

STUDENT GUIDEBOOK

Century in the High School (CitHS)



Welcome to Century College!

Congratulations on your decision to enroll in a Century in the High School (CitHS) course where you earn Century College and high school credit simultaneously.

This Student Guidebook outlines the rights and responsibilities for Century College students, and these apply to you. Please take some time to fully review this document.

Welcome to Century College – You have made a great choice!

Best wishes on a successful semester!

Academic Partnership Staff



Century College is an affirmative action, equal opportunity employer and educator and a member of the Minnesota State system. This document may be available in alternative formats to individuals with disabilities by calling 651-779-3354, 1-800-228-1978 or through the Minnesota Relay Service at 1-800-627-3529.

What is Century in the High School Program (CitHS)?

CitHS Program Overview

Century in the High School, a college concurrent enrollment program, provides college-level, college credit educational opportunities to high school students in their home high school. Since the program began in 2011, the program has expanded from classes in one partner high school to now serving several local high schools and providing college credits in more than eight disciplines. Century College concurrent enrollment partnerships are in the following high schools; North and Tartan, Stillwater, White Bear Lake, 916 Career and Technical High School*, The Community School of Excellence, Prairie Seeds Academy, Columbia Heights, Wayzata, and several Saint Paul Public's high schools.

According to Minnesota Statutes section 124D.09 and Minnesota State Board Policy 3.5, a Post-Secondary Enrollment Options 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 a satisfactorily completed course.¹ To ensure high quality courses, concurrent enrollment course instructors must meet strict accreditation standards and receive mentorship from a faculty member at Century College. This faculty mentor ensures the quality and rigor of the course.

National Association for Concurrent Enrollment Partnerships

The CitHS program is accredited by the National Association of Concurrent Enrollment Partnerships (NACEP) and the program operations align with the NACEP accreditation standards. Adhering to quality standards in the categories of; curriculum, faculty, students, assessment, and evaluation ensures the program runs smoothly and provides high quality opportunities for students. For more information about NACEP program standards visit: www.nacep.org

Title IX Disclaimer

Harassment and/or discrimination of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission is prohibited. Sexual violence has no place in a learning or work environment. It is required by Title IX not to discriminate on the basis of sex including sexual violence. Inquiries about the application of Title IX may be referred to the Title IX Coordinator and/or to the United States Department of Education. Further, Century College shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate, if necessary, to avoid physical harm to persons or property. For more information about reporting (including anonymous options), our policies and procedures, and our Title IX Coordinator please reference our Title IX webpage at www.century.edu/titleix.

¹ Please see Appendix 1 for Minnesota State Board Policy 3.5.

* Schools served by Northeast Metro 916 School Career and Technical High School

Century in the High School Costs

Students and their families do not pay anything to participate in the College in the High School course. The high schools pay the college to provide the course. High schools provide the books and cover any additional materials or course fees for each student.

Century in the High School PROGRAM Eligibility

Students who participate in Century in the High Schools PROGRAM must meet several eligibility requirements identified by state statute. Century College representatives work with high school partners, in advance of classes being offered, to screen and place students in appropriate classes. Please contact your high school counselor to learn more about eligibility and school offerings.

To qualify for both general education and career and technical education CitHS classes students must be in the top third of their class during 11th grade and in the top half of their class during 12th grade. In addition, both the 11th grade and 12th grade students must have college-level reading placement or have successfully completed developmental level coursework with a C or better.

Century in the High School COURSE Level Eligibility:

In addition to eligibility for program participation as defined in state statute, individual college courses may also have eligibility criteria. Students may register in any course if they meet the minimum standard of course and skill pre-requisites as stated in the college catalogue and semester schedule.

In the effort to support a student's academic success the college requires that some courses be taken in a prescribed sequence or that students demonstrate certain knowledge or competencies prior to enrolling in more advanced courses. At the college level, eligibility requirements for a course are identified as pre-requisites. Pre-requisites may include scores on placement exams and or successful completion of an identified college course prior to enrollment. Course prerequisites vary by course and program of study.

During the 19-20 academic year, Century College moved to using multiple measures for assessing a student's placement into college level courses. ACCUPLACER is only one of the measures. Some college courses require that a student meet the placement criteria for 'college level placement'. The chart below identified the multiple scores that indicate student placement. IF the course a student is taking does NOT require college level reading or math placement, alternate criteria are used to determine eligibility.

Reading Placement

If you have any of the following requirements you will be placed at college level reading and English.

English 1021 – College Composition I (4 credits)

Test	Score Range	High School GPA (valid within 10 years of graduation)
Classic ACCUPLACER (valid indefinitely)	78+	
Next Generation ACCUPLACER (valid indefinitely)	250+ OR 236-249	AND 2.5 or higher
ACT (valid within 5 years)	Reading: 21+ OR English 18+ OR Reading: 19-20 OR English 16-17	AND 2.5 or higher
SAT EWR (valid within 5 years)	480+ OR 440-479	AND 2.5 or higher
MCA (valid within 5 years)	1042-1046	AND 2.5 or higher
High School GPA		2.6 or higher
Three College-Level Reading Intensive Classes with a B- or higher	78	
Earned or Awarded Bachelor's Degree or Associate of Arts Degree	78	
Completed ENGL 1021 equivalency with a C- or higher	78	

Career Technical Education COURSE eligibility Requirements

There are enrollment criteria specific to courses classified at Career and Technical courses. Students in 9th or 10th grade may enroll in Career Technical courses *if* they:

- attained a passing score on the 8th grade Minnesota Comprehensive Assessment in reading

Enrollment in CitHS

Student must apply to the CitHS early credit program. Enrollment in CitHS courses is coordinated at the high school. Students register for a course at their home high school, usually in later winter or early spring for the following academic year.

If placement scores are needed, they are coordinated with the designated high school contact. Students who place in Century classes will register for their college class in September and January, when the corresponding high school semester begins.

School Calendar

College classes are offered using the home high school academic calendar. Students will follow the school academic schedule and school district calendar for teacher planning days, holidays and breaks.

Century Faculty in the High School Classroom

CitHS courses are delivered by high school teachers who meet college faculty credentialing standards. Each high school teacher is paired with a college faculty mentor. The Century college faculty mentor visits the high school classroom and works outside of class time with the high school teacher.

What you can expect from your high school concurrent enrollment teacher and Century College faculty mentor

- Course designed to address all required course objectives
- Similar evaluation strategies
- Same grading scale as the college uses
- Equal rigor and high expectations

Providing feedback about the course

As part of the CitHS program, students provide feedback about their experience taking a college course. Near the end of the semester, students complete a course survey which asks for student ratings on different elements of the course including:

- future academic plans.
- your classroom experience.
- your preparation and performance self-assessment.
- instructor feedback.
- which additional Century College courses you would like available at your high school.

Adding, Dropping or Withdrawing from a Class

Concurrently enrolled students must comply with Century College’s policy on adding, dropping and withdrawing from courses.

- Students may **ADD** a course through the 10th business day of the term or before the course starts, whichever is later.
- Students may **DROP** a course through the 10th business day of the term or before the course starts, whichever is later.
- Students may **WITHDRAW** from a course from the 16th business day through 80% of the course/term. Students are required to start the process with their classroom teacher or High School Guidance Counselor to officially withdraw from the course. Withdrawals will appear as a “W” on the transcript and have a direct impact on academic standing, but do not impact GPA. A **Late Withdraw Petition** form must be signed (or parent, if the student is under 18) and the high school, then forwarded to the Records office at Century College for processing.

<u>Class Start</u>	<u>Last Day to Add/Drop</u>	<u>Last Day to Withdraw</u>
August 29	September 12	December 22
September 6	September 19	December 23
September 25	October 6	December 29
January 22	February 2	May 10
January 23	February 5	May 5 (Stillwater only)
January 29	February 12	May 11 (Wayzata) May 12 (Prairie Seeds)
March 18	March 20	May 20
FULL YEAR COURSES		
September 5	September 18	April 15
September 25	October 6	April 18

Grading Policy

In accordance with the National Alliance of Concurrent Enrollment Partnerships (NACEP), concurrent enrollment courses will use the same grading policy as the corresponding Century College course.

Grading System

Century College uses the following grading system to report academic achievement and to compute your grade point average. A Grade Point Average (GPA) take the total grade points you achieved in a grading period divided by total credits of courses for which grades of A, B, C, D and F were received.

- A: 4 grade points per credit
- B: 3 grade points per credit
- C: 2 grade points per credit
- D: 1 grade point per credit
- F: 0 grade points (no credit earned)
- FN: Faculty-initiated non-attendance withdrawal. This grade is awarded to a student who never attended the course but did not drop the course prior to the end of the term drop period. FN grades do not influence GPA calculations but count against successful completion for measuring both academic and financial aid satisfactory progress.
- FW: Faculty-initiated withdrawal. This grade is awarded to a student who did not officially withdraw from the course but stopped attending prior to the end of the term. FW grades do not influence GPA calculations but count against successful completion for measuring both academic and financial aid satisfactory progress.
- W: Student formally withdrew from the course after the first week and not later than two weeks before final exams began. These periods differ from Summer Session classes and classes that do not follow the normal start/end dates for a semester. These dates are listed in the class schedule. W's do not influence GPA. Normally student initiated, but the college may assign a W under special circumstances. (See [Student Withdrawal](#) and [Academic Alert](#)).

What if I am doing poorly in the CitHS course?

A student who is doing poorly in a course should meet with the teacher. Following a teacher student conference and in consultation with the school guidance counselor – a student enrolled in a CitHS class can drop or withdrawal from the course.

- Students, who wish to drop from a course, must initiate this process with their high school teacher by the **10th day of the term**.
- When a student is dropped from a course, the course is removed from the transcript as if the student had never been enrolled in the course.
- After the official drop period has passed, a student wishing to leave a course must initiate a withdrawal with their high school representative. A **Late Withdraw Petition** form must be signed by the student (or parent, if the student is under 18) and the high school, then forwarded to the Records office at Century College for processing.
- Withdrawals will show on the academic transcript as a W. This will not affect the student's grade point average but may affect a student's attempted and completed credit status. This may affect both financial aid and scholarship application.

- Per the Century College Satisfactory Academic Policy 2.9 the college requires students to maintain a grade point average of 2.0. High School students participating in the CitHS early credit program are required to maintain the same grade point average. Students who earn a D or F in a concurrent enrollment course become ineligible to participate the next semester. Students who graduate and enroll at Century College may be required to meet with an academic advisor prior to registering for courses.

What can I do with my college credit?

College credit is only relevant when the credits earned apply to specific set of requirements established by a program or major at an individual college. Much like state level, high school graduation requirements – where students must select courses in a variety of disciplines designed to address graduation standards, each college & university program or major identifies the sequence of courses required to earn the degree.

Throughout the United States, required course in similar programs may differ from college to college.

The Minnesota Transfer Curriculum (MnTC) is an agreement signed by all Minnesota public higher education institutions. It is a collaborative effort among all two-and four-year public colleges and universities in Minnesota to help you transfer your work in general education. When you complete the MnTC at one of the participating colleges/universities and then transfer to any other Minnesota public baccalaureate degree-granting university, you will have fulfilled all lower-division general education requirements. Within the 40 credits required, there are ten goals.

You may transfer the MnTC in each of the following ways:

- As an entire package: If you complete the transfer curriculum at one institution, it will be accepted as completion of the transfer curriculum at Century College.
- As a goal area: completion of a goal area of the MnTC at one institution will be accepted as a goal completion at Century College.
- As courses within goal areas: If you complete a course which is included as part of a goal area at the sending institution, it will be accepted for full credit within the same goal area at Century College. When a course you have taken meets requirements for two different goal areas at a sending institution, the course will be accepted in transfer at Century College for the same two goal areas.

Minnesota Transfer Curriculum (MnTC): use the links below to learn more

<https://www.century.edu/support-services/transfer-resources/minnesota-transfer-curriculum-mntc>

http://www.mntransfer.org/transfer/mntc/t_mntc.php

FERPA - Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 gives you, as a student, **the right to review records, files, and other documents containing information about you as a student, which Century College maintains.**

According to regulations issued by the Secretary of Health, Education and Welfare, you have the right to:

- Request a hearing to challenge the contents of your records if they are misleading or inaccurate.
- Include a written note in your records if the college does not make the changes that you request.
- File a complaint with the U.S. Department of Education if the college fails to comply with FERPA regulations. You can contact the office that administers FERPA at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

For additional data privacy options, please visit the Century College website:

<https://www.century.edu/students/data-privacy>

Degree Residency Requirement

To receive a degree from Century College, you must earn 20 degree semester credits through enrollment in Century College courses. The requirement will be reduced to 12 college-level credits for students transferring at least 8 college-level credits from another Minnesota State institution and/or the University of Minnesota. At least one third of the credits for the diploma or certificate must be earned at Century. To receive a MnTC notation on the Century College transcript, you must have attended one semester at Century College.

What next? Using college credits and planning for your future

Complete your AA or AS at Century College and transfer

Century College has developed transfer Articulation Agreements and partners with many colleges and universities that offer bachelor's degrees. These degrees can be completed entirely on Century's campus, online, or at a nearby metro area location. Articulation Agreements are formal agreements to accept credits in transfer toward a specific academic program. Seek assistance and advice early and often from the Advising, Counseling and Career Center and your intended school for a smooth transfer experience.

Visit the Century college degree-planning page to learn more about individual Century college program requirements and which four-year colleges have formal agreements to accept the Century program credits for transfer.

<https://www.century.edu/support-services/transfer-century/bachelor-degree-options>

Student Support & Resources

Century offers a range of resources for all students. The following information is an overview of the support and services available to students. For a full overview of Century College's Support Services, please visit www.century.edu/support-services.

As a Century in the High School student, you will now have:

- A StarID to be used with ALL Minnesota State colleges and universities where you take courses or apply for admission
- A Century College email address

Activating Century Email

Students are responsible for activating their Century email account. All questions about this process should be directed to the Student Help Desk at 651-779-3295 or by stopping into the Computer Center on West (3165) or East (1710) Campus.

Century College ID Cards – By participating in Century in the High School, students are earning college credits, and we want students to see themselves as Century College students. For this reason, all participants are eligible to receive a Century College student ID card.

- Students must have a Century ID to access the Century College Library and Academic Resource Centers.
- **To obtain your Century College Student ID**, please bring a copy of your current course schedule along with a driver's license or other government-issued photo ID to our Records Office,
- West Campus, Room 2221 (ID Photo Booth Room),

Century College Library - www.century.edu/academics/library

- The Century College Library and its incredible amount of resources, study rooms, and technology.
- Students use their StarID and password to log into the Century College online library resources. If a student is unable to log into the library, please verify registration via eServices or contact the Century Library staff with questions.
- East Campus, Room 1800

Academic Support Centers - www.century.edu/support-services/academic-resource-centers

Tutors are available in a variety of disciplines to all Century College students. You may receive tutoring services by simply signing up in the resource centers or by walk-in appointment. Peer Tutors are students who have taken the courses, received high grades, and have been recommended by instructors.

- West Academic Support Center - West Campus, Room 2461
- East Academic Support Center - East Campus, Room 2542
- Writing Center – West Campus, Room 3280,
The Writing Center offers a variety of resources for students who need assistance with their writing assignments. Students can choose to use the computers and work independently or talk about their assignments with a writing consultant.
- Reading & Student Success Center - West Campus, Room 3250

The Reading & Student Success Center supports students in using and developing effective reading and college success strategies. The professional staff and qualified student workers are available on a drop-in basis or by appointment.

- **Mathematics Resource Center** – West Campus, Room 3315
The Century College Mathematics Resource Center is available to students currently enrolled in a Century mathematics course. The Center is staffed by mathematics professionals and qualified tutors available to provide assistance with daily assignments. Help is available on a drop-in basis and no appointment is necessary.
- **Science Resource Center** - East Campus, Room 3813 (Science Library Building)
The Science Resource Center offers drop-in tutoring and other services to any Century student taking a science (Physics, Chemistry, Biology, or Earth Science) class. Help is available on a drop-in basis and no appointment is necessary.

Computer Centers - www.century.edu/support-services/technology-services/computer-center

- East Campus, Room 1710
- West Campus, Room 3165

Information Technology Services has two open Computer Centers providing computer access to all registered Century College credit students. Staff is available to provide assistance in the use of the computer equipment. Computer Center hours adjust during breaks and Summer Session, so please call to confirm schedule.

Technology Support - www.century.edu/support-services/technology-services

If students have a technology question, they can call the Student Help Line at 651-779-3295 or stop by one of our Computer Centers during business hours. Students can also submit a form with questions/comments/suggestions, and receive feedback if they provide a valid email address.

www.century.edu/contact-student-help

Access Center/Disability Services - www.century.edu/support-services/access-center-disability-services

Access Center/Disability Services assists students, parents, and college employees to provide access to programs, services and activities. The center works with students with disabilities and Century College officials to resolve questions of "reasonable accommodation" and other issues related to the College's compliance with disability laws.

Requesting Transcripts

At the college level, the transcript serves as the official student record, documenting each course attempted, and the grade earned. This document follows each student throughout their academic journey, even when attending more than one school.

- Students in CitHS courses are enrolled in their local high school and at Century College. Therefore, courses are recorded on both a student's high school transcript and a Century transcript.
https://century.custhelp.com/app/answers/detail/a_id/51
- Credits earned are fully transferable to any college within the Minnesota State system, and if a class meets the Minnesota Transfer Curriculum goal at Century College, other Minnesota State institutions must accept it as meeting the same goal at their college.

- Students who wish to transfer credits to a private college or out-of-state need to check with the receiving college to check on the transferability of the credits. [Transferology](#) is a free, nationwide network designed to help students explore their college transfer options.

Official Transcripts

Century College official transcripts have the Registrar's signature and are printed on security paper with the college seal. All transcripts come in individually-sealed envelopes, unless otherwise specified. If you need official transcripts, you can order them online or in person (instructions below).

- Official transcripts are sent at the written request of the student and cost \$8. Please complete a Transcript Request Form and submit it in-person, by mail, or fax. You may include a check with your mailed request or pay by credit card. For fax requests, you must pay by credit card authorization. We accept Visa, MasterCard, or Discover.
- Transcripts will not be faxed. There is an additional fee for RUSH transcripts.
- Full FAQ's on transcripts: <https://www.century.edu/students/recordsregistration-office>
- Questions? Please contact Century's Records Office at 651-779-3950 or 651-779-3299.

Unofficial Transcripts

If you need unofficial transcripts, you can print them through eServices. If you visit campus, you can also stop by the Advising, Counseling and Career Center on West Campus in room 2410 to get a copy of your unofficial transcript. You will need to show a picture ID to do so.

Concurrent Enrollment Course Offerings

Courses offer via College Possible and College in the High Schools are considered 'concurrent' because they meet with high school and college requirements. Please visit the Century College website to obtain a list of current courses offered via this program. <https://www.century.edu/admissions/high-school-options/century-high-school/resources-educators>