Timeline for

College in the Schools

For classes starting in August/September

Early March

Preparation

While plans can change, knowing in advance what the high school plans to offer helps us best serve students, their families, and the high school staff & instructors.

- Ridgewater College e-mails High School
- High school shares plans for CIS for the next year
- Ridgewater verifies mentor load capacity for the next year

April 1 - May 1

Application Period

High Schools assist Ridgewater in distributing, collecting, and discussing course enrollment options with students.

- Students meet with their high school to discuss enrollment into CIS classes
- Ridgewater sends Parent Information Packet to families of potential students
- Students complete applications and sign up for Accuplacer (if needed)

May 1st

Application Due Date

We understand that changes happen--we are happy to work with you as students want to add/drop this course over the late spring and summer months.

MAY 1

1st Week of Classes at the High School

1st Week of Classes

First week can mean a lot of changes! Keeping us up to date in that first week is important--especially for our reporting to the Minnesota Department of Education.

- Need to add or drop a student? Call our office to discuss next steps
- All changes to the class schedule must be resolved by the 1st Friday. (1st Friday)
- Any changes after the 1st Friday result in a "W" on the student transcript. (W)

For classes starting in January

Early September

Preparation

While plans can change, knowing in advance what the high school plans to offer helps us best serve students, their families, and the high school staff & instructors.

- Ridgewater College e-mails High School
- High school shares plans for CIS for the next year
- Ridgewater verifies mentor load capacity for the next year

October 1 - December 1

Application Period

High Schools assist Ridgewater in distributing, collecting, and discussing course enrollment options with students.

- Students meet with their high school to discuss enrollment into CIS classes
- Ridgewater sends Parent Information Packet to families of potential students
- Students complete applications and sign up for Accuplacer (if needed)

December 1st

Application Due Date

We understand that changes happen--we are happy to work with you as students want to add/drop this course over the fall and early months.

DEC 1

1st Week of Classes at the High School

1st Week of Classes

First week can mean a lot of changes! Keeping us up to date in that first week is important--especially for our reporting to the Minnesota Department of Education.

- Need to add or drop a student? Call our office to discuss next steps
- All changes to the class schedule must be resolved by the 1st Friday. (1st Friday)
- Any changes after the 1st Friday result in a "W" on the student transcript. (W)

For classes on quarters or trimesters

Contact Us

Our flexible scheduling allows us to customize course setup and application processes for schools offering classes on the quarter or trimester schedules. Contact us to more information

320-222-5210

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