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College Now
Handbook

A Guide to the Administrative Policies & Procedure for Teachers and Administrators



College Now: SMSU Concurrent Enrollment

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Overview

SMSU concurrent enrollment has been operating since 1984, the oldest program in Minnesota. We are excited to bring this guide to you, as well as the many changes in it, to improve upon a tradition of excellence in concurrent enrollment at SMSU.

To save time in the future, print a copy of this document. It has been created to facilitate access to the expected responsibilities of the teachers, counselors, liaisons and supervising professors of the College Now program.

ICON KEY	
	Valuable information
	Links
	Dates

How to Use This Guide

The icons at left are provided to help draw your attention to important elements within the guide itself. As you read the guide, you should be able to easily identify valuable information, links, dates, and important forms.

Mission Statement

The College Now: SMSU Concurrent Enrollment program provides high school students the opportunity to earn college credit by means of a high quality experience in the high school comparable to that of the university classroom.



Program Description

Concurrent Enrollment classes are university level classes offered at the high school to junior and senior students during their regular school day. (High school students reduce duplication of classes and save time and money by earning both high school and university credits at the same time.)

Instructors are qualified high school teachers who meet SMSU requirements and faculty approval to be facilitative teachers. Instructor qualifications, syllabi, assignments, textbooks, exams and grading requirements are equivalent to those at SMSU. Classes are monitored by supervising faculty from SMSU.

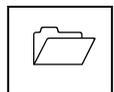
SMSU has selected a group of courses appropriate for delivery to regional high schools via College Now. The majority of these courses are lower-division, general education courses that have been certified as meeting the requirements of the Minnesota Transfer Curriculum. This designation indicates the course meets statewide curricular standards. Students who successfully complete such a course (with a grade of C- or better) are assured of course acceptance at any of Minnesota's public colleges and universities. Additionally, the courses are generally accepted at any college or university. SMSU believes these courses offer College Now participants flexible educational options for their future college careers and support statewide higher education goals.

The goals of College Now are to:

- Inspire increasing numbers of high school students to attend college;
- Promote student self-confidence;
- Provide advanced-learning opportunities for motivated students;
- Introduce students to the procedures and protocol of the university setting;
- Increase the probability of students completing a degree in four years or less; and
- Strengthen relationships between high schools and SMSU.

Minnesota PSEO Law and College Now

The Minnesota Postsecondary Enrollment Options (PSEO) Act allows advanced high school juniors and seniors to enroll in University courses for dual college and high school credit. The law mandates that postsecondary institutions allow selected high school students to enroll in their on-campus courses, as space allows. The law also allows schools and districts to contract with postsecondary institutions to provide postsecondary courses on site at high schools, as is the case with College Now. Currently the law prohibits public schools from charging students for tuition. The law does not, however, prohibit schools from asking for voluntary donations.



State Dollars Available to Schools Offering College Now

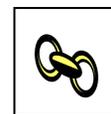
Included in the 2007 E-12 Education bill is state financial support for high schools that offer concurrent enrollment courses. High schools will be eligible for up to \$150 per student enrollment in College Now. (This figure is prorated based on available funds and total statewide enrollments in concurrent enrollment courses.) The law also allows high schools to use professional development funds to help teachers become prepared to teach the college courses. Contact the Office of the Commissioner <http://cfl.state.mn.us/mde/index.html> at the Minnesota Department of Education for details.

IMPORTANT: *In order to maintain their eligibility for state funding for concurrent enrollment courses, high schools must, starting in 2011, partner with concurrent enrollment programs that are accredited by NACEP, in the process of becoming accredited, or that can demonstrate that they've met standards comparable to NACEP standards. SMSU is currently seeking accreditation.*

Research about Concurrent Enrollment

Transforming the senior year of high school continues to be discussed at national, state, and local levels. As concurrent enrollment programs continue to grow across the nation, organizations as varied as the American Youth Policy Forum, the U.S. Department of Education, the National Conference of State Legislatures, the National Association of Secondary School Principals, and the National Governors' Association have called for the expansion and support of dual enrollment programs as part of a strategy to prepare all students for postsecondary study.

NOTE: Visit the NACEP Web site at www.nacep.org for access to this growing body of research.



College Now Organization and Partner Roles

College Now is housed and administered within SMSU's College of Arts Letters and Sciences and is a complex partnership, relying on many different people and institutions to perform crucial work. The following is a summary of key partners—individuals, committees, staff, and institutions—and their major responsibilities.

Cooperating High Schools. High schools and school districts pay College Now tuition and fund classroom instruction, instructional space, textbook purchases, release time for high school teachers attending College Now workshops, and reserve teachers to teach classes while College Now teachers attend workshops. High schools designate a liaison that serves as a gatekeeper, high school record-keeper, and advisor to students. Liaisons are expected to coordinate pre-registration.

High School Teachers. Teachers provide classroom instruction and assist, as needed, students in the application and registration processes.

University Academic Departments. Departments approve the offering of their approved courses through College Now and designate faculty to serve as College Now Supervising Professors.

Supervising Professors. College Now identifies faculty to serve as supervising professors for each course or set of courses. The supervising professor plays a critical role in ensuring that the University courses taught through College Now offer the same content, assessment, and pedagogy as used on campus. The professors help select, prepare, and support College Now teachers, primarily through interviewing candidates, leading teacher workshops, observing College Now teachers teaching in their own school classrooms, and overseeing and submitting grades for the course they supervise.

College Now Advisory Board. College Now has an Advisory Board composed of representatives from the major groups affiliated with College Now (faculty, principals, teachers, guidance counselors, etc.). The purpose of this board is to provide College Now with advice on strategic issues, extend the program's communication networks, and advocate, as needed, for College Now.

College Now Staff. College Now has a Director and various support staff. Collectively they handle all administrative, financial, and policy matters; web and print communication; research and evaluation; workshop coordination; teacher application and review process; Course management and student registration issues; student problems; course development.

Instructor Requirements

SMSU instructor qualifications may vary from course to course, but instructors are generally required to have a Master's degree.

High school faculty wishing to be considered for the College Now program should prepare the following:

- Application
- Current Resume / Vitae – one which reflects professional development in addition to experience
- Official transcripts from each institution showing specific degrees awarded / conferred or showing specific updated coursework relevant to the discipline and/or content area
- Brief letter of interest to include course title(s) they wish to teach
- A letter of support/reference from their administrator

The high school liaison / administration will forward the packet to SMSU for consideration by the deadlines provided.

Applications from potential College Now teachers are first reviewed by the appropriate SMSU academic department faculty and then by the College Now Administration. The high school faculty member must be notified that they have been approved as a College Now teacher, have gone through the interview process, and receive orientation before beginning official work on the course.

Registration for College Now classes offered for dual credit in the high schools will be scheduled only after the faculty, syllabi, and course offering have been approved by SMSU. The SMSU approval process takes place during the winter and spring of the school year before courses begin.

SMSU will provide training and guidance opportunities annually for high school teachers who will be teaching College Now courses. Approved high school teachers will receive a syllabus and other appropriate materials from a SMSU supervising faculty.

Teacher Responsibilities

The High School Teacher will—

- Ensure that course content meets SMSU minimum requirements as listed in the course syllabus provided by the supervising professor.
- Attend on-campus SMSU course workshops as offered. Attendance is taken at these events; excessive absence may result in a change of approval status and possible separation from the program.
- Work closely with SMSU Faculty to maintain college course environments and standards in the classroom.

- Ensure lab / classroom facilities are adequate for the specific course.
- Maintain files of course syllabus, exams, grades, etc. used during the teaching of the course.
- In the first week of class, have students complete the “Student and Parent Acknowledgement form. Failure to complete the form may result in administrative withdrawal of the course.
- Verify and maintain accurate high school and college student enrollment. Class rosters must be accurate within the first three class periods, if not they must notify College Now of any changes.
- Submit grading suggestions to the course’s SMSU Supervising Professor with a copy to high school liaison no later than three days after the completion of the course.

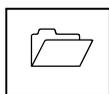
Benefits of College Now for Students, Teachers, Schools, and SMSU

College Now benefits . . .

- **Students**, by providing an effective transition to full-time college study. They experience directly the high academic standards, the intense workload, and the increased personal responsibility for learning characteristic of college study. As they transition to college, they experience significantly less stress since they already learned how to navigate the processes of student life. Students also enjoy greater flexibility in college, having earned enough college credits before beginning full-time study that they have time to complete internships, double majors, and/or study abroad. Students and families also greatly appreciate the tuition savings they gain through College Now participation. College Now students are also eligible for SMSU e-mail accounts, Mustang ID’s, and library access.
- **Teachers**, by providing them ongoing, discipline-specific, University-based professional development and connecting them with University and collegial resources.
- **Schools**, by providing college-credit opportunities that keep students in the high school.
- **The University**, by enabling academic departments to engage in high quality, economically sustainable outreach to high school teachers, students, and schools. College Now also provides many students with their first direct contact with the SMSU.

Students “Get Credit” for SMSU Courses Offered through College Now

College Now “alums” who are admitted to SMSU needn’t worry about transferring credits: all credits earned through College Now will already be recorded on their permanent transcripts at the University. College Now “alums” who are admitted to another college or university will need to request that their



SMSU College Now credits be recognized; the decision whether to grant credit recognition rests entirely with that institution. SMSU is part of the MNSCU system, as such all general education courses taken are part of the Minnesota Transfer Curriculum (MTC) and enjoy “seamless,” guaranteed transfer.

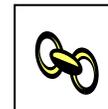
Types of Credit Recognition: Recognition for SMSU credits earned through College Now can come in several forms. Credits may:

- be directly transferred toward a student’s college graduation requirements,
- exempt students from taking a required course,

- make students eligible for placement into a higher level course.

Tips for Securing Credit Recognition: Students applying to colleges other than the SMSU are advised to do the following:

1. Clearly indicate on the application forms that they have taken coursework at another university or college.
2. Submit an official SMSU transcript as part of the application.
3. NOTE: For information on obtaining an SMSU transcript, students should visit <http://www.smsu.edu/CampusLife/RegistrationRecords/Index.cfm?Id=2200>, call 507-537-6207 or e-mail transcripts@smsu.edu.
4. Save course syllabus and written work. Should a college have questions about the SMSU course the student has taken through College Now, students should present a portfolio containing the course syllabus and the student's written work (completed assignments and exams) to the pertinent academic department with the request that the portfolio be evaluated on an individual basis.



IMPORTANT: *If transfer of credit is denied simply because the course was taken as a part of the College Now program, students should contact the College Now office for assistance. Students planning to enroll in South Dakota schools should know that the South Dakota Board of Regents will not likely accept concurrent enrollment courses from SMSU unless the College Now course was discrete enrollment AND taught by a teacher with at least a Master's degree in the discipline and/or 18 graduate hours.*

High School Responsibilities

Each high school must select or appoint a College Now liaison for its school. The liaison may be a school counselor, teacher or administrator. The liaison is vital to the program's success and serves as the key connection between the high school students, high school instructors, and SMSU.

The High School Liaison will--

- Provide information to all high school teachers about College Now.
- Coordinate visits by SMSU staff for College Now presentations to high school students and consultations with faculty.
- Collect teacher credentials for submission to SMSU.
- Complete a standard SMSU pre-admission process to determine student eligibility.
- Collect Student and Parent Acknowledgment of Responsibility forms (Attachment B).
- Administer and return SMSU course evaluations no later than January 31 (for Fall) and no later than May 31 (for Spring).
- Assist students in the course registration process.

Contact Hours

In order to maintain the quality and comparability of College Now courses, course material will not be taught in fewer hours than an on-campus SMSU course. College Now teachers will coordinate with their SMSU supervising professor on required contact hours. For example, a three credit-hour course is taught in at least 45 contact hours.

COLLEGE NOW

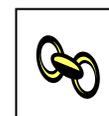
SMSU Academic Departments must approve both the teachers and the school in order to offer College Now courses.



Courses and Student Eligibility Appeals

College Now offers a variety of courses, designed to meet the needs of the students in its many cooperating high schools. Nearly all the courses offered meet the general education needs at most universities. This section is designed to cover the courses offered and what students who may not initially qualify, can do to appeal.

College Now offers many courses. All courses are approved for University credit. For complete course descriptions visit the [College Now homepage](#).



SMSU Courses Offered by College Now

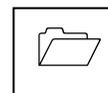
- Art 100 – [Introduction to Art](#) – 3 credits
- Biology 100 – [Biology in the Modern World](#) – 3 credits
- Biology 100L – [Biology in the Modern World Lab](#)– 1 credits
- Chemistry 231 – [General Chemistry I](#) – 3 credits
- Chemistry 231L– [General Chemistry I Lab](#) – 3 credits
- Chemistry 232 – [General Chemistry II](#) – 3 credits
- Chemistry 232L – [General Chemistry II Lab](#)– 1 credits
- Computer Science 105 – [Introduction to Computers](#) – 3 credits
- Computer Science 164 – Essentials of Computer Science – 4 credits
- Economics 201 -- [Principles of Microeconomics](#) – 3 credits
- English 151 – 4 credits
- French 102 – [Beginning French II](#) – 3 Credits
- French 201 – [Intermediate French I](#) – 4 credits
- French 202 – [Intermediate French II](#) – 4 credits
- Literature 120 – [Introduction to Literature](#) – 3 credits
- Mathematics 110 – [College Algebra](#) – 3 credits
- Mathematics 125 – [Special Functions and Trigonometry](#)– 3 credits
- Mathematics 135 – [Pre-calculus](#) – 5 credits
- Mathematics 150 – [Calculus I](#) – 5 credits

- Mathematics 151 – [Calculus II](#) – 5 credits
- Physics 120- [Introductory Physics](#) – 3 credits
- Physics 120L- [Introductory Physics -- Lab](#)– 1 credit
- Political Science 120 – [American National Government](#) – 3 credits
- Psychology 101 – [General Psychology I](#) – 3 credits
- Psychology 102 – [General Psychology II](#)– 3 credits
- Spanish 201 - [Intermediate Spanish I](#) - 4 credits
- Spanish 202 - [Intermediate Spanish II](#) - 4 credits
- Speech 110 – [Essentials of Speaking and Listening](#) – 3 credits
- Sociology 101 – [Introduction to Sociology](#) – 3 credits

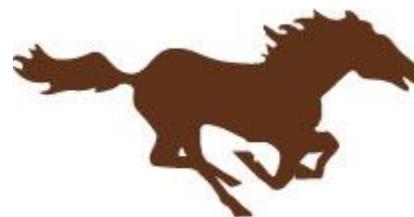
Student Appeals Process

Students who are not approved for enrollment in a College Now course (as based on the criteria) can appeal the decision to the College Now office. It is strongly recommended that students formally appeal by the end of the term prior to the College Now course s/he wishes to take. To appeal, a student must submit to the College Now office:

1. A request, written by the student, that asks for a review of the decision denying approval. This request should outline why the student feels qualified to participate in the course.
2. Letter(s) of recommendation from a teacher, counselor, or school administrator explaining why s/he believes the student can participate appropriately in a college class.
3. An academic transcript and, if requested, a writing sample.



The appeal may be considered by the College Now supervising professor and College Now staff in consultation with the College Now instructor. No further appeal is allowed—with one exception: juniors denied upon appeal may ask to be considered in their senior year.



Applying to Teach a College Now Course

College Now teachers must be approved for every course, in every discipline, and by individual departments. This discipline specific endorsement ensures that teachers have been trained, prepared, and mentored by faculty in the discipline within in which they will be teaching. This ensures that students will be held to the same standards as their on-campus counterparts. The following process, qualifications, and timelines apply to new AND replacement College Now teachers.

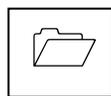
Significant changes and expectations from teachers are evidenced in this section of the Guide. Please note the differences and be prepared to implement these changes starting in the fall of 2009.

Application Process

High school teachers who wish to teach a College Now go through an application process to demonstrate that they meet the qualifications set by the SMSU academic department in which they wish to teach. Prospective College Now teachers submit an application and supporting documents. These documents are collectively reviewed by the discipline and College Now staff; each discipline sets their own standards and qualifications. *NOTE: Teachers typically teach only one College Now course. Teachers may add a second College now course if approved by the program and faculty mentor through a separate application process.*

Teacher Qualifications

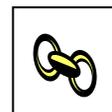
University academic departments define specific requirements for teacher qualifications; departmental requirements differ, department to department. Generally speaking, SMSU academic programs prefer a master's degree; some require the masters but will accept a master's degree in education or related fields. Other criteria used to determine secondary teacher credential approval is length of teaching experience at senior high level, experience with AP or other honors level programs, extent of graduate work in the field of study, engagement in extracurricular activities that broadens exposure to academic content, levels of pedagogical expertise, etc. College Now teachers are typically experienced teachers and lifelong learners, committed to staying current with both pedagogy and content through reading and ongoing professional development. They are energetic and committed to



challenging both themselves and their students. College Now teachers value participation in a vibrant community of learners.

Accessing Course Information and Application Materials

To access detailed information about specific SMSU courses offered through College Now, visit the College Now webpage. Complete application materials can be downloaded at <http://www.smsu.edu/academics/challengeprogram/Index.cfm?Id=2425>.



Application Deadline



Although new teacher applications are accepted year round, the annual deadline for consideration is April 1.

EXCEPTIONS: College Now understands that schools already participating in College Now may learn after April 1 that they need to replace a College Now teacher. Should this occur, please alert College Now as soon as possible so that accommodations can be made for late applicants.

Apply early! College Now encourages teachers to apply early enough so that they can attend workshops a full year in advance of teaching the SMSU course. This generous lead time allows schools to address issues that may arise during the teacher application process, namely, finding another qualified teacher if the initial applicant is denied and allowing provisionally accepted teachers to complete the required preparatory work before they teach. This lead-time also allows schools to be completely confident when listing a College Now course in their student registration materials.

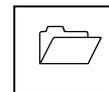
Application Steps

The steps in getting started with the College Now Program are:

1. Teacher submits application packet consisting of a) application form (available on the College Now website), b) current curriculum vitae, c) official or unofficial transcripts from all colleges/universities both undergraduate and graduate, d) letter of reference from principal.
2. A duplicate of application packet is created and filed.
3. "Approval/denial" form is generated and two copies are attached to the packet.
4. Packet is dated and sent, completed, to the appropriate academic department chair for programmatic review and determination.
5. Academic department will have three weeks from the date of receipt to make a determination on the teacher application and return it to the College Now office.
6. Each academic department determines its own review process, but the following are suggested as a guideline:
 - a. Review of printed credentials
 - i. What level of degree does the teacher have?
 - ii. What major is the degree in?
 - iii. How many courses in the content area did the teacher take and what were their grades?
 - iv. How many years of teaching experience does the teacher have? (Keeping in mind, 3 years is required)

- v. How many years of teaching experience the requested course does the teacher have?
- vi. Have they taught AP or other higher-level courses?
- b. Telephone interviews are suggested. You may take this opportunity to clarify questions in their packet, conduct follow-up questions, or perhaps ask some of the following:
 - i. Do they have adequate support at their high school to conduct the class?
 - ii. Do they want to teach the course or are they being assigned?
- c. An orientation to the College Now program is required before final approval is granted.
- 7. Once an approval/denial determination has been made, the chair and supervising faculty (when able to determine) will provide appropriate signatures and return to the College Now office.
- 8. If there is an approval of teacher credentials but no immediate faculty person available for supervision, the department chair and the Director will collaborate to discuss option. If a supervising professor is ultimately unavailable, the approved applicant will be placed on a waiting list and assigned to the next available supervising professor based on the order in which they were received.
- 9. Upon its return to the College Now office, applicants will be notified as to the determination (approval/denial).
- 10. If the three-week deadline to return a signed packet is not met, the Dean of the appropriate college will be notified. Department chairs will be contacted to discuss any issues causing the delay.

Teachers must be approved and an agreement must be in place BEFORE advancing into the program. MnSCU procedure states, "Designation of a secondary teacher to be an instructor in a PSEO concurrent enrollment course requires the approval of the teacher's principal and of the college or university based on the recommendation of its faculty."



Workshops after Acceptance into College Now

Teachers are required to attend at least one workshop before they begin teaching for the University: attendance at a discipline-specific workshop is expected from new teachers. The workshop schedule is announced as soon as all dates are confirmed by the College Now supervising professors.

Participation at workshops is expected; attendance will be taken and reviewed. A noticeable pattern of absence may result in a change of status or possibly expulsion from the program.



High School Responsibilities

The mutual benefits from partnering with College Now brings expectations. Working together we hope to provide the high school students and teachers with the appropriate tools to successfully function in a university setting.

Tuition

Due to the fact that high schools cover the instructional and facilities costs of College Now courses, tuition is greatly reduced from the ordinary SMSU undergraduate tuition. The Rate for the current year can be found online labeled as “Tuition” and can be viewed by selecting the link: [TUITION](#). School districts are billed directly for student tuition. Minnesota law prohibits public schools from charging students tuition for concurrent enrollment courses. However, the law does not prohibit asking for voluntary contributions.



Release Days for Teachers Workshops

College Now teachers are required to attend professional development workshops led by SMSU faculty during their entire tenure in the program, even during terms they are not teaching the SMSU course. These workshops are essential to maintaining the critical link between the high schools and SMSU and for ensuring the quality and integrity of the SMSU courses.

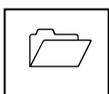
Teacher Stipends for Workshops

College Now does not charge districts or teachers for any of the program professional development workshops. However, school districts are strongly encouraged to provide stipends—where allowable—to teachers participating in summer workshops. SMSU is working to budget compensation for mileage to workshops. Please contact College Now staff before a workshop to see what expenses may qualify.

Textbooks and Course Materials

College Now courses require the same textbooks as are used in University campus courses; all textbooks that are not the same as those used on campus must be approved by the supervising professor. Districts are required to provide approved textbooks and materials for students.

Observing College Now Student Eligibility Criteria and Processes



College Now criteria for student eligibility are intended to identify those students most likely to successfully meet the challenge of college course work. Using these criteria College Now liaisons are responsible for approving students for registration and maintaining eligibility files in their high school. Liaisons may be asked to provide verification of student eligibility.

Student Eligibility

A student who plans to enroll for courses in the College Now program must meet the following requirements:

1. Must be at least 16 years of age.
2. Must submit an e-application and be admitted to SMSU.
3. Must be a junior or senior in high school
 - A. Juniors must be in the top third of their class
 - B. Seniors must be in the top half of their class
 - AND...
 - C. Juniors or Seniors must have a minimum GPA of 3.0 (on a 4.0 point scale)

Non-College Now Students in College Now Courses

College Now requires that at least 51% of the students in a College Now course be registered for SMSU credit.

Replacing a College Now Teacher

Many schools have found that transitioning from one College Now teacher to the next is made much easier through a year of planned mentoring. A common model is for the prospective teacher to shadow the veteran teacher both during class and at teacher workshops.

- Since all teachers must apply, interview, and be accepted into College Now, prospective teachers are encouraged to apply 12-15 months prior to taking over to allow time for this mentoring.
- Typically, teachers are approved to teach only one new College Now course at a time.
- We realize that there will be times when it will not be possible to predict a teacher change (retirement, illness, or a teacher leaves), in these cases the replacement must still be approved by the discipline and go through the same application process as any other College Now teacher. We will do our best to accommodate such situations, but cannot guarantee immediate approval.

Replacing a College Now Teacher Mid-term

If a College Now teacher becomes unable to teach the course and is likely to be absent for 10 consecutive days or more, the school must notify the College Now director immediately. College Now will assist the school in dealing with the situation and help it take steps to ensure that SMSU credit will still be available to students. In any case, a high school teacher **MUST** be approved to teach a College Now course.

First, College Now will connect the school with the SMSU supervising professor. The professor will work with the substitute teacher to ensure that the approved syllabus for the University course continues to be followed and that appropriate assessment and pedagogy is employed in the teaching of the course content. Because the University courses offered through College Now “belong” to the University’s academic departments, it is essential that the course continues to truly be a University course. If, after thorough consultation and careful consideration, the SMSU supervising professor and College Now director determine that the course does not maintain University quality, College Now may withdraw SMSU credit from the class. College Now wishes to avoid this step but must be able to take it, in order to maintain the trust of the University academic departments with which it partners.

Schools can minimize the difficulty resulting from losing a College Now teacher in mid-term by having two teachers prepared to teach a College Now course. Then, should one become unable to complete a term, another qualified teacher is ready to continue the course.



College Now Teacher Responsibilities

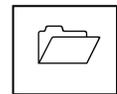
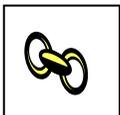
As with any endeavor, the services and tools available to a teacher can not only facilitate course function, but help all parties to more easily communicate and work together. This section of the Guide covers the policies and tools provided to help teachers monitor course data as well as description of the expectations SMSU has for professional development.

Preparing to Teach an SMSU Course through College Now

New Teacher Orientation: All teachers new to College Now are required to complete an orientation, which is conducted by each department. The orientation will familiarize teachers with processes and policies relevant to teaching for the University. Teachers will also work with the supervising professor from the discipline to prepare the content, pedagogy, assessment, and syllabus for the University course they will be teaching.

SMSU Email and E-Services

High school teachers will be provided with Mustang ID's as well as SMSU email accounts. Using these services they can access class lists and maintain greater communication with SMSU. To eliminate the chore of checking multiple e-mail accounts, teachers may forward their email to another preferred account. Or it may be easier to set up a pop mail account so that your SMSU email automatically downloads into your high school email. Speak with your school's technology specialist for help. If they need information from SMSU have them contact Tim Beske in SMSU Information Technology Services at besketi@smsu.edu.



Signing on to E-Services

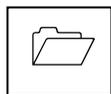


E-services is a MnSCU program that allows instructors access to the very same data regarding students, courses, and grading. Teachers **MUST** regularly monitor E-services to ensure roster accuracy since the roster that they view is the same roster used to calculate the high school bill.

For complete instructions and tutorials for E-services please go to Teacher Resources and follow the links.

Teacher Workshop Attendance

Policy: College Now teachers are required to attend and sign in at all College Now professional development workshops. Attendance is critical because the workshops function as faculty meetings for SMSU College Now courses. They provide opportunities for teachers to keep updated on the University course they are teaching as well as to participate in the intellectual and collegial community of the University and College Now. Regular workshop attendance is also a requirement for NACEP accreditation. When circumstances beyond a teacher's control prevent her or him from attending a workshop, he or she is expected to contact the supervising professor to discuss the meeting's agenda. In



some instances workshops will be recorded and made available as streaming video online.

Viewing the proceedings and submitting evidence of comprehension may, in some cases, equal attendance. Should a College Now teacher develop a pattern of repeated absences over a two-year period, the College Now supervising professor and/or College Now Director will discuss the situation with the teacher and may notify the school administration of their concerns. If the participation pattern is not reversed, College Now may decide that the teacher can no longer serve as a College Now instructor.

NOTE: *Teachers who have been accepted to teach a College Now course, but who are temporarily not teaching, or who haven't started teaching yet, are also expected to attend all workshops in their discipline. This expectation ensures that College Now teachers stay current with trends in their fields and understand any changes to the SMSU courses.*

Implementation Procedures: attendance sheets will be required at every teacher workshop. College Now staff provides supervising professors a list of teachers and their attendance record at the end of each academic year.

Regular Renewal of Teacher Credentials

To ensure that there is a continual effort to encourage professional development and growth, teacher credentials will be reviewed on a regular basis. During a renewal time, teachers will be notified that they are under review by College Now staff. Once notified they will be asked to submit:

1. Teacher renewal form
2. An updated curriculum vitae reflecting all professional development and scholarly activity since their last submission.
3. A letter of reference (if one does not already exist in their file) from their principal.
4. Updated transcripts (if they have continued their education since their last submission – if they have not had changes to their transcripts there is no need to send again).

During the review process department will evaluate continued growth and scholarly activity as well as teaching evaluations, course assessment, and participation in College Now workshops along with any discipline specific expectations. As a result of this review by the departments, teachers may be:

1. Placed on probation for one year, to be reviewed again at that time
2. Continue as fully approved
3. Deemed to be lacking appropriate growth and denied continued participation

Teacher and Student Participation in College Now Surveys

College Now conducts ongoing research related to the impact of College Now participation on teachers, students, and schools. In particular, College Now surveys all students one year and five years after they have graduated from high school to learn about their success in gaining credit recognition for their SMSU credits earned through College Now. College Now asks that teachers encourage students (perhaps by making mention of this on the syllabus) to anticipate and return these surveys.



SMSU and College Now Policies

*F*or the on-campus student a transition to the myriad of rules and regulations can be intimidating. The policies that students follow, however, are there to ensure fair and equal treatment. As such, College Now has implemented a set of policies designed to ensure equal treatment of students and at the same time introducing them to what it will be like when they enter mainstream higher education.

SMSU Responsibilities

SMSU Supervising Professor

The SMSU supervising professor's role is to serve as the instructor of record; as such he/she oversees and ensures the integrity of the course as defined by the academic department and College Now administration.

SMSU Supervising Professor will:

- Share with College Now administration the departmental requirements regarding course syllabi, course content, examinations and textbooks by the first week in December for the following school year.
- Provide co-teaching opportunities for high school teachers either on the high school campus or at SMSU.
- Be actively involved in student outcome assessments including review of student work.
- Deliver workshops to high school teachers.
- Make at least one site visit (per semester course) to each high school classroom but not more than two. If more than two visits are needed, prior written approval from the Department Chair and the Director will be required for reimbursement. Each site visit will be limited to one class period, per section offered.
- Maintain bi-directional communication with high school teacher related to the course, its delivery, student assessment or grading.
- Notify Registration if discrepancies on the course roster exist by the end of the first week of class (see calendar).

- Notify College Now Staff and high school teachers as soon as there are course syllabus updates, changes in curriculum, and when new texts are selected.
- Provide access to supplementary materials approved by the department for use with the specific course being delivered at the high school.
- Submit final grades using the online grade entry system.
- Complete and submit a “[Faculty Visitation Form](#)” to the Office of Distance Learning after every visit.
- Submit an employee expense report for reimbursement to the Office of Distance Learning to receive compensation for travel expenses. Any employee expense report that is not fully completed will not be submitted until completed appropriately.
- The Director must approve ANY Challenge Program recruiting efforts in writing and in advance of any recruiting visit.

College Now Administration

College Now delivers to students many of the same high-quality courses and programs offered on the SMSU campus using the flexibility of distance delivery and works closely with academic departments to provide educational opportunities to students in rural areas or who otherwise are unable to attend college classes on the SMSU campus.

College Now Administration will--

- Schedule in collaboration with the supervising professor the campus course workshops for high school teachers to discuss the syllabus/schedule and other course requirements.
- Provide institutional syllabi with examples to interested teachers.
- Review and update pre-admission information regarding student eligibility.
- Provide the high school liaisons with preliminary class list(s) confirming student enrollment.
- Coordinate any on- campus visits for students and teachers during the academic school year.
- Prepare, distribute, collect and process any course evaluations.
- Provide supervising professors with accurate registration data at the beginning of the semester in as timely a fashion as possible.
- Provide departments and supervising faculty with notice of communications (in advance when necessary/appropriate) with College Now teachers and schools.
- Consult with departments and supervising faculty about prospective changes to the program.
- Provide funding, as available, for adequate staffing to supervise College Now courses.
- Establish an “Advisory Board” consisting of faculty, high school administrators, university faculty, high school teachers, and/or parents of College Now students for input into direction, review, and planning of College Now.

Third Party Billing

SMSU sends tuition bills directly to the school district’s financial officer according to contact information provided to College Now. Students should never receive tuition bills from the SMSU.

Student Eligibility

SMSU College Now courses are the same courses offered at SMSU and are intended only for students who have demonstrated the readiness for college rigor and responsibility. For this reason College Now, in consultation with high school liaisons and University faculty, has developed a set of eligibility criteria; teachers and principals must use these criteria when placing students into a College Now class. Liaisons are expected to document eligibility information, keeping on file eligible student rank, GPA, and “Student / Parent Acknowledgement Form.” Liaisons may be asked to provide this information at any time. If ineligible students were/are admitted for university credit, future collaboration with SMSU could be placed in jeopardy.

Policy Concerning Non-College Now Students in College Now Classes



College Now requires that at least 51% of the students in a course offered through College Now be registered for SMSU credit.

SMSU Grading

College Now instructors define grade standards for their courses in conformity with their SMSU departmental policies. Grade definitions assume that instructors, knowing their course or courses’ basic requirements, can determine when students meet or exceed them. Grades describe levels of achievement.

A Achievement outstanding relative to the level necessary to meet course.

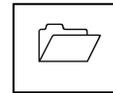
B Achievement significantly above the level necessary to meet course requirements.

C Achievement meeting the course requirements in every respect.

D Achievement worthy of credit even though it does not fully meet the course requirements in every respect.

F Coursework was either completed but at a level of achievement that is not worthy of credit or was not completed.

Pluses and minuses are used: a, A-, B +, B, B-, C +, C, C-, D +, D, D-, and F

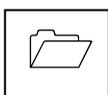


Withdrawals: A W indicates that a student has officially withdrawn from a course after initial three (high school) class periods. Cancellations during the first three days of class will be defined as “drops” and not reflected on transcripts or in billing.

University versus High School Grades

College Now instructors may choose to assign different grades for the high school course and the SMSU course. Teachers should be guided by their school policies regarding advanced course grading for the high school grade.

Quantity of Work and Contact Hours



The quantity of work needed to earn a credit is three hours per credit per week or approximately 45 hours per credit per semester. The manner in which the course is taught determines how much of the work will be in the classroom, laboratory, library, or independent study and research. A student should expect to spend about 9 hours per week, including class time, on a 3-credit course.

Teachers are expected to spend at least as much time in contact with students as professors do on campus. This is reported and monitored on the pre-registration form.

Course Withdrawal Deadlines



SMSU follows a strict timeline with regard to course cancellation and withdrawal. There is an important distinction to make here: Dropping a course means the course will not show up on the students' transcript nor will there be a charge for the course. Dropping can only happen during the enrollment window. Withdrawing from a course results in the course showing up on the students' transcript as a "W" and the school is billed for the entire course. Withdrawal from a course can occur up until the established withdrawal deadline which is published on the College Now Registration page. Please keep in mind that due to recent changes in federal financial aid requirements that students must complete at least 60% of the courses they attempt, a "W" counts *against* them. When they ultimately attend college, withdrawing from a CEP course may have ramifications in their financial aid. Deadlines for SMSU College Now courses are relative to the high school term. Teachers and students alike should be aware of deadlines as they can impact a student's permanent academic record.

Supervising Professor Site Visits

The College Now supervising professor responsible for each course will visit teachers in their classrooms periodically for observation and interaction with students. NACEP accreditation requires these visits as another means of ensuring that the content, pedagogy, and assessment of the course are comparable to the on-campus offering. The intent of this visit is NOT to teach the course, but to observe teachers. Supervising professors file a report with the College Now office after each observation. To view or download the supervising professor site visit report, visit the College Now Web site. In some cases classes are able to come to the SMSU campus for their "site visit" this is perfectly acceptable and is treated the same as a visit to the high school with the same intent. Professors should file a report in the same fashion.



Course Management

College Now conducts its course management business largely by e-mail. You will be notified when it is time to do something; however, this section of the guide—in print and on the College Now Web site— should minimize reliance on e-mail notification. Please be alert to messages that you may need to save and consult a few weeks later.

Course Management Checklist

Below is a list of the administrative steps teachers and liaisons take when conducting a College Now class.

1. Complete course requests annually, online by March 15 for the following academic year.
2. Ensure all potential students complete the E-application by April 1.
- 
 3. Approve students per College Now student eligibility criteria
- 
 4. Highlight important policies from the student handbook and provide students with URL for downloading and printing their own copies
5. Facilitate student e-registration during the first three class periods of fall or spring semester *
6. Monitor University enrollment and notify College Now of any corrections immediately
7. Administer course evaluations
8. Submit suggested final grades to supervising professor adhering to the established deadlines



*If a high school is not on a semester rotation, they still **MUST** register students during the time frames connected with semester courses. However, based upon the dates provided in course requests, students will be allowed to drop or add during the high school courses first three class periods of that term. Excessive adds are strongly discouraged.

Course Requests

In March, we ask you what and when you plan to teach in the ENTIRE following academic year. Please respond by March 15 so that we may complete the setup of your courses in the summer, thereby facilitating faster registration of students in the fall. You may not know with certainty the exact data for next year's courses, but please submit course setup information with the most accurate dates and other information available at the time. When you do learn the official data, be sure to contact College Now. Changes can be made to the requested courses up until the start of the class without charge.



Student Registration and the Selection Process

Liaisons are responsible for approving students for registration in their College Now classes, using the College Now eligibility criteria regarding grade level and class rank. Remember, at least 51% of the students in a College Now class must be registered for SMSU credit. Liaisons must inform students of their College Now decision regarding approval of their College Now eligibility. If a student's completes the e-application they will be automatically admitted to SMSU with only a few exceptions: If a student lists a graduation date that precludes them from junior or senior status at the time they plan to take the course they will be denied admission; if a student is not a U.S. citizen and a Minnesota resident they will not be admitted since State law prohibits it.

Student Registration

College Now students initiate the registration process themselves by completing the College Now registration through e-services. Registrations are due within the first three class periods and are done only on SMSU E-Services. Video tutorials on E-Services walk students through the registration process thoroughly and easily. Students simply need log into their account and select the video tutorials and follow the explicit directions.

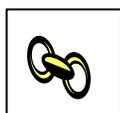
Monitoring Enrollment

You will **not** receive a paper copy of your College Now class list. Check your online class list to verify accuracy of enrollment in your College Now class before the bill is generated. With your bill you will receive a copy of the finalized class list. ALL changes will be reflected on that list, at that point **ONLY** withdrawals will be possible. Accreditation demands that ALL students receive equal treatment in regard to the registration process; College Now students must drop/add during the registration window (the same as on-campus students). Your students are ultimately responsible for drops/add/registration: they should be advised by teachers and liaisons as to the appropriate deadlines.

Students with IEP's and 504 Plans

If a student has an active IEP or 504 plan, teachers should contact the College Now Director who will arrange contact with a disability specialist from the University to discuss appropriate accommodations for participation in the university course.

Course Evaluations



The University requires that its students evaluate the course and instruction each time a course is taught. Near the end of your term, students should log on to the [Course and Teacher Evaluation for Students](#) and complete form; it is also accessible through the Student Resources submenu on the College Now homepage.

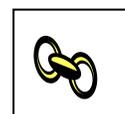
Submitting Grades

“*Suggested*” final grades are to be submitted to the supervising professor within three days of the end of the term. ONLY the supervising professor can submit the final grades. By entering the final grades, the professor is acknowledging that the students have completed an equally rigorous course, covering equal content, and were equally graded in comparison to an on-campus section of the same course – a requirement for accreditation.



Helping Students Access Transcripts

To order official transcripts, the Southwest Minnesota State University Registration and Records Office must receive the request in writing and a fee of \$5.00 for each transcript. Please go to the [Registrar's homepage](#) and follow the instructions listed to obtain a transcript. Once a request is received, your transcript will be mailed within one or two days. Keep in mind, a fee will be charged for EACH transcript sent out. Students can access their E-services account to look at unofficial transcripts.



Course Quality Assurance

College Now assures the quality of its on- and off-campus courses by requiring that all teachers use syllabi approved by SMSU academic departments. Syllabi for courses are available on the College Now website. Department syllabi are encouraged to include the elements detailed in Attachment A. Each time a course is offered, the syllabus and schedule must be approved by the supervising professor.