

# **North Hennepin Community College's Early/Middle College Program Handbook**



North Hennepin  
Community College

Dear Students,

Welcome to North Hennepin Community College! We are excited and honored that you have chosen to participate in NHCC's Early Middle College Program. The Early Middle College Program gives students who are enrolled in an approved Alternative Learning Center (ALC) an opportunity to enroll in classes at North Hennepin Community College (NHCC). This is the start of your college career, and we're here for you every step of the way.

Your NHCC transcript starts now. The grades you receive in this program may affect any future academic scholarships, financial aid, and academic standing when you apply for admission to the college of your choice after graduation. **Take these courses very seriously and do your best!**

This handbook has been created to help you maximize your experience in the Early Middle College Program on our campus. Please review the information included to ensure a smooth and rewarding experience here at NHCC. Please review this information with your parents/guardians to become more familiar with the program.

Wishing you a great year – and an incredible experience!

Best wishes,

*Katie Elbernd*

Director, Partnerships & Collaborations

# Early/Middle College Program Contacts

Katie Elsbernd, Director of Partnerships & Collaboration

763-424-0787 / [kelsbernd@nhcc.edu](mailto:kelsbernd@nhcc.edu)

Virginia Ferlet, PSEO Advisor

763-424-0894 / [vferlet@nhcc.edu](mailto:vferlet@nhcc.edu)

Samantha Schendzielos, Counselor and Non-Academic Program Contact

763-424-0798 / [sschendzielos@nhcc.edu](mailto:sschendzielos@nhcc.edu)

**STAR ID:** \_\_\_\_\_

**TECH ID:** \_\_\_\_\_

**PASSWORD:** \_\_\_\_\_

*\*For StarID issues or to reset your password, visit [nhcc.edu/starid](http://nhcc.edu/starid)*

## **About the Program**

The Early Middle College Program is made available through the Post-Secondary Enrollment Options (PSEO) program, and is a partnership between North Hennepin Community College (NHCC) and an approved Alternative Learning Center (ALC) to offer developmental and college courses to students who are currently enrolled full time in an approved ALC. Students get the opportunity to experience academic rigor of courses offered on a college campus and strengthen their study skills.

Before moving forward in the program, students should discuss the Early Middle College Program with their high school counselor and parent/guardian. If the student feels enrolling in the program is best for them, they will go through the process of applying to NHCC and completing the Accuplacer placement test. Accuplacer scores will determine eligibility into the program. Students will be notified of acceptance and next steps soon after placement testing.

Once deemed eligible, high school counselors will work with NHCC to determine students' first semester courses. All students are required to complete a First Year Experience (FYE) course their first semester. Through active learning exercises, such as group activities, guest speakers, homework planning, test-taking techniques, and more, this course empowers students to be actively engaged in their learning by understanding the culture of college and creating a plan that can be applied to any class. In addition to the FYE course, students may be registered for developmental and/or English courses based off their placement test scores.

***It's important to understand that the grade you receive in your classes will be part of your permanent college transcript.***

## **Expectations of the Student**

Students are expected to show up on time to **every** class. If students cannot make it to a class, they should let their faculty know ahead of time. Students are expected to do their homework, study for their tests, and actively participate in each class. If students experience difficulty in their class, they should reach out to their faculty or NHCC Program Contact (found on page 2 of the handbook). Faculty contact information and office hours are located on the class syllabus which every student receives the first day of class. It is our expectation that students follow up with program support staff on a regular basis throughout each semester.

If students need non-academic support, they should seek out their trusted contacts at their high school or connect with NHCC contacts and counselors.

***Students registered for ADEV 0952 must pass with a C or above to continue in the program. All other students must maintain a minimum 2.0 GPA. In order to do this, students must put in every effort possible to be successful.*** If a student does not maintain a 2.0 GPA, but wishes to continue in the program, they may fill out an Early Middle College Program Appeal form. Program staff and ALC administration will review appeals for approval/denial.

## **Expectations of NHCC and ALC**

North Hennepin Community College and our partnered Alternative Learning Centers want each student to be successful. We are committed to regularly checking in with students and faculty to monitor student success each semester.

- NHCC and ALCs will work together to determine support for students in need.
- ALCs will allow students extra time on campus, if need be, to meet with academic advisors, counselors, and faculty.
- NHCC and ALCs will determine dropping/withdrawing recommendations for students, if need be.

## **Add/Drop, Withdraw Policy**

Before adding, dropping, or withdrawing from a course, it is **highly recommended** you meet with your high school counselor and NHCC's PSEO academic advisor.

**Add/Drop:** You can add/drop a class through the 15<sup>th</sup> business day of the class or through the first business day after the first scheduled class meeting, whichever is later. A drop has no impact on academic standing and will not appear on any transcript.

**Withdraw:** A course withdraw is allowed after the add/drop period has ended and through approximately 80% of the term/course. A withdraw is recorded on your transcript as a "W" and does impact academic standing.

## **Student Resources**

All Early Middle College Program students have the same level of access to learning resources as traditional students at NHCC. Below is a list of a few learning resources that are available. For a complete listing of student resources, visit our webpage at: [www.nhcc.edu/studentresources](http://www.nhcc.edu/studentresources).

### **Access Services:**

Access Services is dedicated to ensuring equal access to the College for students with physical, learning, psychiatric, and other documented disabilities. The Access Services department is located inside the Library in the Learning Resource Center and can be contacted at 763-493-0555.

### **Advising:**

Academic Advising at North Hennepin Community College is available to help with registration, course planning and transfer. The Advising Center is located in the Educational Services building and can be contacted at 763-424-0703. By being part of this program, you will be assigned to one main advisor who oversees PSEO students.

### **Counseling:**

During the academic year, it is not uncommon for students to experience a range of issues dealing with personal crisis, relationships, increased anxiety, alcohol/drug problems, depression,

difficulty concentrating, and/or lack of motivation. Mental health concerns or stressful events may lead to inability to participate in daily activities. The NHCC Community is committed to the health and wellbeing of all students. We are here to help. NHCC's Counseling Center provides free and confidential services to all NHCC students. Appointments: 763-493-0554 or email us at [counseling@nhcc.edu](mailto:counseling@nhcc.edu). For additional resources visit: <http://www.nhcc.edu/counseling>

### **Tutoring:**

Tutoring services are offered through North Hennepin Community College's Math Center, Writing Center and Peer Tutoring space, all inside the Library in the Learning Resource Center. Peer tutoring is available weekdays and several evenings each week to help students with a variety of courses. North Hennepin also offers online tutoring through Smarthinking for our online students.

### **Student Life:**

Whether you're interested in student government, leadership development, clubs and organizations, sports, or fine arts, NHCC has a group or activity to fit your interests. Exhibit your work in our art gallery. Sing with concert, community, or chamber choirs, or perform with a jazz ensemble. Get involved with our award-winning literary and arts magazine *Under Construction*, or the non-fiction collection of student cultural narratives *Realities*. Participate in recreational activities. There are always opportunities to enhance your college experience!

### **After High School**

After graduation, if you plan to attend NHCC or another Minnesota State college or university, you do not need to obtain an official transcript as our system is connected between colleges. If you wish to continue on at NHCC, you will need to re-submit an application found at [www.nhcc.edu/admissions](http://www.nhcc.edu/admissions).

If you need an official transcript from NHCC, follow the directions at this link: <http://www.nhcc.edu/registration/records-registration/request-transcripts>.

### **Next Steps**

Students who have applied, completed the placement test, and have been accepted into the program **must complete a mandatory orientation session**. Orientation sessions are a two-step process. First, students must complete an online orientation which can be found at <http://www.onlineorientation.net/nhcc>. Next, students attend an on-campus Registration Session that includes meeting key program staff, reviewing course schedule, gaining information about books, getting a student ID, and touring campus.

***Orientation is scheduled specifically for Early Middle College students on an agreed upon date and all students must attend the session to participate in the program.***