Implementing a New College in the Schools Partnership

A suggested timeline to help high schools understand our onboarding processes as aligned with NACEP and Ridgewater College

**Contact Us!**
Interested in a course? Let’s chat about what it means to offer College in the Schools and our specific requirements

**Credentialing**
High school instructors have to meet MinnState credentialing guidelines (our credentialing packet is available on our website)

- 6 months or more before the class starts

**Credentialing Decision**
Credentialing decisions are made within 15 business days

- 5 months or more before the class starts

- 4 months or more before the class starts

**Mentor Assignment**
Mentors are assigned to high school teachers for training, onboarding, and evaluation/approval of course content

- 4 months or more before the class starts

**Apply to CIS**
High school counselors are asked to work with Ridgewater to ensure a smooth enrollment experience

- 2 months or more before the class starts

**Admission**
Students who meet admissions requirements are enrolled, those who do not are notified so a different class can be selected

- 4 months or more before the class starts

**Parent Info.**
College in the Schools handbook, policies, and other important information is sent via US Mail to parents

- 6 weeks before the class starts

**Final Class List**
High schools send the final class list to Ridgewater to account for any registration changes.

- 1st Friday of the class

For more information contact:
Kelley McClure Mork
Special Projects Coordinator
320-222-5210
kelley.mccluremork@ridgewater.edu
www.ridgewater.edu