Fond du Lac Tribal and Community College (FDLTCC)

College in the Schools (CITS)
Student Handbook
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.

Minnesota State policy: http://www.minnstate.edu/board/procedure/305p1.html

Eligibility Criteria
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.
- High school 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.
- High school 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 a course.

Students eligible for College in the Schools must fill out a CITS application and take a placement test (Accuplacer, MCA’s, or ACT). Students can complete an application online at: https://eservices.minnstate.edu/adm/public/studentWelcome?campusId=163&appType=underGrad.

According to Minnesota State policy, the Accuplacer assessment is required for all new community college students unless: 1) the student can provide Fond du Lac Tribal and Community College with their scores from ACT, MCA, or SAT taken within the time periods outlined below; or 2) the student has passed a freshman composition course or a college level math course with a grade of “C” or higher.

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.

Starting November 1, 2018, Fond du Lac Tribal and Community College made the transition to the Next Generation Accuplacer. Please visit https://accuplacer.collegeboard.org/educator/next-generation for information and study material for the Next Generation Accuplacer.
Waiver
In some cases, students not meeting the class rank, required grade point average, or test scores may appeal to enroll in the CITS program. To appeal, the student and their counselor must fill out a FDLTCC waiver form. The CITS coordinator at your high school will have access to the waiver form.

Registration- Add/Drop/Withdraw
Registration for CITS courses occurs as part of the regular high school registration process. 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. Students have until the 60th day of the semester to withdraw from a class.

For on campus students, the add/drop policy states students have the first 5 days of class to add/drop classes.

FDLTCC’s academic calendar can be found at: https://fdltcc.edu/faculty-staff/calendar/

Students should check with their instructor and CITS coordinator to ensure they are on the class roster. Students can also check their registration information using their FDLTCC Campus Account: https://fdltcc.edu/log-in/

Course Prerequisites
Some FDLTCC CITS courses have test score or class prerequisites. Please refer to CITS course catalog https://fdltcc.edu/admissions/apply-here/college-in-the-high-schools/ for additional information regarding course requirements.

Course Load
Students enrolled in 12 credits are considered full time students at FDLTCC. CITS students can register for up to 18 credits per semester. If students wish to exceed 18 credits, they must appeal to the Vice President of Academic Affairs.

FDLTCC CITS Benefits for Students
• Participate in rigorous and fast-paced coursework; accelerate learning.
• Learn a subject in greater depth.
• Develop advanced-level skills in critical thinking and writing that can contribute to continued success at the college level.
• Demonstrate knowledge and understanding of a college-level subject with the high academic standards established by college faculty.
• Demonstrate a willingness to undertake academic challenges.
• Earn college credit without leaving the high school campus and, thus, decrease overall college expenses.
• “Buy” yourself future opportunities. By getting a jump start on college credits, you can gain time in your future studies to double major, study abroad, or do an internship, for example.

StarID
You will use your StarID and password to login to your Campus Account. If you need to retrieve your StarID, please follow this path: https://starid.minnstate.edu/ > What is my StarID > I know my email address. Enter the email address you used to apply to the college. You will be sent a verification code to enter in order to retrieve you StarID.

FDLTCC Eservices
As a college student at FDLTCC you have a Campus Account, access to our online learning environment (Brightspace or D2L), and an FDLTCC email account. Campus Account Access
To access your Campus Account, follow this path: www.fdltcc.edu > current student > eservice.

Desire to Learn (D2L)/Brightspace
Desire to Learn (D2L)/Brightspace is FDLTCC’s learning management system for online and classroom-based courses. It is typically activated by the first day of class. If you are unable to access your class on the first day, please contact your instructor.

To access D2L, follow this path: www.fdltcc.edu > current student > eservice.

Email
Email is an official form of communication at FDLTCC. You should check your college email account daily for important notices and information. Email accounts will be activated near the start of the semester. To log in to your FDLTCC email account, use the following information:

Account Name: StarID@go.minnstate.edu
Password: StarID password

For tech support, please contact: Brad Bohlmann at (218) 879-0711, bradb@fdltcc.edu; or Robin Anderson at (218) 879-0797, Robin.Anderson@fdltcc.edu.

Academic advising
Academic advising is an integral part of student success at Fond du Lac Tribal and Community College. All students have opportunities to discuss educational, career, and personal goals with college counselors and advisors. Advising services include course selection assistance, transfer information, and academic goal setting. Academic advisors are located in the student services office area of Fond du Lac Tribal and Community College. Faculty advisors are located in faculty office areas. Students are encouraged to either drop in during regular office hours or arrange an appointment with an academic advisor prior to course registration each semester and
when preparing for graduation. Academic advising is free and open to all current and prospective students.

**Counseling Services**
Counseling services are available during regular business hours Monday through Friday, by walk-in or appointment. Counseling services are free to all current students at Fond du Lac Tribal and Community College.
For more information, please contact: Maggie Kazel, Counselor, 218-879-0819 or see our counseling services webpage- [https://fdltcc.edu/student-support/counseling-services/](https://fdltcc.edu/student-support/counseling-services/)

**Student Family Support Center**
The Student Family Support Center is a comprehensive support program for students trying to balance the responsibilities of parenting, family, and work with the goals of achieving a college education and maintaining a healthy lifestyle. Fond du Lac Tribal and Community College, Carlton County Public Health and Human Services, and Fond du Lac Reservation Public Health and Human Services are partners in this effort.
For more information please visit- [https://fdltcc.edu/student-support/young-student-parent-program/](https://fdltcc.edu/student-support/young-student-parent-program/)

**Student Clubs & Organizations**
Having an excellent college experience on campus often includes participating in campus activities conducted beyond typical classroom work. At Fond du Lac Tribal and Community College, Student Life Activities are offered in several formats. These opportunities include student clubs and organization, intercollegiate athletics, intramural activities, and special campus events during the year.

For more information regarding Student Life Activities, contact Jesse Stirewalt, Director of Housing and Student Activities, at 218-879-0708 or 218-590-3345, or via email to jstirewalt@fdltcc.edu or visit- [https://fdltcc.edu/campus-life/student-clubs-organizations/](https://fdltcc.edu/campus-life/student-clubs-organizations/)

**Center for Academic Achievement (CAA)**
The Center for Academic Achievement (CAA) offers free help with academic course work and study skills development. The CAA also offers encouragement and a place for study. To work with a tutor for a single session or up to twice per week, fill out and submit the Tutor Request Form that is available in the CAA, from an advisor, or by clicking on the link below. The CAA is located in Room W121 in the west wing of the main campus building. Visit the CAA online at: [https://fdltcc.edu/current-students/academic-support/center-for-academic-achievement/](https://fdltcc.edu/current-students/academic-support/center-for-academic-achievement/)

**Online Tutoring**
Tutor.com is an online tutoring program that connects you to an expert tutor the moment you need help. You can connect 24/7 for assistance in over 50 subjects.
College Policy
One of the most important things to remember when taking an FDLTCC CITS class is that you are an 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 your academic future, putting your academic standing and future financial aid eligibility in jeopardy.

You are also responsible for knowing and following college policy. More information on college policy can be found at https://fdltcc.edu/admissions/about-us/policies-reports/academic-campus-policies/student-conduct-code/

Academic Integrity
The primary academic mission of Fond du Lac Tribal and Community College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty, cheating, plagiarism, and collusion are serious offenses that undermine the educational process and the learning experience for the entire college community.

Fond du Lac Tribal and Community College students are expected to understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the college’s policy on Academic Honesty. Students are expected to assume responsibility for their work. Materials submitted in fulfillment of course, program, and college academic requirements must represent a student’s own efforts. Any act of academic dishonesty attempted by a student at Fond du Lac Tribal and Community College is unacceptable and will not be tolerated.

Procedures
A course instructor, convinced that an act of academic dishonesty has occurred, has the authority to implement any of the following responses:
1. reprimand,
2. assignment of substitute and/or additional work,
3. re-examination,
4. lowering the grade for the assignment and/or course,
5. failure of and/or dismissal from the course.

The instructor will inform the chief academic officer who will determine if further disciplinary action is warranted.
A student who wishes to appeal a penalty imposed by an instructor may submit an appeal in writing. The appeal will be given to the chief academic officer. Students must submit complete and accurate information regarding an academic appeal. For more information, please see FDLTCC’s student conduct policy:
http://fdltcc.edu/about-us/policies-reports/academic-campus-policies/student-conduct-code/
Family Educational Rights and Privacy Act (FERPA)
According to the U.S. Department of Education, the FERPA policy regarding concurrent enrollment students states:
“If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.”

For additional information, please see the U.S. Department of Education website at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Americans with Disabilities Act (ADA)
Fond du Lac Tribal and Community College is committed to meeting the specific needs of students with disabilities and fully complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Section 504 and the ADA mandate equal access for physically- and learning-disabled persons in educational programs.

A person with a disability is ensured the same access as all other students to programs, opportunities, and activities at Fond du Lac Tribal and Community College. Achieving full participation and integration of people with disabilities is a cooperative effort of all campus departments and personnel. Fond du Lac Tribal and Community College continues to strive to achieve excellence in its services and to assure that services are delivered equitably and efficiently to all people.

If you have questions regarding disability services or related policies, please contact the CITS coordinator at FDLTCC.

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 credits. Students that drop below the 67% completion rate or a 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/.
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 faculty mentor. You should see at least one college mentor at your school two or three times per semester.

Course outlines
The course outline is the document approved by the college or university committee to communicate information about system college and university 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 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.

Grading
Letter grades will be assigned in each course as an evaluation of student achievement. The student’s overall progress is measured by the cumulative 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 system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Above Average Achievement</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average Achievement</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Below Average Achievement</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Inadequate Achievement</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Check Grades
Students can check their grades at the end of the course by logging in to their Campus Account at:
Accessing the Degree Audit Report (DARS)
The Degree Audit Report (DARS) is a computerized listing of degree requirements and required courses that a student must take to earn a specific degree at Fond du Lac Tribal and Community College. Students can access their DARS report by doing the following:

1) Log in to your Campus Account:

2) Click on “Grades and Transcripts” to print the Interactive Degree Audit Report.

Students can verify their major/program and determine what classes they need to meet graduation requirements.

Program Planners and where to find Program Planners
Students need to take required courses for specific programs at Fond du Lac Tribal and Community College, and a program planner is a one-page handout that shows course and degree requirement information.

Go to the Program Planner page here: [https://fdltcc.edu/program-planner-checklists/](https://fdltcc.edu/program-planner-checklists/).
You will find all of the Program Planner checklists that contain course requirements for the degrees and certificates that are offered at Fond du Lac Tribal and Community College.

Request a transcript
If you need an official transcript from Fond du Lac Tribal and Community College for a Minnesota State college or university, that institution will be able to obtain your transcript at no charge to you. Please contact the Admissions Office or Registrar at your receiving institution for further information.

To send an official transcript to another college, Fond du Lac Tribal and Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web, which is the fastest way to get a transcript and is recommended. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed. Click [https://tsorder.studentclearinghouse.org/school/select](https://tsorder.studentclearinghouse.org/school/select) to order official transcripts via the National Student Clearinghouse. The National Student Clearinghouse site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient. Order updates will be emailed to you. You can also track your order online.
Students with a business hold on their Fond du Lac Tribal and Community College record will not be able to get an official transcript from the Records and Registration Office until all holds have been cleared. Please contact the Business Office for further information: 218-879-0812.

**Online Access to Transcripts**
Students may view and print unofficial copies of their transcript through their Campus Account located here:

**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.

The following two links from the mntransfer.org website provide descriptions of the transferability of different types of associate degrees/programs and a transfer action plan to help students explore the transfer process. The action plan will also help you navigate the resources available to you as you go through transfer:

http://www.mntransfer.org/students/basics/s_step.php
http://www.mntransfer.org/students/plan/s_tap.php

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 Homepage:
http://www.fdltcc.edu

Handbook and Planner:
http://fdltcc.edu/academics/student-handbook/

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

Student Conduct Policy:
https://fdltcc.edu/admissions/about-us/policies-reports/academic-campus-policies/student-conduct-code/

Course Outlines:
https://fdltcc.edu/course-outlines/

Student e-service Access:
http://fdltcc.edu/log-in/

CITS Course Descriptions:
https://fdltcc.edu/admissions/apply-here/college-in-the-high-schools/
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 Fellegy 218-879-0878 afellegy@fdltcc.edu

Dean of Student Services:
Anita Hanson 218-879-0805 anita.hanson@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 218-879-0803 leah@fdltcc.edu

Assistant Registrar
Amanda Olson 218-879-0885 amandaolson@fdltcc.edu

Disability Services Coordinator
Nancy Heller Olsen 218-879-0864 nancy.olsen@fdltcc.edu

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

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

FDLTCC address:
2101 14th Street
Cloquet, Minnesota 55720
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
College Mission

The mission of Fond du Lac Tribal and Community College is to provide higher education opportunities for its communities in a welcoming, culturally diverse environment.

To achieve this mission, we will:
- Promote scholarship and academic excellence through transfer and career education, and provide access to higher education by offering developmental education.
- Respectfully promote the language, culture and history of the Anishinaabeg.
- Provide programs which will celebrate the cultural diversity of our community and promote global understanding.
- Promote a sense of personal respect and wellness.
- Provide technological opportunities and experiences, preparing students for the future.
- Provide programs and baccalaureate degrees that fulfill our commitment to American Indian communities, our land grant status, and the union of cultures.

Vision

Fond du Lac Tribal and Community College offers a postsecondary education to honor the past, for those living in the present and dreaming the future, through a spirit of respect, cooperation, and unity.

Core Values

During 2013 and 2014, Fond du Lac Tribal and Community College identified five core values to be used as guiding principles on campus. The college’s core values are:

- **Respect:** Manaaji’idiwin
- **Integrity:** Gwayakwaadiziwin
- **Stewardship:** Ganawenjigewin
- **Innovation:** Maamamiikaajinendamowin
- **Compassion:** Zhawenjigewin