

RivCEP

**RIVERLAND
COMMUNITY COLLEGE**

**CONCURRENT
ENROLLMENT
PROGRAM**

**STUDENT GUIDE
2011-2012**



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College in the High School Program Overview

RivCEP (Riverland Concurrent Enrollment Program) is a *concurrent enrollment program* administered by Riverland Community College (RCC) through the Minnesota State Colleges and Universities (MnSCU) system. When enrolling in a RivCEP course through RCC, you are eligible to receive both high school and college credit. You will get a jump start on college while concurrently satisfying high school requirements.

• RivCEP Instructors

RivCEP courses are taught during the regular high school day by qualified high school instructors at your school. Instructors are selected and supported by RCC collaborating faculty. RivCEP instructors have elected to take on the considerable load of teaching a college course and will expect the same hard work from you as any other college instructor.

• RivCEP Courses

The content, assignments and assessments of RivCEP courses are the same as RCC's on-campus courses. Students successfully completing a course receive college academic credits transferable to other colleges.

Benefits of College in the High School

This is a "fast track" to earning a college degree. Some of the benefits identified are:

- **Get a jump-start on college.**
Earn college credits towards degree completion.
- **Gain a competitive edge.**
- **Gain understanding of college skills before freshman year.**
- **Reduce the overall cost of a college education.**

Admission

You are eligible for admission to the Riverland program if you are a high school junior, your class rank is in the upper one-third of your class, or score at or above the 70th percentile on a nationally standardized, norm-referenced test; seniors must rank in the upper one-half of their class or score at or above the 50th percentile on a nationally standardized, norm-referenced test.

As part of the Riverland admissions process, you will be asked to complete an online college application and complete the college readiness test for course placement (Accuplacer.) You will be asked to provide a birth date and Social Security number (optional) in order to ensure a correct Riverland academic record. Personal information is not considered public data and will not be share with anyone other than the representatives of the college.

In rare cases students having less than the required ranking may appeal to enroll in the Riverland "College in the High School" program. Please contact your high school counselor for assistance with the appeal process. The appeal information is submitted to the Riverland Appeals Committee for review and you will receive a written notification of your acceptance or denial.

Assessment-Accuplacer

MnSCU and Riverland's assessment for course placement policy requires a college readiness test, the Accuplacer. The Accuplacer is designed to assess your current academic skills in reading, English, and math. These test results, along with other academic information, will help determine your Riverland course registration.

You may take the Accuplacer at your high school or at Riverland. Accuplacer is a computerized assessment test that will provide information about your level of skill accomplishment in reading and mathematics. You will take the test on a computer and use the keyboard and mouse to enter your answers and supply other information. The test Proctor is not permitted to help you with any test

questions. However, if you need anything else during the test, please inform the Proctor.

All questions are multiple choice. Tests are not timed so you can give each question as much thought as you wish. Your results will be available at the end of the test session.

Examine Accuplacer practice tests and study guides at <http://www.riverland.edu/success-center/cpt.cfm>

Registration

A scheduled registration session at your high school will consist of staff from Riverland presenting a brief overview of policies and procedures. You will be required to complete an Agreement of Understanding form and a pre-printed registration form.

After you are registered, you will receive an acceptance letter by mail that will include your Student ID Number, sometimes called a Tech ID. This ID number is your permanent Riverland identification number. This number is used by all departments to access your student account. You will also receive a Distance Education Student ID card. This card not only identifies you as a Riverland student but also gives you access to college sponsored activities such as music and theatre events as well as athletics events. If you do not receive your ID card, please contact Enrollment Services at Riverland and one will be mailed to you. Once you receive your Student ID number you, may login to your eServices account and view your course schedule. <http://www.riverland.edu/eservices>

Critical Information about RivCEP Courses

• What to Expect

RivCEP courses offer the same content as on-campus courses. You will learn the same content as an on-campus student. The RivCEP instructor(s) use the same curriculum as the on-campus faculty. Expect the course to be faster pace, require you to have greater personal responsibility and maintain

higher standards than a typical high school course. Other students in the course will share the same high level of motivation and the competition will be great.

- **You are a RCC student**

When enrolled in a RivCEP course, you become a college student and are responsible for knowing and abiding by all of the policies that affect students enrolled at RCC. Some college policies will not be the same as high school policies. It is important to review Riverland Community College's student handbook found online at <http://www.riverland.edu/studenthandbook/>.

- **Course Syllabus**

The first step toward success in any college class is to carefully read the course syllabus. In addition to assignments, a course syllabus will contain vital information on course expectations, key dates, class attendance, text book(s), resources and grading criteria. Think of the syllabus as a course roadmap.

It is important to keep a copy of your RivCEP course syllabus as this information may be needed when seeking transfer credits at colleges and universities.

Academic Honesty

Academic integrity is essential to a positive teaching and learning environment. Students enrolled in a RivCEP course are expected to complete course work responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as their own will result in disciplinary action. The Student Code of Conduct defines **Cheating**: Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, assessments, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the faculty or staff; (4) engaging in any behavior specifically

prohibited by a faculty member in the course syllabus or class discussion.

Plagiarism: Includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

For the complete Student Code of Conduct, visit <http://www.riverland.edu/policies/Student-Code-Conduct.cfm>

Grading Policy

The grade you receive in a Riverland course is recorded on both your high school and college transcript and automatically becomes a part of your permanent college academic record. Riverland Community College uses the following grading system:

A	4.00 grade points per credit
A-	3.67 grade points per credit
B+	3.33 grade points per credit
B	3.00 grade points per credit
B-	2.67 grade points per credit
C+	2.33 grade points per credit
C	2.00 grade points per credit
C-	1.67 grade points per credit
D+	1.33 grade points per credit
D	1.00 grade points per credit
D-	0.67 grade points per credit
F	0.00 grade points per credit
FN	Failure for non-attendance Student never attended and did not drop the course. This grade is calculated same as an F.
FW	Failure to withdraw Student did not officially withdraw from the course but stopped attending prior to the end of the term. This grade is calculated same as an F.
I	Incomplete A student may initiate a request for an <u>incomplete grade</u> in the event that an extraordinary circumstance prevents completion of the course. Assignment of the incomplete grade is at the discretion of the instructor. The following criteria must be met before an incomplete grade will be assigned: <ul style="list-style-type: none"> • The student must be passing the course at the time of the incomplete request. • The request for incomplete must be submitted

	<p>on the Incomplete Grade Request Form, signed by the instructor and the student, and submitted to the Registrar's Office.</p> <ul style="list-style-type: none"> • The student must arrange to satisfy the incomplete within 20 school days following the semester in which it is given. • If the incomplete is not resolved, an F will be recorded on the student's transcript. • An incomplete received in a prerequisite subject must be satisfied before the student may take the advanced course, unless permission is given by the instructor of the advanced course.
W	Withdrawal – Withdrawals must be requested by the posted deadline each term. Withdrawals are student initiated. This grade counts in credits attempted and earned, but not in the GPA.
Z	Grades for class or classes that are currently in progress.

Grade Point Average (GPA)

Quality points are used to calculate the grade point average (GPA). A quality point is a value given to the grade based on the number of credits the grade is worth. The GPA is determined by adding all grade points earned and dividing by the total number of credits attempted. Course with grades of I and W do not apply towards the GPA calculation. The semester GPA reflects current semester grades. The cumulative GPA reflects all grades to date. A semester example is shown below:

Grade	Credits	Grade Points X Credits
B	4	3.00 x 4 = 12.00
A	2	4.00 x 2 = 8.00
D	4	1.00 x 4 = 4.00
C	3	2.00 x 3 = 6.00

Total credits taken = 13

Total points earned = 30.00

GPA is 30.00 divided by 13 equals 2.30.

Students who do not maintain a 2.0 or higher cumulative GPA will be placed on academic probation or suspension depending upon the student's academic history at Riverland.

Viewing your Riverland Grades and Academic Record

Grade reports are not mailed to students. You may obtain your grades or print your academic record via your eServices account. You will need your Student ID number and password to login. Your password has been preset to your birth date in the format of YYMMDD. Example: Birth date is 06/26/1994 Your password is 940626. If you have problems logging in to your eServices account, you may contact Enrollment Services at 507-433-0600.

Withdrawing from a Riverland Course

Students may withdraw from a Riverland course by completing a drop/add/withdraw form. Students may withdraw in person or with their high school or college counselor. A grade of "W" will appear on your transcript for courses withdrawn. Withdrawing from a course will not affect the student's GPA. It will affect the student's completion rate. Withdraw deadlines for each term are posted on the Riverland website and will also be sent to your high school counselor.

Satisfactory Academic Progress Policy

Riverland Community College and MnSCU Board Policy 2.9 requires that all students make satisfactory academic progress to remain in good standing. All students are required to maintain a 2.0 cumulative grade point average (GPA) and complete a minimum of 67% of their cumulative registered credits. Satisfactory Academic Progress monitoring begins with the first attempted credit.

Riverland monitors student's GPA and completion rate each term. Students who do not meet the 2.0 minimum cumulative GPA standard and/or complete the minimum 67% cumulative completion rate after one semester will be placed on Academic Probation. If a student fails to meet the standards after two semesters, they will be placed on Academic Suspension. Their Academic Progress will be reflected in their permanent record at Riverland and could affect future college enrollments.

Transferring your Riverland Credits

If you plan to attend Riverland after you graduate from high school, you will want to contact Enrollment Services to have your record updated. You will not need to worry about transferring your credits; you already have a permanent transcript with us.

If you are applying to another college or university, remember to indicate on your application that you have completed credits at Riverland. You will be required to have your Riverland official transcript sent to them. It is up to that college or university to evaluate your transcript. Your Riverland credits may:

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

Email Account

To disseminate critical and official college notices to students in an efficient and cost-productive manner, Riverland Community College has designated email via the college-issued email address as the primary method of communication with students regarding topics of academic, student service or administrative nature. Each student is responsible for reviewing their designated e-mail account at least once per week in order to stay current with official College correspondence.

To activate your email account you will need your Windows Live ID (different than your student ID number) and password. Go to www.riverland.edu and click on the *myriverland* icon. Click on Password Look up and enter you last name and last four digits of your student ID number. Listed will be your email address and password. Write down both or print the page. Click on *myriverland*, and the blue e-mail button. Enter your login information. If you need help or have questions, you may contact our IT department at 507-433-0521.

Obtaining an ID Card

Once registered for RivCEP, a Riverland Community College student identification card will be mailed to your home address. This card identifies you as an RCC student, gives you access to college sponsored activities, and access to the RCC library.

Library Access

The Riverland library provides for needs beyond the classroom with an electronics databases catalog and resource system. There are a number of on-line databases available through the PALS library consortium. You may use library resources for:

- Full-text articles from newspapers, journals and magazines.
- Searching by subject. On our webpage our databases are organized by subject to help you get started.
- Help creating a works cited page. Many of our library databases will format the source information for you.
- Better quality research material. Information found through Google and other search engines can be of questionable quality and difficult to navigate.
- Library resources have met editorial standards and been reviewed for quality.
- Finding images. Library online resources include image databases.

To use the library resources from off campus, go to the Riverland library website www.riverland.edu/library or you can start at MyRiverland and choose Library in the student services section. When you access some library resources from off campus, you get a page that asks you to identify yourself. Simply type in the barcode number from the back of your Distance Education Student ID card and your last name as password.

Riverland Community College Resources

Riverland Community College Web Address:

<http://www.riverland.edu/index.cfm>

Riverland Community College Address:

1900 8th Avenue NW

Austin, MN 55912

Riverland Community College Phone Numbers:

507-433-0600 Local

800-247-5039 Toll Free

College Fax Number:

507-433-0515

RivCEP Staff:

Program Director:

Jan Waller, Dean of Academic Affairs

507-433-0627

jan.waller@riverland.edu

Accuplacer Testing:

Tricia Whalen

507-433-0374

tricia.whalen@riverland.edu

Records and Registration:

Sue Jech, Registrar

507-433-0610

sue.jech@riverland.edu

Questions?

Student Admissions: Sue Jech

Accuplacer Assessment: Tricia Whalen

Student Appeals: Jan Waller

Course Information: Jan Waller

Grade Concerns: Sue Jech

College Transcripts: Sue Jech

March 17, 2011