

— Concurrent Enrollment —

2024-2025 CONCURRENT ENROLLMENT GUIDEBOOK

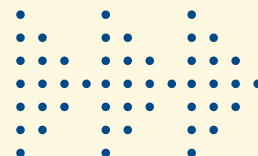


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ANOKA-RAMSEY CONTACTS



Shannon Kirkeide - Dean of Academic and Community Outreach

- Program Development - new partnerships, programs, or courses
- Instructional Support - primary contact for Faculty Liaisons and curriculum

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Abbie Huttenburg: Director of K-12 Partnerships

- Student Application/Registration/Class List contact
- HS Liaison - primary contact for HS offices and HS Partner Teachers

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Amie Bordwell - Concurrent Enrollment Transition Advisor

- Academic Advisor in Concurrent Enrollment High Schools
- Student transcript/transfer - primary contact for students and Counselors/Deans

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Additional Anoka-Ramsey Support Staff

Darcy Metz -Records Office Concurrent Enrollment Coordinator

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FROM THE ANOKA-RAMSEY TEAM

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 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.

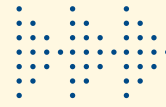
All students in our Concurrent Enrollment Program are considered Anoka-Ramsey Community College students. Students are held to the same academic standards as on-campus students, and they have access to all of the student activities, academic resources, and professional staff that are a part of any college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

www.anokaramsey.edu/Concurrent





WHO IS ANOKA-RAMSEY?

About 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.

Mission Statement



Anoka-Ramsey Community College is an open-door, comprehensive higher education institution committed to excellence in teaching and learning. Anoka-Ramsey 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.

School Profile



11,300 Students Enrolled Annually

High School Students make up over **40%** of the enrollment at Anoka-Ramsey between both PSEO and Concurrent Enrollment students.

Accredited by the Higher Learning Commission (HLC) and the National Alliance for Concurrent Enrollment Partnerships (NACEP).



Focus on general education and transfer pathways.

CONCURRENT ENROLLMENT PROGRAM

Program History and State Policies

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 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. **A high school may allow non-concurrent enrollment students to take concurrent enrollment courses for high school credit only, but a majority of the students(over 50%) in the course must be taking it for college credit.** High Schools maintain the responsibility of ensuring that students who are not eligible are aware that they will not receive college credit.

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 \$3,000 per course, per mentor-mentee relationship, per term, regardless of the class size. ARCC aligns with the Minnesota State common pricing structure for all participating Minnesota State two year colleges.



HIGH SCHOOL COORDINATION

The Anoka-Ramsey Concurrent Enrollment Program team relies on the strong partnerships with our high school administration, counselors/deans, and registration support. Every high school must designate one to two staff as the high school coordinator for the partnership who will be responsible for communicating all student enrollment information along with any changes to planned courses or instructors.

Coordinators are responsible for knowing all student policies and for ensuring that all students submitted to ARCC on spreadsheets/rosters are meeting both the Program Eligibility and Course Pre-requisites.

It is critical that ARCC Concurrent Enrollment staff is notified of any changes to student rosters, course dates or instructor assignments as soon as they happen to avoid any risk to our ability to run the Concurrent Enrollment courses.

High School Coordinator Responsibilities

A detailed checklist is available to Coordinators separately

Spring

Coordinate High School Teacher Applications and new Course Request Forms - March 1st

Submit Preliminary Course Information - April 15th

Coordinate Student Applications to ARCC in partnership with ARCC Concurrent Enrollment team

Submit Final Course Information - June 15th

Submit Student Spreadsheet and Transcripts - June 15th

Fall

Review Summer Roster Edits from ARCC

- Review rosters for any new students since June transcript/student list. Submit transcripts for new students and support their application prior to registration

In Class Registration - Within first 2 weeks of HS course

Ongoing

Communicate changes to courses as soon as possible

- Teacher changes or Term/date changes

Coordinate submission of student withdraw forms

Trimester 2, 3, and Semester 2 starting courses will have adjusted application/registration deadlines. ARCC team will coordinate with schools based on their schedule.

Resources

Most documentation can be found on the Anoka-Ramsey Concurrent Enrollment website:

www.anokaramsey.edu/Concurrent

Available online:

- High School Teacher Application
- Course Request Form
- Student Application Instructions
- Student Withdraw form

HIGH SCHOOL PARTNER TEACHERS

High School Partner Teacher Credentialing

All instructors teaching an Anoka-Ramsey Concurrent Enrollment course are approved through an application process similar to what our on-campus faculty go through. Instructors in the program must meet the Higher Learning Commission's requirement of having the same minimum credentialing requirements of ARCC's on campus instructors by September 2025. Any partner teachers that are provisionally approved will not be allowed to teach past that point if they have not met the credentialing requirement. Specifics on the credentialing requirements for each field can be found at www.anokaramsey.edu/admissions/concurrent/high-school-administrators/

Any substitute teacher that will be in place for longer than 3 weeks must be approved by Anoka-Ramsey and meet the minimum credentialing requirements. Student teachers are not allowed to teach content in Anoka-Ramsey Concurrent Enrollment courses.

Application Process:

All new High School Partner Teachers must submit an ARCC Concurrent Enrollment Teacher application along with copies of all transcripts and a resume to the Director of K-12 Partnerships. Upon receipt, the application will be reviewed by the Academic Dean over the discipline area the teachers is seeking to teach. If necessary, they may consult with the Faculty Chair of their department. Once a decision is reached, the Director of K-12 Partnerships will notify the teacher and administration of the approval or denial.

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. 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 ARCC 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 in cooperation with their Faculty Liaison. All learner outcomes must be listed on the syllabus, and faculty liaisons must approve and submit a copy of the syllabus prior to the course start as part of the preliminary visit. The course syllabus is an expansion of the Common Course Outline that includes grading policies and procedures and due dates for all major course events. 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 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 PARTNER TEACHER ANNUAL RESPONSIBILITIES

Before Course Begins

- Attend High School Partner Teacher Orientation - [New Teachers Only](#)
- Create StarID and input credential information into HR system- [New Teachers Only](#)
- Complete Course-Specific Orientation with Faculty Liaison - [New Teachers or Course Only](#)
- Complete Preliminary Visit with Faculty Liaison (just prior to course start)
 - Please have course syllabus complete for final review

During Course/Academic Year

- Lead in-class registration during first two weeks of course
- Host Faculty Liaison for Site Visit - [2 Visits if New Teacher](#)
- Review ARCC Roster in Employee Home when prompted
- Develop or align an assessment with Faculty Liaison
- Complete Professional Development
 - ARCC PD day or independently arranged PD with Faculty Liaison

End of Course

- Administer End of Course Evaluation, provided by ARCC (within final few weeks)
- Complete Final Visit with Faculty Liaison
- Submit grades to Faculty Liaison within 4 days of the end of the course (word/PDF/excel)

HIGH SCHOOL SITE VISITS

Faculty Liaisons will conduct a Site Visit at least once during the course. For those High School Partner Teachers teaching a Concurrent Enrollment course for the first time, the Faculty Liaison will conduct at least two in-class observations.

High School Partner Teachers who have taught the Concurrent Enrollment Program course in the past do have the opportunity to work with their Faculty Liaison on another option for the annual visit including grade-norming activities, Small Group Instructional Feedback (SGIF), assignments review, or having the Faculty Liaison serve as a guest lecturer. In-class observations must be conducted at least once every three years for established partnerships.

COURSE ASSESSMENTS

High School Partner Teachers will be responsible for administering the Anoka-Ramsey Course-level assessment (via a system called eLumen) or creating a paired assessment if there is no required ARCC assessment for their course. All Concurrent Enrollment courses must conduct either the department created assessment or one of their own, to be submitted annually. Instructors who are teaching a class that is using an ARCC assessment will be provided log in information and instructions on how to use the eLumen system.

Towards the end of the course, High School Partner Teachers will be expected to administer an End of Course Evaluation to their students. This evaluation will assess course content and instruction. ARCC's CEP staff will provide teachers with the assessment tool in the final month of their course and teachers are expected to set aside class time for students to complete the survey. Survey results are provided to instructors the following academic year.



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 Anoka-Ramsey. Failing to adhere jeopardizes Anoka-Ramsey Community College's ability to offer Concurrent Enrollment Program classes 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 in all Concurrent Enrollment (CE) Program courses as found in on-campus Anoka-Ramsey Community College courses. A clear grading policy for CE courses at the high school reinforces that students taking Concurrent Enrollment Program courses are graded and assessed at a level consistent with on-campus college courses. **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.**

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 and assessed using similar methods as students in on-campus sections.

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)

FN: Inadequate Achievement for non-attendance. Faculty initiated withdraw for students who never attended.

FW: Inadequate achieve for partial attendance. Faculty initiated withdraw for students who partially attended after the last day to drop, but stopped attending before 80% of the course elapsed.

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)

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

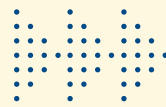
As part of being a part of ARCC's Concurrent Enrollment Program, High School Partner Teachers agree to uphold the rigor of their classes to the same standards of those taught on our campuses. Along with teaching a rigorous, college-level course in the high school, High School Partner Teachers also agree 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.

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/lcOp1.html> to access the Employee Code of Conduct.

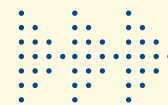
STUDENT INFORMATION



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. Similarly, you'll need to be familiar with the policies listed in this guidebook.

We'll cover the most relevant policies here, but 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/>.

PROGRAM ELIGIBILITY AND COURSE PLACEMENT



Concurrent Enrollment Program Eligibility

To participate in Anoka-Ramsey Community College's Concurrent Enrollment Program, students must meet one of the Program Eligibility options and then meet the course placement(pre-requisite) requirement for the course they want to register for.

Anoka-Ramsey follows the Minn State Board Policy and Procedure for Program Eligibility. The eligibility options for Anoka-Ramsey's Concurrent Enrollment program are as follows:

Seniors - Top half of class rank, or a 2.6 cum. unweighted GPA, or a standardized test score placing them at 50% nationally.

Juniors - Top third of class rank, or a 2.6 cum, unweighted GPA, or a standardized test score placing them at 70% nationally.

Sophomores - Top 10% of class rank, or a 3.0 cum. unweighted GPA, or a standardized test score placing them at 90% nationally. (10th grade enrollment is not available at all high schools or for all classes. Must be approved in advance by ARCC.)

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. Students should work with their Counselor/Dean if they want to appeal to participate in Concurrent Enrollment.

ARCC's Concurrent Enrollment Program places the onus of verifying the enrollment eligibility of students taking its courses squarely on the 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. Transcripts will be required for all students enrolling in ARCC courses.

Course Placement

All Anoka-Ramsey Concurrent Enrollment students must meet the specific course placement requirement (pre-requisite) for the courses they plan to take. Many of the courses in the Concurrent Enrollment program require only reading placements to enroll, however there are some that may require Math or English placement levels. High Schools are responsible for ensuring that all students have met the placement/pre-requisite requirements of their registered courses.

Students can meet the placement requirements for courses a variety of ways; through assessments (Accuplacer/ACT/SAT/MCA) or high school GPA and coursework.

Specific course placement requirements can be found on Anoka-Ramsey's Course Descriptions pages.

REGISTRATION PROCESSES AND POLICIES

APPLICATION PROCESS

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 staff are expected to verify that students have met both the program eligibility and any required prerequisites for the courses they plan to take.

Interested students are required to apply online to Anoka-Ramsey. Anoka-Ramsey expects that schools conduct application sessions or provide application instructions to students in the spring of the year prior to the course start. There is an allowance for students who did not complete an application in the spring, to complete their application by the end of the first week of the class.

High Schools are required to submit transcripts for every student taking concurrent enrollment courses. Students will not be admitted without an application and transcript on file with Anoka-Ramsey.

Anoka-Ramsey Concurrent Enrollment staff need sufficient time to review the student's application and transcripts to verify eligibility and course prerequisites are met. Applications and transcripts are due by the end of the first week of the high school course.

REGISTRATION PROCESS

During the second week of the high school course, the Anoka-Ramsey course will begin. Students will have the first 5 days of the Anoka-Ramsey course to add or drop their CE courses. Students will complete registration during their class time, under the direction of the high school instructor. High School instructors are supplied directions, materials, and training to walk students through registration.

Schools will have a final opportunity to correct rosters once student registration closes.

ADD/DROP/WITHDRAW

ARCC Concurrent Enrollment students are bound by the same registration windows as all other ARCC students as follows:

- +** **Add:** Students may add a course through the 5th business day of the course.
- **Drop:** Students are allowed to drop any course through the 5th business day of the course. Dropped courses do not appear on a transcript and do not impact academic standing.
- W** **Withdraw:** Students are allowed to withdraw from a course through approx. 80% of the course. Withdraws appear on a transcript as a 'W' and have a direct impact on their academic standing.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Once a student enrolls in their 6th ARCC credit, they must meet minimum standards in order to continue to enroll in courses:

- 2.0 cumulative GPA in ARCC courses
- Complete 66.67% of attempted courses (Fs and Ws are not completed courses)

SAP is evaluated at the end of each year for Concurrent Enrollment students. The first time a student does not meet SAP, they are placed on Academic Warning. A student on Academic Warning who fails to meet the minimum standards a second time is then placed on Academic Suspension.

Academic Suspension will follow a student and will impact their ability to register or receive Financial Aid at ARCC and other institutions after high school graduation!

Students earning D/F/Ws in ARCC courses should meet with their Counselor/Dean and our CE Transition Advisor to determine if taking more ARCC courses is appropriate.

[ARCC SAP Policy link](#)

STUDENT CODE OF CONDUCT

Every student at Anoka-Ramsey is expected to conduct themselves 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.

You can review the entire Student Code of Conduct. here:

www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3fl-student-conduct-code/

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.

PARENT ACCESS TO INFORMATION

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 per FERPA (Family Educational Rights and Privacy Act).

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.

View more information on FERPA, student data and who has access here: www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-2a1-data-practices/

ACCOMMODATIONS IN THE ARCC CLASSROOM

A student enrolled in an Anoka-Ramsey college course may qualify for accommodations if they have a documented disability. They must request their accommodations through the Office for Students with Disabilities(OSD) at ARCC. Though the accommodations granted may be similar to what they had in regular high school courses, the process to grant the accommodations in ARCC courses is different. The student needs to self-identify and request accommodations from the college.

This request 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.

More Information can be found on the OSD page here: www.anokaramsey.edu/resources/disability-services/



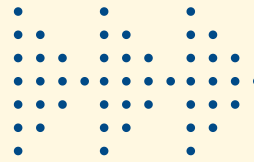
STUDENT RESOURCES SERVICES & ACTIVITIES



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:

www.anokaramsey.edu/resources

STUDENT RESOURCES



STARID 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 a student loses their StarID information or needs to reset their password, they can do so at:

starid.minnstate.edu



ESERVICES

eServices is a Minnesota State system-wide online registration and student information platform. In eServices, students can register for classes, 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 Current Students section of the ARCC website.

ARCC EMAIL



All Concurrent Enrollment students will have an ARCC school email assigned to them.

Concurrent Enrollment Students are not required to use their ARCC email, but it can be used to stay connected to ARCC resources and events. Some ARCC services like tutoring and disability services may use the ARCC email as the communication method. Students can forward their ARCC email to a personal or high school account.

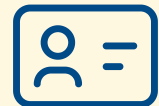
D2L BRIGHTSPACE



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.

Some ARCC high school teachers may use D2L for their entire course or just a few assignments.

PHOTO ID



All Concurrent Enrollment students are eligible to receive an Anoka-Ramsey Photo ID.

Students can complete a Photo ID request online here: [Photo ID Request Form](#)

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

STUDENT SERVICES



ACADEMIC ADVISING

Anoka-Ramsey Academic Advisors assist students with a variety of things like scheduling, degree/educational requirements, transfer planning and other questions/concerns about a student's current or potential Concurrent Enrollment courses.

The Concurrent Enrollment program is fortunate to have an Academic Advisor who works ONLY with Concurrent Enrollment students. Amie partners with our high school counselors and deans to make sure that students are getting accurate information about their classes so that students can make informed decisions about which courses to select and how different decisions may impact their academic standing.

Amie Bordwell
amie.bordwell@anokaramsey.edu
concurrent@anokaramsey.edu



TRANSFER PLANNING AND RESOURCES

Anoka-Ramsey wants to make sure that students are making the most of the ARCC courses available at their high school! In addition to tapping into our Academic Advisor, there are some resources that can help students before, during, and after their time as a Concurrent Enrollment student.



Making a **FREE** account at transferology.com offers students the ability to see how their credits might transfer to local, regional and national colleges and universities.

If a school isn't listed, there is often transfer information listed on the college/university's website

SENDING ARCC TRANSCRIPTS

Once students have completed their ARCC courses, they can request to have their transcript set on to the college or university they plan on attending.

Minnesota State (Minn State) Schools:

Most 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 process.

Minn State Schools include all of the Community and Technical colleges in Minnesota along with the following state universities: Bemidji, MSU: Mankato, MSU:Moorhead, Winona, Metropolitan, St. Cloud, and Southwest MSU.

Private, Out-of-State, and University of Minnesota:

Students will need to request an official ARCC transcript through Parchment.com. There is typically a small fee per transcript.

ARCC TRANSFER AND DEGREE GUIDES

Are students thinking of heading to ARCC after high school graduation? They can get a jump start on their planning by looking at our available degree and transfer guides -Then, have the student meet with their Concurrent Enrollment Transition Advisor, Amie!

ADDITIONAL SERVICES AND ACTIVITIES

OFFICE FOR STUDENTS WITH DISABILITIES



As referenced earlier, our OSD team provides support and accommodation services to students with documented disabilities. Students aren't able to receive accommodations in ARCC courses without prior approval from our OSD team.

disabilityservices@anokaramsey.edu
763.433.1350



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! 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/

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 StarID log in information.

If you aren't sure what resources are best for your needs, reach out to one of our friendly librarians for assistance!

arcc.library@anokaramsey.edu
www.anokaramsey.edu/library



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/



ACADEMIC SUPPORT CENTERS - TUTORING

The Academic Support Centers (ASC) provide peer and professional tutoring to students. Tutoring is available in a variety of subjects, at differing times of the day, through both online and on-campus methods. Students can utilize ARCC tutors through zoom or use the tutor.com service in the D2L Brightspace platform. This is an essential and FREE resource for students.

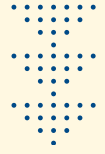
www.anokaramsey.edu/resources/tutoring-services



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.

ALL RESOURCES AND STUDENT LIFE ACTIVITIES ARE FREE!



QUESTIONS?

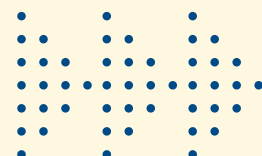
Reach out to any member of our team or
send a question to:

Concurrent@anokaramsey.edu

Anoka-Ramsey Community College
www.anokaramsey.edu

Cambridge Campus
300 Spirit River Dr S
Cambridge, MN 55008

Coon Rapids Campus:
11200 Mississippi BLVD NW
Coon Rapids, MN 55433



— Concurrent Enrollment —