

Fond du Lac Tribal and Community College (FDLTCC)



College in the Schools (CITS) Student Handbook



Welcome to Fond du Lac Tribal and Community College's College in the Schools (CITS) program! We are thrilled to have you join us on this exciting educational journey. By participating in CITS, you are taking a significant step towards your academic and professional future.

What to Expect:

As a CITS student, you will experience college-level coursework while still in high school. This program is designed to challenge you academically and prepare you for the demands of higher education. You will have the opportunity to earn college credits, which can be transferred to many colleges and universities, potentially saving you time and money in your post-secondary education.

Support and Resources:

We understand that transitioning to college-level work can be challenging, and we are here to support you every step of the way. Our dedicated faculty and staff are committed to providing you with the resources and guidance you need to succeed. From tutoring services and library resources to academic advising and online tools, we have a wide range of support services available to help you achieve your goals.

Your Responsibilities:

As a CITS student, you are expected to take greater responsibility for your learning. This includes managing your time effectively, meeting deadlines, and engaging in self-directed study. Upholding academic integrity and maintaining satisfactory academic progress are essential components of your success in this program.

Stay Connected:

We encourage you to stay connected with us through our e-services portal and bi-weekly emails. These communications will provide important updates, reminders, and information to help you stay on track and make the most of your CITS experience.

Thank You:

Thank you for choosing the College in the Schools program at FDLTCC. We are excited to support you on this journey and look forward to celebrating your achievements. If you have any questions or need assistance, please do not hesitate to reach out to us. Together, we can achieve great things.

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 that course.

Students eligible for College in the Schools must fill out a CITS application, students can complete an application online at: [Online Application \(minnstate.edu\)](http://www.minnstate.edu/cits).

Fond du Lac Tribal and Community College offers many options for placement:

1. The college can use Accuplacer, ACT, SAT, and MCA scores for course placement;
2. If students do not have scores from the tests previously listed, the High School Grade Point Average (GPA) or guided self-placement will be used to place students into courses; an
3. Students may also use previously passed English and Math courses for placement; please request that your previous college/university send us an official transcript and inform our Admissions staff. Please contact a Fond du Lac Tribal and Community College advisor or program coordinator to register for classes and to discuss course placement options.

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. FDLTCC then will obtain class lists from your high school and will register students who are accepted into the Concurrent Enrollment Program for the appropriate course(s). If you have already registered for high school courses for the upcoming semester and want to add a concurrent enrollment course, please see your guidance counselor. NOTE: Students are not eligible to be registered for concurrent enrollment courses until they have met the eligibility criteria noted on the previous page (GPA, ACCUPLACER, MCA, or ACT) and have completed an application for concurrent enrollment.

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.

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 student account: <https://fdltcc.edu/log-in/>

Course Prerequisites

FDLTCC CITS English and Math courses have test score or class prerequisites. Please refer to CITS course catalog for additional information regarding course requirements.

Course Load

For high school students taking College in the Schools (CITS) classes at Fond du Lac Tribal and Community College (FDLTCC), a good credit load is typically 6 to 12 credits per semester. This range allows students to balance their high school responsibilities while gaining valuable college experience and credits. CITS students may register for up to 18 credits per semester. If students wish to exceed 18 credits they must appeal to the VP of Academics.

StarID

You will use your StarID and password to login to your student 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 student account, access to our online learning environment (Brightspace or D2L) and a student email.

Campus Account Access

To access your eservices account, follow this path: www.fdlcc.edu > current student > eservice > to Campus Account access.

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 your eservices account, follow this path: www.fdlcc.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

You can also use the FDLTCC library with your StarID. Follow this path: www.fdlcc.edu > current student > academic support > Ruth A Myers library

For tech support, please contact: Peter Angelos at (218) 879-0839, peter.angelos@fdltcc.edu; Brad Bohlmann at (218) 879-0711, bradb@fdltcc.edu; or Robin Anderson at (218)879-0797, Robin.Anderson@fdltcc.edu.

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.

Student Risks & Responsibilities

Students should be aware that taking CITS courses carries risks. These are actual college courses that carry the same consequences as regular Fond du Lac Tribal and Community College courses and that will appear on an official FDLTCC transcript. Additionally, since CITS students receive dual high school and college credit, failure to complete or pass a CITS course may result in failure to receive high school credit. This may result in a CITS student being unable to graduate with his or her class.

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. The FDLTCC Student Handbook can be found at: <https://fdltcc.edu/academics/student-handbook/>.

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)

Data Privacy—Release of Information

Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of a college student's educational record including: progress in a course, grades, tuition, etc. Parents may not have access unless the student has provided authorization that specifically identifies what information may be released to the parent(s). The college may release information that is protected by FERPA if it is determined that it is "necessary to protect the health or safety of the student or other individuals." Factors considered in making this assessment are: the severity of the threat, the need for the information, the time required to deal with the emergency, and the ability of those involved to deal with the emergency. Educational records of students who are receiving services from more than one Minnesota State institution are available to officials of the multiple institutions within the Minnesota State system. Disclosure of student records to other institutions under different circumstances may require the student's written consent.

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 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.

Grade	Definition	Grade Points per 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 course by logging in to their Campus Account at: [Login \(minnstate.edu\)](http://minnstate.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.

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/>.

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.

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: [Login \(minnstate.edu\)](https://minnstate.edu).
- 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/academics/program-planners/>. 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> 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.

Online Access to Transcripts

Students may view and print unofficial copies of their transcript through their Campus Account located here: [Login \(minnstate.edu\)](https://minnstate.edu)

Save your Syllabus and Course Materials

Because every university is different in how they evaluate credits for transfer, we suggest that you keep your syllabus and course materials as evidence of what you did in the course. If the college or university denies the initial request to accept transfer credits, inquire about their transfer appeal process. Providing them with a copy of the syllabus and work completed may be the additional information they need to make an informed Decision.

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 link from the mntransfer.org website provides 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:

<https://www.minnstate.edu/admissions/transfer/index.html>

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.fdlcc.edu>

Handbook and Planner:

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

College Catalog:

<https://fdltcc.edu/academics/catalog/>

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

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

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

CITS Course Descriptions: <https://fdltcc.edu/wp-lib/wp-content/uploads/2024/10/CITS-offered-Classes-2024-2025-10.31.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:

President

Anita Hanson 218-879-0804 anita.hanson@fdltcc.edu

Vice President of Academics Affairs:

Kelly McCalla 218-879-0878 kelly.mccalla@fdltcc.edu

Vice President of Student Services and Enrollment Management

Damien Paulson 218-879-0805 dpaulson@fdltcc.edu

College in the Schools Coordinator:

Damien Paulson 218-879-0805 dpaulson@fdltcc.edu

Accuplacer Testing:

Damien Paulson 218-879-0805 dpaulson@fdltcc.edu

Registrar:

Erica Clark 218-879-0885 erica@fdltcc.edu


Assistant Registrar:

Mariah Rozel 218-879-0885 mariah.rozell@fdltcc.edu

Disability Services Coordinator:

Trish Berger 218-879-0864 trish.berger@fdltcc.edu

Library Director:

Keith Cich  218.879.0837 keith.cich@fdltcc.edu



Ruth A. Myers Library CITS Student FAQ

Welcome to the Ruth A. Myers Library at Fond du Lac Tribal & Community College (FDLTCC). As a student, the library has a variety of resources and services available to assist you. Please read our list of frequently asked questions below. Do not see the answer to your question? Contact the librarian for additional help. Thank you.

Where is the library's website located?

<https://fdltcc.edu/academics/library-services/>

How do I search the library catalog?

Primo OneSearch is our library catalog. Primo allows you to search all the physical items in the library, most of our electronic databases, and submit interlibrary loan requests for resources from other libraries.

What are electronic databases and how do I search them?

Electronic databases are collections of digital resources such as scholarly journal articles, popular magazines, newspapers, streaming videos and more. Access the A-Z Database list to browse a full list of library databases with a description of each resource.

Can I access library resources off campus?

All electronic library resources are accessible off campus. When accessing our resources, you will be prompted to log in using your FDLTCC StarID and password. If you have issues logging in, contact the librarian for help.

What are the library hours?

The librarian is available virtually Monday through Friday, 9 a.m. – 4 p.m. You can email the librarian with questions or request a Zoom meeting for live support. Through Zoom, the librarian can share their screen to provide research help or troubleshoot technology issues. The physical library space is currently limited to Tuesdays from 9 a.m. – 1 p.m. and Thursdays from Noon – 4 p.m. Physical library materials can be checked out during open hours, or curbside pickup can be scheduled by email.

How do I contact the librarian?

Email the librarian at keith.cich@fdltcc.edu or call 218.879.0837. You can ask a question or request a date and time for a Zoom meeting. Due to limited phone access please leave a voicemail if calling.

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