Concurrent Enrollment Admission Instructions
(College in the Schools/CIS)

This application is only for students taking Concurrent Enrollment (also known as College in the Schools) classes at their high school. Students wanting to take both Concurrent (at the high school) and Ridgewater (on campus or online) courses need to complete the PSEO Application found at www.ridgewater.edu/pseo under “Application Process”

**Step 1: Talk to your High School Counselor/Contact**
- Discuss course options and look at admissions requirements to ensure success in the course

**Step 2: Complete the Application**
- **Students** complete page 1 of the application and sign page 2
- **Counselors** complete page 3 and sign it
- **Counselors** provide a copy of a high school transcript
- **Counselors** provide a copy of standardized test scores (ACT, SAT or Accuplacer) if the student has achieved the testing requirements

**Step 3: Schedule Accuplacer (if needed)**

Students who have qualifying ACT, SAT or Reading Accuplacer score can waive testing
- Qualifying Test Scores
  - **ACT Score**: Reading 21 or higher
  - **SAT Score**: ERW 480 or higher
  - **Accuplacer Reading**: 250 or higher for General Education, 225 or higher for Career & Technical
  - **Accuplacer Math**: If required, students will be notified

To schedule your Accuplacer, contact the campus you would like to test at.
  - Willmar Campus: 320-222-5982
  - Hutchinson Campus: 320-234-8593
  - Or call 1-800-722-1151 to reach either campus

*To avoid a $25 testing fee, inform staff that you are applying for Concurrent Enrollment*

For practice tests, go to: [www.ridgewater.edu/accuplacer](http://www.ridgewater.edu/accuplacer)

*If taking the Accuplacer, please bring a photo ID to your testing appointment.*

**NOTE**: Students who do not meet the required score may retest for a $10 retest fee due at the time of testing.

**Step 4: Admission Decision**

If students do not meet admission requirements, they will not be permitted to take the course. We will notify both you and your high school counselor who will assist you in adjusting your schedule.

If you have questions, please contact:

**Kelley McClure Mork**
Special Projects Coordinator
320-222-5210 or 1-800-722-1151

Recommended application deadlines:
- May 1 for FALL semester and December 1 for SPRING semester

Student: Please retain this page for your reference
Concurrent/College in the Schools Enrollment FAQ’s

What is Concurrent Enrollment? In Minnesota, concurrent enrollment courses are college courses offered at the high school, usually taught by a trained high school teacher. These are offered in partnership with a college or university. Students who successfully complete these courses generate both high school and transcripted college credit from the partnering postsecondary institution. Many people refer to these courses as College in the Schools (CIS). There is no cost to the student to participate in these courses.

By participating, high school students complete college requirements that allow for greater flexibility when they enter the university setting full-time. Many Concurrent/College in the Schools alumni find they are able to pursue second majors, participate in study abroad opportunities, and internships. Not only do Concurrent/College in the Schools students get a step ahead of other entering freshman in terms of credits, but they also gain college-level skills from these courses. Our courses challenge high school students to think critically, write academically, and read analytically, preparing students for greater success in college.

Satisfactory Academic Progress: Concurrent/College in the Schools students are recognized as Ridgewater students. Students begin their official college record and will be held to Ridgewater College Satisfactory Academic Progress standards of a minimum GPA of 2.0 and minimum course completion rate of 66.67% passing.

What are the eligibility requirements? Concurrent/College in the Schools is available to juniors and seniors who can present evidence of the ability to perform college work. Such evidence includes the following:

<table>
<thead>
<tr>
<th>Juniors</th>
<th>Seniors</th>
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<tbody>
<tr>
<td>HS class rank – upper 1/3 of their class,</td>
<td>HS class rank – upper 1/2 of their class,</td>
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<tr>
<td>OR</td>
<td>OR</td>
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<tr>
<td>HS GPA – 3.0 cumulative GPA</td>
<td>HS GPA – 2.5 cumulative GPA</td>
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<tr>
<td>and Qualifying scores in either the Accuplacer,</td>
<td>and Qualifying scores in either the Accuplacer,</td>
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<tr>
<td>ACT, or SAT placement tests to be placed</td>
<td>ACT, or SAT placement tests to be placed</td>
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<tr>
<td>into the course of their choice.</td>
<td>into the course of their choice.</td>
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</table>

Can Sophomores take Concurrent/College in the Schools courses? Yes! Sophomores are eligible as follows:

<table>
<thead>
<tr>
<th>Career and Technical Courses</th>
<th>Liberal Arts (General Education) Courses</th>
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<tbody>
<tr>
<td>Can enroll on a first come, first served basis</td>
<td>Can only enroll on a space-available basis after juniors &amp; seniors have been given right of first refusal.</td>
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<tr>
<td>HS class rank—upper 10%,</td>
<td>HS class rank—upper 10%,</td>
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<tr>
<td>OR HS GPA—3.0 cumulative GPA</td>
<td>OR HS GPA—3.0 cumulative GPA</td>
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<td>and 850 or higher on MCA reading. If student does not have MCA scores, qualifying scores in either the Accuplacer, ACT, or SAT placement tests are acceptable.</td>
<td>and Qualifying scores in either the Accuplacer, ACT, or SAT placement tests to be placed into the course of their choice.</td>
</tr>
</tbody>
</table>

NOTE: Per the Minnesota Department of Education PSEO language, 10th grade students must be enrolled full time at a public high school in order to take Concurrent Enrollment/College in the Schools courses. Students enrolled less than full time in a public high school are not eligible.

I want to take both Concurrent/College in the Schools course/s and PSEO course/s at the college. How do I apply? Complete the PSEO application found at www.ridgewater.edu/pseo under “Application Process”. Indicate on the application that you are applying for both Concurrent and PSEO. We encourage students to talk to their high school counselor about their plans. The admissions criteria outlined in this packet is the same for both Concurrent and PSEO.
Section 1: Applicant Information

(To be filled out by student – please use blue or black ink)

Personal Information

Print Full Legal Name (Last, First, Middle Initial) ____________________________________________

Social Security Number* ____________________ - __________ - __________________ Date of Birth __________________________

*Many colleges/universities use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.

Permanent Address ____________________________________________________________

City ____________________________________________ State _________ Zip ______________ County ____________

Home/Permanent Phone: (________) ____________________ ____________ Student Cell Phone: (________) ____________________ ____________

Student Email Address ________________________________________________________________

High School Currently Attending __________________________________________________________

HS Graduation Year __________________________ Grade Level for 2019-20 school year □ Junior □ Senior

Are you a resident of Minnesota? □ Yes □ No

*If yes, how long _______Years _______Months □ If no, what state are you a resident of? __________________________

Request for Confidential Information

*Providing the following information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Gender: □ Male □ Female □ Non-Binary □ Prefer not to say

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, or Central American, or other Spanish culture regardless of race)? □ Yes □ No

Race and ethnic background (select any that apply)

□ American Indian or Alaskan Native (a person having origins in any of the original peoples of North, Central or South America and maintains tribal affiliation or community attachment)

□ Asian (a person having origins in any of the original people of the Far East, Southeast Asia or the Indian subcontinent)

□ Black or African American (a person having origins in any of the black racial groups of Africa)

□ Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

□ White (a person having origins in any of the original peoples of Europe, the Middle East or North Africa)

What is the highest level of education for your parent(s)/guardians(s)?

Please respond for the parent(s), step-parents(s), adoptive parent(s) or guardians(s) who raised you.

Check only one box per parent/guardian

<table>
<thead>
<tr>
<th>Parent/Guardian #1</th>
<th>Parent/Guardian #2</th>
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<tbody>
<tr>
<td>□ No high school diploma</td>
<td>□ No high school diploma</td>
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<tr>
<td>□ High school diploma</td>
<td>□ Two-year college degree/diploma</td>
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<tr>
<td>□ Some College</td>
<td>□ Bachelor’s degree or higher</td>
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<tr>
<td>□ Not sure/Don’t know College</td>
<td>□ Not sure/Don’t know College</td>
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</table>
Voluntary Release of Information

Family Educational Rights and Privacy Act (FERPA)

Concurrent/College in the Schools students are a protected class under the Family Educational Rights and Privacy Act (FERPA). If an “Authorization to Release Student Information” form is not on file, information regarding a Concurrent/College in the Schools student can only be shared with the student’s high school/alternative learning school. Forms/authorizations are valid until cancelled by the student. It is the student’s responsibility to renew the form/authorization each year. This form can be located on the Ridgewater website under “Student Forms”.

Note: This Parental Information Release is not required for consideration in the Concurrent/College in the Schools program.

Applicant Signature

Please note that concealment of facts or untruthful statements may cause you to be subject to denial of admission and/or dismissal from Ridgewater College.

All applicants must complete and sign this section:

By my signature, I certify that the information I have provided about my academic history, personal information, and residency is accurate and complete. Failure to disclose any required information could result in the denial of admission or retroactive administrative withdrawal from Ridgewater College without refund (if applicable) or course credits. I understand that it is my responsibility to submit a completed application. Failure to do so may result in my application being withdrawn without review. I also acknowledge that I have informed my parent/guardian of my plans to take college level courses.

Applicant’s signature: ____________________________________________ Date: ____________________

Note: The college/university is asking you to provide information that includes private and/or confidential information under state and federal law. The college/university is asking for this information in order to process your application. You are not legally required to provide the information the college/university is requesting; however, the college/university may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate education interest in the information. Under circumstances, federal and state laws authorize release of private information without your consent:

• To other schools in which you seek or intend to enroll, and/or are enrolled, if you are first notified of the release
• To federal, state, or local officials for purposes of program compliance, audit, or evaluation
• As appropriate in connection with your application for, or receipt of financial aid
• To your parents, if your parents claim you as a dependent student for tax purposes
• If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law
• To an organization engaged in education research or an accrediting agency

Minnesota State abides by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin, or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats upon request by calling 800-722-1151 or through your preferred Telecommunications relay Service.
Section 2: High School Information  (To be filled out by high school representative)

Name of Secondary School ___________________________________________ District Number ____________

School Classification  □ Public  □ Nonpublic/Private  □ Home

Student Class Rank: _______ out of _________  Student’s Grade level for 2019-20 school year  □ Junior  □ Senior

High school yearly schedule is by  □ Quarters  □ Semesters  □ Trimesters  □ Home School

Does student receive special education services at the high school?  □ Yes  □ No

Credit conversion: ________________ high school/ home school credits is equal to ________________ college credits

Course(s) student will be taking at our high school:

Liberal Arts (General Education)

□ Intro to Biology (BIOL 1000)  (MACCRAY & LAKE CRYSTAL ONLY)
□ English Comp I (ENGL 1210)  (HUTCHINSON, MACCRAY, ORTONVILLE ONLY)
□ English Comp II (ENGL 1220)  (HUTCHINSON ONLY)
□ Survey of Chemistry (CHEM 1010)  (ACGC ONLY)
□ Public Speaking (CMST 2200)  (MACCRAY ONLY)
□ Personal Finance (ECON 1900 )  (EVELETH ONLY)
□ American Government (POLS 1320)  (EVELETH ONLY)

Career and Technical Courses

□ Agronomy (AGRI 1660)  (E-V-W ONLY)
□ Animal Science (AGRI 1810)  (MACCRAY, E-V-W ONLY)
□ Introduction to Entrepreneurship (MSM 2823)  (KCEO ONLY)
□ Nursing Assistant (CNA) (NA 1612)  (SIBLEY EAST HS ONLY)

Additional Notes/Information: ___________________________________________

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________________________________ Idaho State University - Environmental Systems Laboratory  5750 S 15th Ave, Pocatello, ID 83209  (208) 282-7430  Fax: (208) 282-3638  https://www.idaho.edu/esi  &© Idaho State University  All Rights Reserved

Printed Name of Secondary School Contact Person ___________________________ Title ___________________________ Phone ___________________________

Signature of Secondary School Contact Person ___________________________ Date ___________________________ Email Address ___________________________