



CONCURRENT
ENROLLMENT

Resource Guide

CONCURRENT ENROLLMENT STUDENT/PARENT GUIDE

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- Student Applications
- Student Enrollment

Thank you for your interest in Concurrent Enrollment at Rochester Community and Technical College. Please use this Resource Guide to assist with understanding what Concurrent Enrollment is along with the process to complete enrollment.

WHAT IS CONCURRENT ENROLLMENT?

The Concurrent Enrollment program is administered by Rochester Community and Technical College (RCTC) through the Minnesota State Colleges and Universities (Minnesota State) P-20 Program. When enrolled in a RCTC course through Concurrent Enrollment, you are eligible to receive credit at both the high school and RCTC. You get a jump start on college while concurrently satisfying high school requirements.

Concurrent courses are taught during the regular high school day by exceptional high school instructors at your school. Concurrent teachers are selected and supported by RCTC collaborating faculty. As you walk into a Concurrent Enrollment class, remember that your teacher has been appointed as affiliated faculty for RCTC. Concurrent teachers 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.

BENEFITS OF CONCURRENT ENROLLMENT

Over the years, some students refer to their concurrent participation as taking “the fast track” to earning their college degree. Some of the benefits identified were:

- Getting a jump-start on college earning college credits that can be used at colleges and universities for advanced placement into a diploma or degree program.
- Gaining a competitive edge Learning to cope with the rigors of college course work while taking only one or two college courses.
- Enjoying flexibility when you become a full-time college student Completing college requirements in high school gives you greater flexibility when you enter college. Some students find they can pursue second majors, study abroad opportunities, and/or internships because of the concurrent courses they have taken in high school.
- Learning college skills before your freshman year. Critical thinking, writing and reading skills developed in concurrent courses will prepare you for success.
- Demonstrating your learning just as you will in college. College courses typically assess your learning through several measures- examinations, papers, lab reports, etc. RCTC courses administered through Concurrent Enrollment will assess your learning in this manner as well. You will not however, be faced with a single, high stakes test, such as with AP, to demonstrate your knowledge and skills.
- Reduce the overall cost of a college education Concurrent Enrollment course tuition is paid for by the high school.

WHAT TO EXPECT

When you walk into a concurrent course, you are walking into an RCTC classroom. Not only will you be working with the same content as on-campus students, your concurrent instructor(s) will be using the same curriculum, assignments and assessment methods as the college faculty. Expect the course to be a faster pace, requiring you to have greater personal responsibility, and maintain higher standards than a typical high school course. Also, other students in the course will share your high level of motivation and the competition will be great.

DIFFERENCES BETWEEN CONCURRENT ENROLLMENT AND PSEO

| | Concurrent Enrollment | PSEO |
|---------------------------|--|--|
| Course Location | High School | RCTC and/or Online |
| Instructor | High School Instructor | RCTC Instructor |
| Cost | Free | Free |
| Credits Transferable | Yes | Yes |
| College Credit Earned | Yes, if course is completed successfully | Yes, if course is completed successfully |
| High School Credit Earned | Yes | Yes |
| Transportation Needed | No | Yes, if course is on RCTC's campus |

ELIGIBILITY REQUIREMENTS

Seniors must have a 2.5 or higher overall grade point average or have a class rank in the upper one-half of their class. Juniors must have a 3.0 or higher overall grade point average or have a class rank in the upper one-third of their class.

All students will need to be evaluated for course placement prior to enrolling in any Concurrent Enrollment course at RCTC.

INTERESTED IN TAKING A CONCURRENT ENROLLMENT COURSE?

Please complete the following steps:

- Register for course(s) at your high school
- Complete the RCTC Intern to Enroll form at <https://www.rctc.edu/hsconnections/college-credit/concurrent-enrollment/>
- Submit RCTC Application (directions on pages 4-5)
- Submit high school transcript and test scores
- Complete RCTC Concurrent Enrollment orientation and enrollment form

STEP BY STEP GUIDE TO THE RCTC ONLINE APPLICATION PROCESS

This guide is for students that will be taking RCTC courses at their high school.

Start at this link: www.rctc.edu/apply - select "Apply for PSEO Admission"

*If student already has a StarID from another MinnState institution, click on "LOGIN". They will log into their account using that StarID and password. These students will be able to skip down to the **Application Process** below and follow those steps.

*If student does not have a StarID, click the "CREATE A STARID"

How to create a StarID

- Enter **First and Last Name**
- Enter and re-enter an **Email Address** - (this needs to be a **PERSONAL** email address (not a family email) that you will have access to at a later date, please remember what email address you use.)
- Enter and re-enter a **Password** - select "Get my StarID"
- You will see a page stating **StarID Successfully Created**
-  • **Note: Write down and save the Star ID you receive on this page and the Password you created.**
- Select "**Next**" and you will be brought to the first page of the **Application Process** and can continue with the following steps:

Application Process - (fields with asterisk are required)

- **Personal Information**
 - Fill out **Legal Name** and email address- select "Next"
 - Fill out **Social Security Number** (if known) and **Date of Birth**- then select "Next"
 - Fill out **Veteran Status**- select "Next"
 - Fill out **Parent Education**- select "*Continue to Citizenship*"
- **Citizenship**
 - Fill out **Citizenship Status**- select "Continue to Contact"
- **Contact**
 - Fill out **Residency**- select "Next"
 - Fill out **Address**- a permanent address is required- select "Next"
 - Fill out **Phone number**- select "*Continue to Education*"
- **Education**
 - Select **Yes** for you are currently a High School student- select "Next"
 - Fill out **High School Information**- select "Next"
 - **You may skip Preparation Standards**- select "Next" through three screens
 - If you have completed college credits, enter **College/University Attended** and - select "*Continue to Confidential*"
- **Confidential**
 - Fill out **Demographic Information** and select "*Continue to Major*"
- **Major**
 - For **Application Term**- select semester in which you will take your first RCTC Course- select "Next"

- ➡ ○ For **Application Type**- select Post-Secondary Enrollment Options (PSEO)- select "Next"
- For **Educational Intent**- select Complete courses, but not a degree and Part-Time- select "Next"
- ➡ ○ For **Academic Program**- select Add Major/Program, then select On Campus for delivery method then Concurrent Enrollment for major, then Unknown for degree type- select "Next"
- Select **No** that you haven't attended RCTC before- select "Continue to Review"
- Application Review
 - **Review** all information you provided. If you need to make changes, you can select the title of the area that needs updating- Select "*Continue to Submit Application*" when all information is accurate.

YOU ARE NOT FINISHED YET- KEEP GOING!

- Application(s) ready for submission
 - A box that states **Rochester Community and Technical College** will appear on the screen. **Checkmark** both boxes within the RCTC application box and **type in** your StarID password in the appropriate box.
 - Select "*Submit Selected Applications*"
 - When the application is submitted, you will see an Application Status Page where you can see the status of the application listed as "Pending". You will also receive an email confirmation when your application has been submitted successfully.

That's it! You should be all set with the application part. This does **not mean** that you are enrolled, though. Concurrent Enrollment course enrollment is a separate step that you will complete during the first week of the course.

INFORMATION FOR PARENTS/GUARDIANS

As a parent/guardian, you may access all educational information about your child's progress, grades, and discipline throughout your child's K-12 school. However, will not have access to your child's academic progress in Concurrent Enrollment courses, regardless of your child's age. RCTC is bound under stricter data privacy laws. The college must adhere to Federal data privacy laws (FERPA) that govern all colleges. These laws state that colleges are not allowed to release any information about your son/daughter without written student consent. An informed consent/authorization to release student information can be found at https://www.rctc.edu/wp-content/uploads/2019/03/AR_Release-of-Information.pdf. Students must sign the document in front of RCTC staff after showing photo ID or notarized.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

How can you monitor your student's progress in Concurrent Enrollment courses?

- Talk with your student frequently about his/her classes/grades/assignments
- Discuss organization and time management skills in conjunctions with course demands
- Inquire about assignments, upcoming due dates, and how prep for exams is taking place
- Ensure your student is checking his/her grades on a regular basis



WWW.RCTC.EDU

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RCTC provides accessible, affordable, quality learning opportunities to serve a diverse and growing community.*