

Fond du Lac Tribal and Community College
(FDLTCC)



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 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. Freshman and Sophomore 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, MCA's, or ACT). Students can get a CITS application from the school's CITS coordinator.

A student shall be exempted from taking all or portions of the system-endorsed placement instrument (Accuplacer) based on documentation of subject area scores on the Minnesota Comprehensive Assessment (MCA), ACT, or SAT. A student who obtains the following minimum scores or higher shall be placed in the corresponding college-level course(s) and should not be required to take development classes in these areas.

A student who obtains the following minimum scores or higher shall be placed in the corresponding college-level course(s):

Reading: A student who received a college-ready score on any of the following reading tests shall be placed in courses that designate college-level reading skills.

ACT: 21 or higher on the reading portion

MCA: 10th grade reading test score of 1047 or higher

SAT: 480 or higher on ERW portion

Writing: A student who received a college-ready score on any of the following Writing/ English tests shall be placed in courses that designate college-level writing skills.

ACT: 18 or higher on the English portion

SAT: 480 or higher on the ERW portion

Mathematics: A student who received a college-ready score any of the following math tests shall be placed in courses that designate college-level math skills.

ACT: 22 or higher on the math portion – College Algebra

MCA: 11th grade math test score of 1158 or higher – College Algebra

MCA: 11th grade math test score of 1148 or higher – Introduction to Statistics

SAT: 530 or higher on the math portion – College Algebra

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.fdlccc.edu/student-services/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://fdltcc.edu/wp-lib/wp-content/uploads/2015/03/CITSStudentHandbookMarch-2015V2.pdf>

FDLTCC's Student Services webpage can be found at: <http://fdltcc.edu/student-support/>

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://fdltcc.edu/current-students/academic-support/library-services/library-information/>

Some of the policies you should be aware of are:

FDLTCC's student conduct policy:

<http://fdltcc.edu/about-us/policies-reports/academic-campus-policies/student-conduct-code/>

FDLTCC's plagiarism policy:

<http://fdltcc.edu/about-us/policies-reports/academic-campus-policies/student-conduct-code/>

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://fdltcc.edu/academics/degree-and-certificate-programs/degree-programs/american-indian-studies/course-outlines/>

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: <https://webproc.mnscu.edu/esession/authentication.do?campusId=163&postAuthUrl=http%3A%2F%2Fwebproc.mnscu.edu%2Feservices%2Flogin.html%3Bjsessionid%3D1A2B8395584870F21BBD74765234C62C%3Fcampusid%3D163>

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://fdltcc.edu/about-us/policies-reports/academic-campus-policies/satisfactory-academic-progress-policy/>

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/current-students/records-office/transcripts/>

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-students/graduation-transfer/transfer-information/>

Important FDLTCC website addresses:

Fond du Lac Tribal and Community College Web Address:

<http://www.fdlccc.edu>

Handbook and Planner:

<http://fdlccc.edu/academics/student-handbook/>

College Catalog:

<http://fdlccc.edu/academics/catalog/>

Student Conduct Policy:

<http://fdlccc.edu/about-us/policies-reports/academic-campus-policies/student-conduct-code/>

Plagiarism Policy:

<http://fdlccc.edu/about-us/policies-reports/academic-campus-policies/student-conduct-code/>

Course Outlines:

<http://fdlccc.edu/academics/degree-and-certificate-programs/degree-programs/american-indian-studies/course-outlines/>

Student e-service Access:

<http://fdlccc.edu/log-in/>

CITS Course Descriptions:

<http://fdlccc.edu/wp-lib/wp-content/uploads/2016/09/CITS-Courses-Offered-September-2016.pdf>

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

Dr. Anna Fellegly 218-879-0863 afellegly@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.fdlcc.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.fdlcc.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@fdlcc.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@fdlcc.edu

218-879-0837 or use the toll free number & ask for ext. 837

Diane Kauppi, MLIS

dkauppi@fdlcc.edu

218-879-0790 or use the toll free number & ask for ext. 790