



**ANOKA-RAMSEY**  
COMMUNITY COLLEGE

**Concurrent Enrollment  
High School Guide**

2018 - 2019

[AnokaRamsey.edu/Concurrent](http://AnokaRamsey.edu/Concurrent)





### Welcome to Anoka-Ramsey Concurrent Enrollment Program!

Thank you for choosing Anoka-Ramsey Community College's (ARCC) Concurrent Enrollment Program. We are proud to serve as your partner in expanding educational opportunities to students in your high school. As a partner in our Concurrent Enrollment Program, you are an integral member of our learning community.

In an effort to strengthen the Concurrent Enrollment Program, while also meeting the requirements of the Minnesota State Legislature, Anoka-Ramsey has applied for NACEP (National Alliance of Concurrent Enrollment Partnerships) Accreditation this past June. CEP staff will spend the next year working with their accreditation committee, with the goal of receiving NACEP accreditation in the summer of 2019.

In this guide, you will find an introduction to ARCC's Concurrent Enrollment Program, information about the roles and responsibilities of High School Partner Teachers and Faculty Liaisons, and pertinent policies, procedures, and practices of our Concurrent Enrollment Program. Many of these policies, procedures, and practices are mandated by the Minnesota Legislature, Minnesota State Colleges and Universities, and Anoka-Ramsey Community College.

All students in our Concurrent Enrollment Program are considered Anoka-Ramsey Community College students. Students are held to the same academic standards as on-campus students, and they have access to all of the student activities, academic resources, and professional staff that are a part of any college experience.

We wish you and your students the best of luck this academic year. We look forward to working with you as we expand educational opportunities available to your students to earn college credit while in high school. Feel free to contact us at any time to ask questions or share concerns.

Please visit our Concurrent Enrollment page for general information and documentation for administrators, High School Partner Teachers and students: <http://www.anokaramsey.edu/concurrent>.



Shannon Kirkeide  
Dean of Academic/Community Outreach  
[Shannon.Kirkeide@anokaramsey.edu](mailto:Shannon.Kirkeide@anokaramsey.edu)



Abbie Huttenburg  
Director of K-12 Partnerships  
[Abbie.Huttenburg@anokaramsey.edu](mailto:Abbie.Huttenburg@anokaramsey.edu)

# College and Program Overview

## Anoka-Ramsey Community College

Anoka-Ramsey Community College is a multi-campus institution and a member of the Minnesota State 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.

Anoka-Ramsey opened in 1965 in a wing of Centennial High School in Circle Pines with an enrollment of 600 students. 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. During the 2016-2017 academic year, over 12,000 students completed credit classes at the college.

## Mission & Philosophy Statement

### Statement of Mission

Anoka-Ramsey Community College is an open-door, comprehensive institution of higher education committed to excellence in teaching and learning. Anoka-Ramsey Community College is committed to responding to the educational needs of its changing communities and to providing opportunities for enhancing knowledge, skills and values in a supportive learning environment.

## PSEO (Postsecondary Enrollment Options)

PSEO is a Minnesota program for high school juniors and seniors, which offers the opportunity to enroll in and attend college-level courses and apply earned credits toward high school graduation requirements and a college degree. State funding covers the cost of tuition and required books for eligible courses. Concurrent Enrollment is a branch of the Minnesota PSEO program.

PSEO program funds cannot be used for developmental courses (all courses numbered below 1000), or for courses that have high activity or material fees. Refer to Anoka-Ramsey Community College Policy 5G.2 Fees for a list of these courses. PSEO students enrolling in any of these courses must pay for the credits and associated fees.

## Concurrent Enrollment Program Overview

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 12 high schools to provide college-level courses to high school students.

According to Minnesota Statutes section 124D.09 (<https://www.revisor.mn.gov/statutes/cite/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. A PDF version of the Minnesota State policy 3.5 and Procedure 3.5.1 is available here: <http://www.minnstate.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.

## Concurrent Enrollment Program Cost Structure

Anoka-Ramsey Community College charges Partner High Schools for each Concurrent Enrollment Program course offered at their institution. Anoka-Ramsey Community College charges \$2,250 per course, per mentor-mentee relationship, per term, regardless of the class size. This pricing structure and rate is valid for 2018-2019 and will be increased by \$250 per year until 2022. By 2022, Anoka-Ramsey will have reached the target rate of \$3,000, which aligns with the Minnesota State common pricing structure for all participating Minnesota State two-year colleges.

## Concurrent Enrollment and PSEO Eligibility

To participate in Anoka-Ramsey Community College's Concurrent Enrollment Program, students must meet a number of eligibility requirements. Students must meet the program eligibility requirements as established by the MN statute and the Minn State Board Policy and Procedure. In addition to meeting the eligibility requirement to be eligible to participate in the Concurrent Enrollment program, students must also take the college's placement test. Anoka-Ramsey currently uses the Accuplacer as the placement test. Scores on the Accuplacer Assessment will determine eligibility for a number of commonly offered Concurrent Enrollment Program courses. Students may also meet the placement testing requirements for Anoka-Ramsey courses with qualifying MCA/ACT/SAT scores, as well as the Foundations/Seminar courses offered in the Mounds View and Anoka-Hennepin School Districts. For more information on placement, please visit [www.anokaramsey.edu/assessment](http://www.anokaramsey.edu/assessment) or the Concurrent Enrollment page [www.anokaramsey.edu/concurrent](http://www.anokaramsey.edu/concurrent).

The eligibility requirements of Anoka-Ramsey's PSEO and Concurrent Enrollment program are as follows:

**Seniors** – Class rank in the upper one-half of their class, a 3.0 or higher cumulative GPA, or a score at or above the 50th percentile on a nationally standardized, norm-referenced test. **Juniors** – Class rank in the upper one-third of their class, a 3.5 or higher cumulative GPA, or a score at or above the 70th percentile on a nationally standardized, norm-referenced test.

Additionally, students who do not meet the above criteria may submit documentation other than that specified above of their readiness and ability to perform college-level work as determined by the college or university.

The Minn State policy and the MN statute allow for some exceptions. Per Minn State Board Procedure 3.5.1, a high school that wishes to have a college or university offer a 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 eligibility requirements 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:

- 3) PSEO students shall be the majority of the students in the course; and

- 4) 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 Programs at institutions and/or award college credit to students enrolled in classes. It is extremely important that Partner High Schools abide by the eligibility requirements.

## Placement Testing Options

As referenced earlier, all Concurrent Enrollment students must meet the eligibility requirements of the CE program as well as the placement testing requirements of each course. Many of the courses in the Concurrent Enrollment program require only a basic Reading score, however there are some that may require certain Math or English placement levels.

High schools are responsible for ensuring that all students have met the prerequisite requirements of their registered courses and must submit test scores if the student is using one of the alternative qualifying tests (ACT, MCA).

To meet the basic Reading requirements of all Anoka-Ramsey courses, students need to earn one of the following: 1) Accuplacer Reading Comprehension score of 54 2) MCA 10th grade Reading score of 1047 3) ACT Reading score of 21 4) Successful Completion of Foundations/Seminar coursework

The following courses require additional prerequisite scores in order for students to be allowed to participate. Please visit the Anoka-Ramsey Concurrent Enrollment page or the Course Descriptions page on our website ([www.anokaramsey.edu](http://www.anokaramsey.edu)) to view all prerequisite requirements for the following courses.

Courses with English or Math prerequisites:

ENGL 1121    CHEM 1020    MATH 1114    MATH 1200  
MATH 1201    MATH 1210    MATH 1400    PHYS 1317

## Course Registration Information

Students who wish to participate in ARCC's Concurrent Enrollment Program initially register for their classes through their normal high school registration process. High school counselors and Concurrent Enrollment Program staff work together to make sure students are then registered at the college.

During the registration process, high school counselors and the CEP staff verify that students have met both the program eligibility and any required prerequisites for the courses they have registered for.

After indicating interest in taking Concurrent Enrollment Program courses and signing up for those courses through their regular high school registration process, students are required to apply online to Anoka-Ramsey. Students taking fall or year-long courses must complete their Anoka-Ramsey application **no later than October 1st**. Students taking CEP courses in the spring only must complete their application **no later than February 1st**.

Along with completing the online application, students must also take the Accuplacer assessment or submit alternative qualifying test scores. CEP staff visit high schools in the early part of each spring to administer the Accuplacer. High schools may also complete the Accuplacer through another Minnesota State College or University. 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 a second time, they must pay a retest fee and test on either the Cambridge or Coon Rapids campus. Students only have one retest opportunity within the first year after their original test date. After a year has passed, they will have one additional opportunity to test.

## Registration Policies: Add, Drop, Withdraw

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

**DROP:** 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.

**WITHDRAW:** 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. High Schools are responsible for completing a withdraw form and submitting to ARCC CEP staff.

Please 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.

# High School Partner Teacher Information

## Criteria for Determining High School Partner Teacher Eligibility

It is expected that High School Administrators, Counselors, and Teachers adhere to the high academic rigor established in on-campus Anoka-Ramsey Community College courses at all Concurrent Enrollment Program locations. One way to assure that these high academic standards are achieved and maintained is through a rigorous High School Partner Teacher application process. High School Partner Teachers (HSPTs) are required to submit an application, resume, and all of their post-secondary transcripts. All applicants are reviewed based on Anoka-Ramsey Community College Policies and Procedures as well as established Minnesota State Colleges and Universities (MnSCU) Faculty Credentialing expectations.

Often, the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, will work collaboratively with ARCC academic deans and the ARCC Human Resources department to review High School Partner Teacher Applications and determine eligibility based on the Higher Learning Commission and Minnesota State credentialing guidelines. Once a High School Partner Teacher application is approved, he/she will receive an official welcome letter from Anoka-Ramsey Community College. This letter will also be sent to High School Administrators and Counselors. If a High School Partner Teacher application is rejected, he/she will receive an official letter from Anoka-Ramsey Community College. This letter will also be sent to High School Administrators and Counselors.

All Minnesota State Colleges and Universities which offer Concurrent Enrollment are required to have all High School Partner Teachers meet the minimum credentialing requirements of the college by September 2022. Any HSPTs who are provisionally approved to teach while meeting the credentialing minimum requirements must be fully credentialed by January 2022 to provide time to adjust any high school course offerings.

## High School Partner Teacher Roles and Responsibilities

High Schools Partner Teachers must:

- Teach an Anoka-Ramsey Community College course in a high school setting that is rigorous, demanding, and educational (identical to those on campus)
- Cover all Learner Outcomes and Major Areas of Course Content listed in the Common Course Outline (CCO)
- Create a syllabus that clearly states course outcomes, grading policies and procedures, and due dates for all major course events
- Ensure that Concurrent Enrollment Program students are held to the same grading standards as students taking the same course on campus
- Assign final, whole letter grades (A, B, C, D, or F) to each student on the class list and submit these to your Faculty Liaison immediately following the conclusion of the course
- High school grades are to be the same as College grades
- Correspond and collaborate with Faculty Liaisons in a professional, courteous, and timely manner
- Complete course-level assessment for Anoka-Ramsey Community College's Assessment Program
- Participate in professional development opportunities
- Abide by all policies outlined in the ARCC Faculty Handbook and Employee Code of Conduct



## High School Partner Teacher Expectations

High School Partner Teachers teaching in Anoka-Ramsey Community College's Concurrent Enrollment Program are expected to offer students a rigorous, college-level learning experience identical to that offered in an on-campus setting. High School Partner Teachers are expected to work closely with their assigned Faculty Liaison to assure that the courses they are teaching are rigorous and being taught at the college-level. The expectation is also that students are being assessed at the same level as those students taking the same courses on an Anoka-Ramsey Community College campus.

The Common Course Outline is the guiding document that dictates what material is covered and to what depth this material is to be covered in a particular course. High School Partner Teachers are expected to use this document, in conjunction with assistance from Faculty Liaisons to create a syllabus and a course that covers all Learner Outcomes and Major Areas of Course Content. Failure to cover ALL Learner Outcomes and Major Areas of Course Content may jeopardize Anoka-Ramsey Community College's ability to give participating students college credit.

High School Partner Teachers are expected to create a thorough syllabus that is approved by their Faculty Liaison. The course syllabus is an expansion of the Common Course Outline that includes course details relevant to the instructor, the textbook used, and the semester the course is offered. The syllabus includes a description of the course, including title and number of credits, the grading policy, the instructor's attendance policy, course materials such as texts and supplements, and information on when, where and how the instructor will be available to students outside class. Anoka-Ramsey Faculty Liaisons work closely with High School Partner Teachers to determine appropriate expectations for Concurrent Enrollment courses, and all policies listed in the Concurrent Enrollment syllabus should be upheld by the school district.

## Communication with ARCC

It is the expectation that High School Partner Teachers remain vigilant and timely in their communication with their Faculty Liaison, the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, and Anoka-Ramsey Community College Concurrent Enrollment Program Staff. Communication between High School Partner Teachers and representatives from Anoka-Ramsey Community College will likely take place primarily through email. Timely replies are essential when Faculty Liaisons are requesting information and/or attempting to set-up classroom observations. Your cooperation in remaining vigilant and timely in your communication with Anoka-Ramsey Community College representatives, especially Faculty Liaisons, is greatly appreciated and expected.

## High School Site Visits

As stated previously, a Faculty Liaison will conduct a Site Visit at least once during the academic year. For those High School Partner Teachers teaching a Concurrent Enrollment Program course for the first time, a Faculty Liaison will conduct at least two in-class observations. For those High School Partner Teachers who have taught a Concurrent Enrollment Program course in the past, a Faculty Liaison may choose another option for the annual site visit, including grade-norming activities, Small Group Instructional Feedback (SGIF), assignment review, and serving as a guest lecturer. In-class observations must be conducted at least once every three years for returning partnerships.

It is the expectation that the High School Partner Teacher prepares and teaches an actual lesson during the Faculty Liaison's in-class observation. High School Partner Teachers should refrain from planning class-long group work activities, laboratories, and/or examinations on the day of an in-class observation, although aspects of all of these may be incorporated into the lesson. This is an essential part of the in-class observation process and is one way in which Faculty Liaisons assure that Concurrent Enrollment Program courses adhere to the strict academic standards of those classes taught on campus.

## Course Assessment

The aim of Anoka-Ramsey Community College's Assessment Program is to provide data and analysis that is meaningful, measurable, and manageable. Anoka-Ramsey Community College's Assessment Program uses the software database eLumen to collect and create reports on assessment data for select courses. Assessment is the process of evaluation that gauges the level of student learning within a particular discipline and provides data used to improve the classroom experience.

High School Partner Teachers must complete course-level assessment for Anoka-Ramsey Community College's Assessment Program, if one is required for the course they are teaching. All Concurrent Enrollment Program classes and their corresponding rubrics will be loaded into eLumen. High School Partner Teachers will receive a username and password to enter their data following the conclusion of their course.

High School Partner Teachers are also expected to administer an end-of-term course evaluation to their classes. This tool assesses course content and instruction. Anoka-Ramsey's CEP staff will communicate with HSPTs when surveys will be distributed. Surveys are sent to the student's personal email. ARCC asks that instructors set aside time in their courses for students to complete the assessment electronically. Survey results will be provided to the CEP program and then distributed to each High School Partner Teacher.

## Anoka-Ramsey 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 Anoka-Ramsey. 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 on a limited basis. High School Partner Teachers should consult with their Faculty Liaisons and the Dean of Academic and Community Outreach to determine appropriate college practices for re-learning material.

Anoka-Ramsey Community College's Concurrent Enrollment Program's grading policy is grounded in National Alliance for Concurrent Enrollment Partnerships (NACEP) Accreditation Standards. 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. If the high school grade is shaded with a plus or minus, the Anoka-Ramsey grade will reflect the whole letter grade without the shading.

## 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**

## Addressing Non-Compliance

High School Partner Teachers are integral members of the Anoka-Ramsey Community College community. By teaching in ARCC's Concurrent Enrollment Program, High School Partner Teachers agree to uphold the rigor of their classes to the same standards of those taught on our campuses. Along with teaching a rigorous, college-level course in the high school, High School Partner Teachers also agree to attend annual Professional Development Opportunities and remain vigilant in their communications with Anoka-Ramsey Community College representatives.

If a Faculty Liaison determines via correspondence or a site visit that the class being taught by a High School Partner Teacher does not meet the rigorous, college-level standards that are expected, the Faculty Liaison and Dean of Academic and Community Outreach will meet with the HSPT to discuss ways in which this issue can be addressed. Not meeting the standards is due cause for termination of the Concurrent Enrollment Program partnership.

If a High School Partner Teacher cannot attend the Professional Development hosted by Anoka-Ramsey Community College's Concurrent Enrollment Program, it is the responsibility of the Partner Teacher to inform the Dean of Academic and Community Outreach of his/her absence. If continual absences become a problem, a meeting will be held to discuss the reason for these absences. On most occasions, High School Partner Teachers will consult with the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, to determine what needs to be done to make up for the absence at a Professional Development Opportunity.

Anoka-Ramsey Community College's Concurrent Enrollment Program reserves the right to de-certify, suspend, or dismiss any High School Partner Teacher at any time for gross misconduct or non-compliance with Anoka-Ramsey Community College policies and procedures. Please visit <http://www.minnstate.edu/board/procedure/1c0p1.html> to access the Employee Code of Conduct.

## Faculty Liaisons

After High School Partner Teachers are approved to teach Anoka-Ramsey Community College Concurrent Enrollment Program courses, they are assigned Faculty Liaisons. These Faculty Liaisons are full-time or part-time, credentialed instructors who teach in the same discipline as the High School Partner Teacher. Along with providing teaching advice, syllabus preparation assistance, and serving as a general resource to High School Partner Teachers, Faculty Liaisons assure that standards of achievement, grading standards, and assessment measures are congruent to on-campus course and department expectations.

To assure that all standards are the same for Concurrent Enrollment Program courses and corresponding on-campus courses, Faculty Liaisons meet with High School Partner Teachers at least three times each semester. These visits serve as opportunities to discuss Common Course Outlines, syllabi, teaching styles, learning styles, assessment standards, grading standards, and grade distribution. Following each visit, Faculty Liaisons are required to submit paperwork detailing their visit. Faculty Liaisons will discuss their thoughts and observations with High School Partner Teachers prior to submitting any of their Faculty Liaison Feedback Forms to ARCC and High School Administrators.

Faculty Liaisons are also responsible for submitting all grades to Anoka-Ramsey Community College's electronic grading system. The High School Partner Teacher is expected to submit final grades to his/her Faculty Liaison within the deadline established by Anoka-Ramsey Community College. This deadline is usually no more than four (4) business days following the last class meeting.

Faculty Liaisons and High School Partner Teachers usually form a professional relationship that lasts well beyond their time in ARCC's Concurrent Enrollment Program. Faculty Liaisons are chosen on a yearly basis based on a number of factors. Faculty Liaison decisions are made in collaboration with the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, and the appropriate Academic Dean.

Faculty Liaisons are required to complete a Preliminary Visit Report Form, at least one Site Visit, and a Final Visit Report. Along with these Report and Feedback Forms, Faculty Liaisons must provide annual discipline-specific professional development opportunities for their High School Partner Teachers, review their High School Partner Teacher's syllabi for rigor, submit updated class rosters, and enter grades (within 4 days of the Concurrent Enrollment Program class ending) into Anoka-Ramsey's electronic grading system.

## Liaison Roles and Responsibilities

The primary role and responsibility of a Faculty Liaison is to verify that High School Partner Teachers are teaching a rigorous, college-level course identical to that offered in an on-campus setting. Faculty Liaisons are expected to work closely with their assigned High School Partner Teacher to assure that the course(s) they are mentoring are rigorous and being taught at the college-level.

Faculty Liaisons must:

- Verify that High School Partner Teachers are teaching a rigorous, college-level course identical to that offered in an on-campus setting Collaborate with High School Partner
- Teachers to make sure the course covers all Learner Outcomes and Major Areas of Course Content listed in the Common Course Outline (CCO) Review Concurrent Enrollment Program course syllabi to verify that
- information is accurate, correct, and college-level using the Partner Teacher Syllabus Checklist and Partner Teacher Sample Syllabus as a reference Notify Director of K-12 Partnerships if discrepancies exist on the course roster Assist
- High School Partner Teachers in completing course-level assessment through data entry into eLumen Maintain
- communication with High School Partner Teacher Complete at least one Site Visit (two if High School Partner
- Teacher is teaching Concurrent Enrollment Program course for the first time) and submit all required Site Visit Forms
- Complete all Faculty Liaison Forms, submit all required documentation, and enter grades into Anoka-Ramsey Community College's grade entry system (Faculty Liaisons must enter an LDA for students who receive an "F", which
- is the last date of the term, and a "W", which is the date submitted to ARCC by the Partner High School.)

# Anoka-Ramsey 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 held 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. As teachers of Anoka-Ramsey Community College students through our Concurrent Enrollment Program, it is imperative that High School Partner Teachers are aware of 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/>

## Code of Conduct

Every student at Anoka-Ramsey is expected to conduct himself or herself in accordance with Minn State 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.

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 of paraphrase or 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 Liaison or other academic professional.

## Accommodations for Students with Disabilities

A student enrolled in an Anoka-Ramsey 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 Dean at the high school, who will assist the student in submitting their necessary paperwork to Anoka-Ramsey. 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 Dean or Anoka-Ramsey to see if you and your guardians are comfortable with the difference in accommodations/modifications in the 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/)

## Family Educational Rights and Privacy Act (FERPA)

Once a student enrolls in courses school beyond the high school level (Concurrent Enrollment), the rights to educational records are transferred to the student alone.

This means that we cannot give out information to relatives or anyone else concerning a student's school record(s) without their written, signed permission. However, the Concurrent Enrollment contract does allow Anoka-Ramsey to collaborate with high schools and teachers regarding enrollment and grades each semester.

# Concurrent Enrollment Student Resources

All Concurrent Enrollment Program students have the same level of access to learning resources as students taking classes on our campuses. For a complete listing of student resources and schedules for these resources and services, please visit: <http://www.anokaramsey.edu/resources/>. Students will also receive an Anoka-Ramsey Concurrent Enrollment Student Handbook, an introduction to the Concurrent Enrollment program via the introductory video, and access to the full Concurrent Enrollment Student Manual on the Anoka-Ramsey Concurrent Enrollment website:

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

## Star ID Information

Upon application to Anoka-Ramsey Community College, students are given a StarID and set up a password for their account. The StarID login information allows students to access their Anoka-Ramsey eServices account, library resources, email, and D2L Brightspace.

If students lose their StarID information or need to reset their password, they can do so at:

[starid.minnstate.edu](http://starid.minnstate.edu)

Once there, students can use the email address they applied with to either look up their StarID or reset their password.

## 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. To log in, students just use their StarID and Password. EServices can be accessed by visiting the Anoka-Ramsey homepage and selecting eServices from the Current Students dropdown.

## D2L Brightspace

D2L Brightspace is Anoka-Ramsey's online learning platform. Here students can access online tutoring resources to assist them in their college courses. Students can log into D2L Brightspace with their StarID and password from the Current Students dropdown on the Anoka-Ramsey homepage.

## Student Services

Concurrent Enrollment students have access to all of the same services that on-campus students have access to, including:

### Academic Advising

Academic Advisors assist students with scheduling, degree/educational requirements, transfer planning, and other academic questions and concerns. Available by appointment or Quick-Stops. [advising@anokaramsey.edu](mailto:advising@anokaramsey.edu) or 763-433-1230

### Career Services

Career Services assists students and alumni with career exploration, employment information, resume writing, and job search and preparation materials. Walk-in hours and appointments available. 763-433-1430

### Office for Students with Disabilities

The OSD provides support and accommodation services to students with documented disabilities. If services are needed, please schedule an appointment prior to the start of the school year. 763-433-1350

### Academic Support Center

The ASC provides peer and professional tutoring to students. Tutoring is available in many subjects and at a variety of times during the day. This is an essential and FREE resource for students. Free online tutoring through [tutor.com](http://tutor.com) can be accessed through your D2L Brightspace account. More information can be found on their webpage: <http://www.anokaramsey.edu/resources/tutoring-services/>

## Student Activities

There are a number of great resources available on either of Anoka-Ramsey's two campuses, or online! To access these resources, students will either log in with their Star ID and password or produce an Anoka-Ramsey photo ID.

### Library Services

Anoka-Ramsey's library provides on-campus and online access to numerous academic databases, catalogs, journals, and books. Students can borrow books from our library with their ARCC Photo ID or simply access the online resources with their Star ID. If you aren't sure what resources are best for your needs, reach out to one of our friendly librarians for assistance! Cambridge: 763-433-1950 or Coon Rapids: 763-433-1150

### 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, they 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. Anoka-Ramsey students 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 a photo ID card, students 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: [www.anokaramsey.edu/campus-life/health-wellness/](http://www.anokaramsey.edu/campus-life/health-wellness/)

## Student Photo ID

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, students 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 – students can get this by logging into their eServices account.

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

## Student Transfer Information

Once students complete their Anoka-Ramsey courses, they can request to have their transcripts sent on to the College or University they plan on attending after high school.

### Transferring to a Minnesota State school:

Most Minnesota State (Minn State) schools can simply pull in a transcript from Anoka-Ramsey at no cost. Encourage students to talk to the Minn State school directly for their specific process.

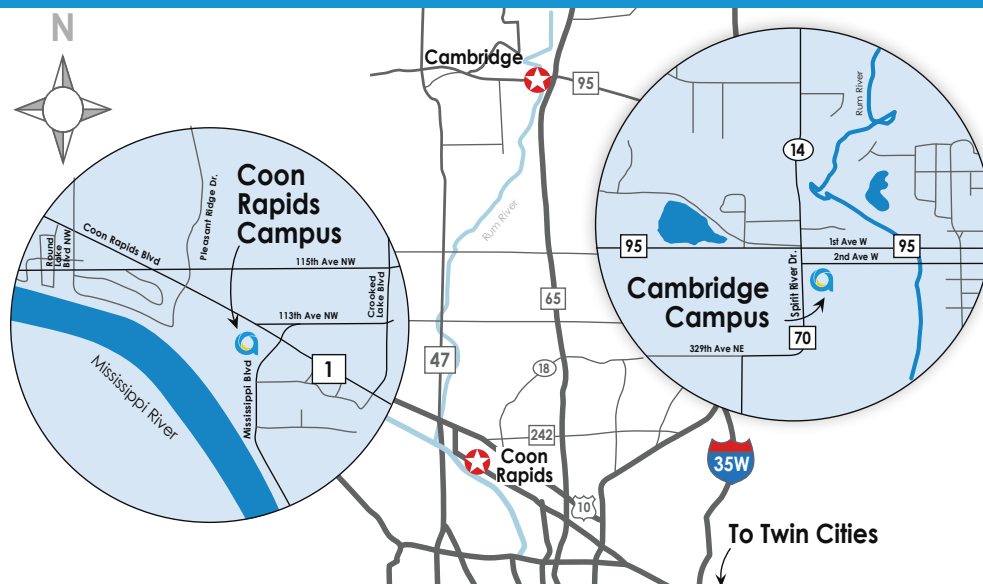
Minn State Universities include: Bemidj, MSU: Mankato, MSU:Moorhead, Winona, Metropolitan, St. Cloud, and Southwest

All Community and Technical colleges in Minnesota are a part of Minn State.

### Transferring to a Private, Out-of-State, or University of Minnesota School:

Students will need to request an official transcript to be sent by going to [studentclearinghouse.org](http://studentclearinghouse.org) and click on *Order-Track-Verify*. There is typically a small fee per transcript.

# Campus Locations & Directions



## Coon Rapids Campus

11200 Mississippi Blvd NW, Coon Rapids, MN 55433  
Call 763-433-1240

## Cambridge Campus

300 Spirit River Dr S, Cambridge, MN 55008  
Call 763-433-1840

### Directions:

#### From the North:

1. Go southeast on Hwy 10
2. Right on Round Lake Blvd
3. Left on Coon Rapids Blvd
4. Right on Mississippi Blvd and right on College Dr

#### From the South:

1. I-35W North
2. Exit #30 onto Hwy 10 West
3. Go 10.9 miles to Round Lake Blvd
4. Left on Round Lake Blvd
5. Left on Coon Rapids Blvd
6. Right on Mississippi Blvd and right on College Dr

#### From the East:

1. I-35E North
2. I-694 West to I-35W/10 North
3. Hwy 10 West at Exit 30
4. Left on Round Lake Blvd
5. Left on Coon Rapids Blvd
6. Right on Mississippi Blvd and right on College Dr

#### From the West:

1. I-94/694 East
2. Hwy 252 North
3. Hwy 610 East
4. Left on Coon Rapids Blvd (second exit off bridge)
5. Left on Mississippi Blvd and right on College Dr

### Directions:

#### From the North:

1. Hwy 65 South to Hwy 95 West
2. Drive through Cambridge
3. Left on Co Rd 70

- or -

1. I-35 South to westbound Hwy 95
2. Drive through Cambridge
3. Left on Co Rd 70

#### From the South:

1. Hwy 65 North to Hwy 95 West
2. Drive through Cambridge
3. Left on Co Rd 70

- or -

1. I-35 North to westbound Hwy 95
2. Drive through Cambridge
3. Left on Co Rd 70

#### From the East:

1. From I-35 exit to westbound Hwy 95
2. Take Hwy 95 through Cambridge
3. Left on Co Rd 70

#### From the West:

1. Hwy 95 eastbound to Co Rd 70
2. Right on Co Rd 70

Maps also available online at:  
[AnokaRamsey.edu/about-us/maps-hours/](http://AnokaRamsey.edu/about-us/maps-hours/)







# ANOKA-RAMSEY COMMUNITY COLLEGE

Get up-to-the-minute information from  
**Anoka-Ramsey Community College**  
online.

[AnokaRamsey.edu](http://AnokaRamsey.edu)

