Success**

To ensure academic success, new students at Anoka-Ramsey are required to take The College Board Placement test, Accuplacer. Accuplacer assesses skill levels in reading, English composition, and mathematics. Test results are used to determine appropriate course placement to improve your success in college. Placement tests are offered on a regular basis throughout the year and the first set of tests are free.

Placement tests are required for:

- New students taking eight or more credits
- Returning students enrolling for their eighth credit
- Students enrolling in a math and/or English course
- All PSEO and Concurrent Enrollment students

Although the tests do not determine admission to Anoka-Ramsey Community College, they do determine entry into some courses. If the Accuplacer reading score indicates placement into developmental coursework, students may not be allowed to take Anoka-Ramsey Concurrent Enrollment coursework.

Students may be exempt from taking all or portions of the Accuplacer Assessment by using qualifying ACT, MCA, or SAT scores or by completing necessary pre-requisite courses in English and Math.

### **Accreditation & Governance**

Anoka-Ramsey Community College is accredited by the Higher Learning Commission and is a member of the North Central Association. Visit [www.ncahlc.org/](http://www.ncahlc.org/) for more information.

The associate degree in Registered Nursing program is accredited by the National League for Nursing Accrediting Commission. The Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) nationally accredits the Physical Therapist Assistant program.

Anoka-Ramsey Community College is a member of the Minnesota State Colleges and Universities system.

### **Code of Conduct**

Every student at Anoka-Ramsey is expected to conduct him or herself in accordance with *MnSCU Board Policy 3.6* and generally accepted norms of conduct to preserve Anoka-Ramsey's safe and supportive learning environment. Anoka-Ramsey has the right to take action to support and protect the safety and well-being of the college community. Faculty has the responsibility to manage the classroom environment.

Students are prohibited from: academic dishonesty such as cheating and plagiarism\*, possessing alcoholic beverages and illegal substances on college controlled property, college policy infraction, complicity to violate any college conduct code policy, computer misuse, discrimination or harassment, disruptive activity, facilities misuse; furnishing false information, gambling, hazing, health, safety or security endangerment, obstruction of college operations, smoking and tobacco regulations, solicitation without authorization, theft of or damage to property, violence or threatening behavior and possessing weapons.

Visit <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3f1-student-conduct-code/> to review the entire *Student Code of Conduct*.

**\*Important Note: Plagiarism is serious.** Plagiarism includes, but is not limited to, the use or paraphrase of direct quotation of the published or unpublished work of another person without full and clear acknowledgement, or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If you are in doubt about plagiarism, ask your faculty member or other academic professional.

### **Data Privacy**

The Family Educational Rights and Privacy Act (FERPA) and the *Minnesota Government Data Practices Act* (MGDPA), Minnesota Statute (Chapter 13) are federal and state laws that provide for the disclosure and privacy of student educational records. Under FERPA, once a student turns 18 or enrolls at a postsecondary institution, any parental rights to information transfer to the student. That means that Anoka-Ramsey is not able to disclose course registration or grade information to parents without the student's written consent.

### **Consent for Release**

Anoka-Ramsey does not permit access to or the release of personally identifiable information in student educational records without the written consent of the student to any third party, except as authorized by

FERPA and MGDPA or other applicable law. A student may grant consent by completing a Consent to Release Form.

### **Data Privacy Notice From Minnesota State**

“If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University system, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you intend to enroll at another institution within the system, your academic records from other institutions are also accessible to officials at the school where you are intending to enroll. Disclosures of your records to other schools under other circumstances may require your prior written consent.”

### **Equal Opportunity**

Anoka-Ramsey Community College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership, or activity in a local commission as defined by law. The college is in compliance with *Title IX* and Section 504. Minnesota’s colleges and universities are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation, or physical ability.

### **Complaint Resolution**

Anoka-Ramsey has an affirmative duty to take timely and appropriate action to stop behavior prohibited by *Policy 3F.2 Procedure 3F.2/11 (Complaints and Grievances)*, conduct investigations and take appropriate action to prevent recurring misconduct. Contact the Dean of Student Life for more information. Visit <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3f2-complaints-and-grievances-1/> to review the *Complaint Resolution Policy*.

### **Religious Observance**

Anoka-Ramsey respects diverse religious beliefs and observances and provides reasonable flexibility and accommodation when sincerely held religious beliefs conflict with requirements such as scheduling, class attendance or activities, and other course or work requirements. A student is required to inform the instructor(s) in advance if a sincerely held religious belief conflicts with course requirements.

### **Grades**

Anoka-Ramsey grading system:

**A: Superior Achievement** – 4 grade points per credit

**B: Above Average Achievement** – 3 grade points per credit

**C: Average Achievement** – 2 grade points per credit

**D: Below Average Achievement** – 1 grade point per credit

**F: Inadequate Achievement** – 0 grade points per credit (1000-level courses or above)

**NC: No Credit** – Inadequate achievement (courses below 1000-level and CBE courses)

**P: Passing** – average work (“C”) or above and suitable for transfer (arranged with instructor)  
**AU: Audit** – student registers, pays and attends, but receives no credit (initiated/declared at registration)  
**EX: Exchange** – Credits prior to spring 2007 at another college under a consortium arrangement are not included in GPA calculation  
**I: Incomplete** – temporary grade based on written agreement between student and instructor  
**W: Withdrawal** – Student initiated by deadlines in course schedule  
**Z: Class(es) currently in progress**

High School grades are to be the same as College grades.

### **Grade Point Average (GPA)**

Grade Point Average (GPA) is the grade point total divided by the grade point credits. Only letter grades (A, B, C, D and F) are used to determine your GPA.

Grade point total is the sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

### **Grade Reports**

Your grade report is accessible online using your StarID and PIN. Reports are not mailed except through arrangements with Records Office.

Visit <http://www.anokaramsey.edu/academics/grades/> for detailed information about grades.

### **Repeating Courses**

Students may repeat a course to pursue a higher grade or to review course material. All grades remain on the transcript. Only the most recent grade of a course is used to compute GPA.

### **Residency Requirement**

To earn a degree from Anoka-Ramsey, at least 20 semester credits must be earned at Anoka-Ramsey. Students transferring at least eight semester credits from another MnSCU college or the University of Minnesota may reduce the residency requirement from 20 to 12 credits.

### **Dean’s List**

The Dean’s List is published each semester to recognize students who carry 12 or more credits and attain a 3.5 term grade point average (GPA).

### **Enrollment Classifications**

- Full-time = 12 or more enrolled credits
- Part-time = 11 or fewer enrolled credits
- Freshman = 29 or fewer earned credits
- Sophomore = 30 or more earned credits

## Exceptions & Petitions

If you have unusual circumstances:

- And want an exception to an academic rule or regulation, submit an *Academic Standards Petition* for review.
- And want an exception to an admission, registration or other student service rule or regulation, submit an *Exception to Policy Petition* for review.

## Prerequisites/Co-requisites

A prerequisite is a placement test score, specified course or other requirement, which must be successfully (a grade of “C” or better, met or completed prior to enrolling in the listed course.

It is your responsibility to ensure that prerequisites are satisfied. Failure to meet a prerequisite does not justify a refund.

A co-requisite is a course required to be taken the same term as the listed course.

## Classroom Accommodations – 504/IEP

A student enrolled in a college course may qualify for accommodations if they have a documented disability. If a student has a documented disability, they must request their accommodations through the Office for Students with Disabilities at Anoka-Ramsey Community College. Many accommodations available in high school courses are available in college courses, but there is a difference in how accommodations are granted: **The student needs to self-identify and request accommodations from the college.**

- Any student interested in applying for accommodations in their college courses with Anoka-Ramsey will need to work with the Anoka-Ramsey Office for Students with Disabilities to submit the required application and documentation. This should be done in advance of the course so that all accommodations and resources are ready for the student on the first day of classes. Any accommodations granted after the start of the class will start immediately upon approval and will not apply retroactively.
- There may be modifications that Anoka-Ramsey cannot honor, as they would alter the course content significantly. Please discuss your options with your Counselor/Dean or Anoka-Ramsey to see if you and your guardians are comfortable with the difference in accommodations/modifications in college-level, Anoka-Ramsey courses.
- Questions on accommodations can be directed to the Anoka-Ramsey Office for Students with Disabilities (763-433-1350) or visit the Anoka-Ramsey Disability Services website: [anokaramsey.edu/resources/disability-services/](http://anokaramsey.edu/resources/disability-services/)
- Minnesota State also provides a resource guide to prepare students for college-level courses: [www.academicaffairs.mnscu.edu/studentaffairs/disabilityissues/index.html](http://www.academicaffairs.mnscu.edu/studentaffairs/disabilityissues/index.html)

# Anoka-Ramsey Student Resources

As stated above, all Concurrent Enrollment Program students have the same level of access to learning resources as students taking classes on our campuses. Below is a thorough list of learning resources available to students. For a complete listing of student resources and schedules for these resources and services, please visit:

<http://www.anokaramsey.edu/resources/>

## **Academic Advising**

Academic Advising is a great place to start for planning course registration and a path to your higher education goals.

An academic advisor can help you with:

- Understanding Placement and Assessment Tests
- Choosing Classes
- Choosing a Program or Degree
- Transferring Credits

[www.anokaramsey.edu/advising](http://www.anokaramsey.edu/advising)

## **Academic Departments**

Faculty members in most subjects have developed Academic Department Webpages as resources for students in their classes.

Visit <http://www.anokaramsey.edu/academics/> to link to the academic department Web pages: Anthropology, Art, Biomedical Technology, Biology, BMED, Business, Chemistry, Communication Studies, Computer & Information Sciences, Computer Networking, Economics, Engineering, English, Geography, Math, Music, Natural Science, Nursing, Philosophy and Humanities, Physical Therapist Assistant (PTA), Political Science, Psychology, Sociology, Theatre, Wellness, and World Languages.

## **Academic Support Centers**

The Academic Support Center (ASC) provides free, drop-in peer tutoring in a variety of subject areas. The ASC supports an on-site computer lab, a collection of hand-outs on study-skills and writing tips, and study-group information. The ASC also provides online, after-hours and weekend tutoring, as well as tutoring support for online courses.

## **Math Skills & Advising Center**

The Math Skills and Advising Center at the Coon Rapids Campus (Room L122) is available to help students brush up on their math skills, improve their test scores, and get the assistance they need to succeed in college.

## **Writing Services**

Writing tutors can help you with writing in any subject area and at any stage in the writing process, from brainstorming to a final draft. The goal is to make you a better writer overall, not to “fix” an individual piece of writing. Tutoring services are not only for students struggling with writing. Students at any level can benefit from talking with a trained writing tutor.

## **Technology Policy**

Anoka-Ramsey Community College provides information technology resources for use by currently enrolled students, administrators, faculty, employees and other authorized users. Information technology resources are the property of Anoka-Ramsey. Use of information technology is a privilege. See *MnSCU Policy 5.22* and *Procedure 5.22*.

All students are required to read and follow the college’s *Computer Network System Use and Security Policy* at <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a10-acceptable-use-of-technology/>.

## **Technology Assistance**

For more technical assistance, visit the Current Students page at [www.AnokaRamsey.edu/](http://www.AnokaRamsey.edu/)

You can also contact the Information Technology Help Desk at 763-433-1510, via email at [it.helpdesk@anokaramsey.edu](mailto:it.helpdesk@anokaramsey.edu) or in person at Cambridge Campus Rm F207 or Coon Rapids Campus Rm T124.

## **Generals/MnTC**

Many students choose to simply complete their Minnesota Transfer Curriculum (MnTC) to transfer into a four-year degree program.

Other students choose an associate’s degree which completes the MnTC requirements, and transfers into a four-year degree but also provides the satisfaction of completing a degree:

- Associate in Arts Degree
- Associate in Science Degree
- Associate in Fine Arts Degree

## **Transfer from Anoka-Ramsey to another College/University**

In order to transfer your credits to your next postsecondary institution, you’ll need to request official transcripts from Anoka-Ramsey:

**If you’re transferring to a Minnesota State school:** Most Minn State schools can simply pull in your transcript from Anoka-Ramsey at no cost. Talk to your Minn State school directly for their specific process.



- *Minn State Examples: Bemidji, Mankato, Moorhead, Winona, Metropolitan, St. Cloud, Southwest. All public Technical and Community Colleges.*

**If you're transferring to a Private, Out-of-State or University of Minnesota school:** You will need to request a transcript to be sent by going online to: [studentclearinghouse.org](http://studentclearinghouse.org) and click on *Order-Track-Verify*. There is typically a small fee per transcript.

## **Course Syllabus**

Faculty provide students with a course syllabus during the first week of class. The syllabus contains course requirements, attendance/participation policies, grading procedures, faculty contact information and office hours, and the required and/or recommended text and materials. Retain all course syllabi in your personal college records for easy reference.

## **Student Life Programming**

Our Student Life office organizes a variety of events to engage and support Anoka-Ramsey students. You are welcome to join us for any events, engaging speakers, cultural awareness events, welcome week activities, and other events that are held at either of our campuses! We also host a number of different social, educational, recreational, professional, academic, and cultural clubs and organizations to meet any student's interests. Stay connected through e-mail and social media, or visit our Student Life page, to learn about the varied opportunities for engagement at Anoka-Ramsey! [www.anokaramsey.edu/campus-life/](http://www.anokaramsey.edu/campus-life/)

## **Athletics**

Anoka-Ramsey is proud to have excellent NJCAA Division III teams in Men's Baseball, Basketball, and Soccer, as well as Women's Basketball, Soccer, Softball, and Volleyball. Although Concurrent Enrollment students are not able to participate in the NJCAA, you are welcome to support our championship teams!

## **Fine Arts Events**

We are lucky to have vibrant Music and Theatre departments at Anoka-Ramsey, which produce excellent concerts, plays and musicals for our students and community. As an Anoka-Ramsey student, you can get two free tickets to any production! Many events and concerts on campus are free and open to the public, so we encourage you to view our Student Life schedule and plan a visit.

## **Health and Wellness Centers**

With just your photo ID card, you can gain access to our beautiful fitness centers, walking track, practice gym open hours, intramural/recreational sports, and a variety of wellness courses offered to Anoka-Ramsey students – at no charge! Visit our Health and Wellness center page for more details and hours:

<http://www.anokaramsey.edu/campus-life/health-wellness/>

**For More Information:**

Visit us on the web!

- <http://www.anokaramsey.edu/admissions/concurrent-enrollment/>

Contact Shannon Kirkeide, Dean of Academic and Community Outreach

- [Shannon.kirkeide@anokaramsey.edu](mailto:Shannon.kirkeide@anokaramsey.edu)
- 763-433-1897