Fond du Lac Tribal and Community College

College in the Schools
(CITS)
Student Handbook

Getting started: What is College in the Schools?

College in the Schools (CITS) is a *concurrent enrollment* program administered by Fond du Lac Tribal and Community College (FDLTCC) through the Minnesota State Colleges and Universities (MnSCU) system. When enrolled in a FDLTCC course through CITS, you are eligible to receive *both* high school and college credit.

Admission
Students are eligible for admission to the CITS program if they are a high school junior who ranks in the upper one-third of their class, have a score at or above the 70th percentile on a nationally standardized norm-referenced test, or have at least a 3.0 GPA or a senior who ranks in the upper one-half of their class, have a score at or above the 50th percentile on a nationally standardized norm-referenced test, or have at least a 2.5 GPA

A high school that wishes to have a college or university offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the PSEO eligibility requirements may request approval for an exception from the president of the college or university to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test or have a favorable recommendation from a designated high school official to enroll in that course.

Students who are eligible for College in the Schools must fill out a CITS application and take a placement test (Accuplacer or ACT). Students can get a CITS application from the school's CITS coordinator.

MnSCU and FDLTCC policy requires a college course placement exam, the Accuplacer, when applying to the CITS program. The Accuplacer assesses reading, sentence and math skills to determine college academic readiness. The scores earned on the Accuplacer determine the CITS courses eligibility. The Accuplacer may be taken on your high school campus or the FDLTCC campus. Sample exams can be found at; www.collegeboard.com/student/testing

In some cases students having less than the class rank, required grade point average or Accuplacer scores may appeal to enroll in the CITS program. To appeal, the student and their counselor must fill out an FDLTCC waiver form.

Registration
Registration for CITS courses occurs as part of the regular high school registration. The high school instructor/CITS coordinator will assist you with the paperwork process.
The add/drop policy for CITS states the student has the first 25 days of FDLTCC's campus academic schedule to add or drop classes. After this date, a "W" (for withdraw) will appear on the student's transcript. Students wishing to drop after the 25th day must fill out a petition with their CITS coordinator. FDLTCC's academic calendar can be found at:
http://fdltcc.edu/records/importantdates.shtml.

Students should check with their instructor and CITS coordinator to ensure they are on the class roster. Students can also check their information on their student account:
http://www.fdltcc.edu/studentservices/eservices.shtml.

My class has started: What should I expect?

One of the most important things to remember when taking a FDLTCC CITS class is that you are a FDLTCC student. Students enrolling in college coursework for the first time should understand the implications of beginning a college transcript. Low or failing grades earned while still of high-school age can have a permanent impact on a student's academic future, putting their academic standing and future financial aid eligibility in jeopardy.

You are also responsible for knowing and following college policy. The college student handbook can be found at: http://www.fdltcc.edu/academics/handbook.shtml.

FDLTCC's Student Services webpage can be found at: http://www.fdltcc.edu/studentservices/.

As a FDLTCC student you will have access to the Ruth B. Myers Library on our campus. Information regarding our library services can be found at: http://www.fdltcc.edu/current/support/library/.

Some of the policies you should be aware of are:

FDLTCC's student conduct policy: http://www.fdltcc.edu/aboutfonddulac/policies/studentconductcode.shtml

FDLTCC's plagiarism policy: http://www.fdltcc.edu/aboutfonddulac/policies/studentconductcode.shtml

If you have questions regarding policies, please contact the CITS coordinator at your school or the CITS coordinator at FDLTCC.

CITS Instructors
Approved high school instructors at your school teach CITS courses during the regular high school day. CITS teachers are supported by a FDLTCC "mentor." You should see at least one college mentor at your school two or three times per semester.

CITS Courses and Course outlines
The curriculum and rigor of Concurrent Enrollment courses are the same as Fond du Lac Tribal and Community College's on-campus courses. Course outlines are an excellent tool for use during academic course selection and transfer planning to another postsecondary institution. Course outlines are regularly revised and updated by instructors. For more information about a specific course, contact an instructor within the department or the chief academic officer at the college. Course outlines can be found at: **http://www.fdltcc.edu/current/graduation/course-outlines.shtml**

Course Syllabus
The first step toward success in any college class is to carefully read the course syllabus because, in addition to assignments, a course syllabus will contain vital information about course expectations, key dates, class attendance, textbook(s), other course resources and grading criteria.

My class is complete: Now what?

Grading

Letter grades will be assigned in each course as an evaluation of student achievement. The student's overall progress is measured by the grade point average, which is determined by dividing the sum of the grade points earned in all letter-graded courses (A–F) by the sum of all credits earned in those courses. The following grading policy is used throughout the Minnesota State Colleges and Universities System.

Grade	Definition	Grade Points/ Credit
A	Superior	4.0
B	Above Average Achievement	3.0
C	Average Achievement	2.0
D	Below Average Achievement	1.0
F	Inadequate Achievement	0.0

Check Grades

Students can check their grades at the end of the class by logging in to their student account at:
http://www.fdltcc.edu/studentservices/eservices.shtml

FDLTCC's Satisfactory Academic Progress Policy

In order to remain in good academic standing students must maintain an overall GPA of 2.0 and complete 67% of attempted classes. Students that drop below 67% completion rate or under 2.0 GPA may be put on academic warning, probation, or suspension. If a student is placed on academic warning, probation, or suspension the student's ability to continue taking college classes or receive financial aid in the future could be affected. More on FDLTCC's academic progress policy can be found at:
http://www.fdltcc.edu/pdf/catalog/2008.12.8%20FDL6%20AcademicPolicies.pdf

Request a transcript

Transcripts may be requested by returning a completed Transcript Request Form to the Records and Registration Office. The transfer request form can be found at:
http://fdltcc.edu/records/transcripts.shtml

A fee is required to print and send official and unofficial transcripts from the Records and Registration Office. Students must pay the required fee to the Business office prior to submitting the completed Transcript Request Form.

Students with any type of hold on their record will not be able to receive official transcripts from the Records and Registration Office until all holds have been cleared.

If you are attending FDLTCC or any other MnSCU college or university, you do not need to request a transcript from FDLTCC.

Types of College Credit Recognition

Recognition of your FDLTCC credits earned through CITS can come in several forms. Be aware of these distinctions as you apply to other colleges and universities.

Credits may:

1. Directly transfer toward your chosen degree
2. Count as elective credits
3. Exempt you from taking a required course
4. Make you eligible for placement into a higher-level course

If your credit is not accepted, contact the CITS Program Coordinator at 218-879-0795 for assistance.

More information on transferring can be found at:
http://fdltcc.edu/current/graduation/transfer-policy.shtml

Important FDLTCC website addresses:

Fond du Lac Tribal and Community College Web Address:
http://www.fdltcc.edu

Handbook and Planner:
http://www.fdltcc.edu/academics/handbook.shtml

College Catalog:
http://www.fdltcc.edu/academics/catalog.shtml

Student Conduct Policy:
http://www.fdltcc.edu/aboutfonddulac/policies/studentconductcode.shtml

Plagiarism Policy:
http://www.fdltcc.edu/aboutfonddulac/policies/studentconductcode.shtml

Course Outlines:
http://www.fdltcc.edu/current/graduation/course-outlines.shtml

Student e-service Access:
http://www.fdltcc.edu/studentservices/eservices.shtml

CITS Course Descriptions:
http://www.fdltcc.edu/prospective/admissions/collegehighschool.shtml

Important FDLTCC phone numbers

Fond du Lac Tribal and Community College Phone Numbers:
Local 218-879-0800
Toll Free 1-800-657-3712

College Fax Number:
218-879-0814

College in the Schools Staff:

Vice President of Academics Affairs
Don Carlson 218-879-0878 dcarlson@fdltcc.edu

Dean of Student Services:
Keith Turner 218-879-0805 kturner@fdltcc.edu

College in the Schools Coordinator:
Damien Paulson 218-879-0795 dpaulson@fdltcc.edu

Accuplacer Testing:
Damien Paulson 218-879-0795 dpaulson@fdltcc.edu

Records and Registration Department:
Leah Tollefson 218-879-0746 leah@fdltcc.edu

Assistant Registrar
Erica Gelo 218-879-0885 eclark@fdltcc.edu

Library Director
Nancy Broughton   218- 879–0837   sam@fdltcc.edu

Library Technician
Diane Kauppi   218-879–0790   dkauppi@fdltcc.edu

Library Service Desk
  218-879–0838   library@fdltcc.edu

FDLTCC address:

2101 14th Street
Cloquet, Minnesota 55720

Email
Email is the official form of communication at the college. You should check your college email account daily for important notices and information. Email accounts will be activated near the start of the semester.

Account Name: lastname.firstname@c.fdltcc.edu
Password: Your birth date in YYYYMMDD format

eServices
In eServices you will find course registration, grades & transcripts, bills & payments, financial aid award, etc.

Desire to Learn – D2L
Desire to Learn or D2L is our system for online courses and is typically activated by the first day of class. If you are unable to access your class online on the first day, please contact your instructor.

StarID
You have been assigned a StarID which you will need to log into your eServices and your D2L (Desire to Learn Account). If you have a StarID from another MnSCU Institution, you will not need to re-activate your StarID number.
You can obtain and activate your StarID at https://starid.mnscu.edu using one of these easy options:
Using Your FDLTCC Student ID and Social Security Number, select:
1. StarID Self Service
2. Activate StarID
3. Tech ID (Student ID) under Students
4. Select Fond du Lac Tribal and Community College and enter your eight digit Student ID and your social security number.
5. It will display your StarID and allow you to create a password

Or using your student email account, you can select:
1. StarID self service
2. Activate StarID
3. Personal Email Address under Students
4. Enter your Fond du Lac Tribal and Community College student email address
5. Check your student email to get the verification code and enter it along with your student Email address or your last name
 6. It will display your StarID and allow you to create a password.

For tech support please contact: Loran Wappes at (218) 879-0839, loran@fdltcc.edu, Brad Bohlmann at (218) 879-0711, bradb@fdltcc.edu, or Ragan Balzer at (218)879-0797, rbalzer@fdltcc.edu.

Ruth A. Myers Library
at Fond du Lac Tribal & Community College

Library Resources for CITS

Our main library website address: www.fdltcc.edu/library

For off-campus access to our EBSCO (journals), JSTOR (biology journals), and ProQuest (newspapers) databases follow our main library link and select "Electronic Databases". Access is via StarID and StarID password.

Use our "Writing and Research Help" page for help with topics such as MLA, APA, plagiarism, copyright and more.

www.AskMN.org is a great 24/7 chat reference service provided to all Minnesotans. Select the "College Research" option to be connected with an academic librarian.

Ways to contact us in case you have questions or need assistance:
Library e-mail:
library@fdltcc.edu

Library phone number:
218-879-0838 or 1-800-657-3712 toll free (Main College Switchboard) and ask for the library or ext. 838

Nancy Broughton, Library Director
sam@fdltcc.edu
218-879-0837 or use the toll free number & ask for ext. 837

Diane Kauppi, MLIS
dkauppi@fdltcc.edu
218-879-0790 or use the toll free number & ask for ext. 790