



**BSU College in the High School**  
**Student Handbook**  
**2018-19**

## Welcome - Overview of the Program

Thank you for being part of Bemidji State University's College in the High School program. We are privileged to partner with your high school to offer you this opportunity to earn valuable course work experiences that will help build a strong base for your future college career. Our program provides numerous advantages to you as a student, including:

- It allows you to earn college and high school credit simultaneously
- It's a great transition and introduction to university study
- It allows for more flexible scheduling upon enrollment at the university
- It allows for earlier completion of your general/liberal education requirements

## Eligibility Requirements for College in the High School Students

**Seniors** – You need to be in the top half of your class, or earn a score at or above the 50<sup>th</sup> percentile on a nationally standardized test\*

**Juniors** – You need to be in the top third of your class, or earn a score at or above the 70<sup>th</sup> percentile on a nationally standardized test \*

*\*ACT, PSAT, SAT, etc.*

## Course Eligibility

The majority of College in the High School courses do not have a pre-requisite listed for the course; however, some courses do require that students meet the assessment prerequisite for the course (Accuplacer exam or equivalent). These courses include:

MATH 1107

MATH 1170

MATH 1470

If you plan to take any of these courses, please contact your high school counselor or career advisor for additional information regarding course-specific eligibility requirements.

## Registration

Registration for a course takes place within the first 5 days of the class. Registration is our term for enrolling you in the College in the High School course(s) at BSU in order to receive college credit. You will receive the Admission and Registration form on your first day of the course at your high school, and you must return the form with your parent's signature to the high school **within 5 days**. Bemidji State University Center Extended Learning will register you for your course(s) based on the information you provide on your form.

## Drop/Withdrawal

There is a significant difference between dropping and withdrawing from a College in the High School course. It is important to be aware of this when making a decision regarding a course.

A **drop** happens within the first 10 days of the course and it will **not be recorded** on your college transcript. A request to drop a course must come from the high school counselor or career center advisor, and the actual drop is processed by BSU Extended Learning.

A **withdrawal** is recorded between the initial 10-day registration window and the withdrawal deadline for the course. The withdrawal deadline is typically at 80% between class begin- and end-dates. A "W" grade will appear on your transcript, but it does not count toward your college GPA. It will, however, reduce your

overall completion rate. A low completion rate affects your financial aid eligibility, and your ability to begin in good academic standing at a college or university. In all cases, a drop is better than a withdrawal, but withdrawing is better than receiving a failing grade. Be sure you are seeking help early in a class in which you are struggling, to help avoid the pitfalls of withdrawing or failing a college course.

A request to withdraw needs to be processed by BSU Extended Learning. An email must be sent directly from your counselor or career advisor at your high school and it should include your name, the course from which you are withdrawing, and your last date of attendance in the class. This email will serve as documentation for your request and will be entered into your student file.

### StarID Information

A StarID is a username assigned to students for the purpose of logging into campus-based technology including your BSU email, E-Services, online courses using D2L Brightspace and electronic resources at the BSU Library. Your StarID is unique across the Minnesota State Colleges and Universities system, so you should only have one StarID assigned to you upon applying. Once you apply to any Minnesota State college or university, including your application to BSU as a College in the High School student, a StarID is created for you in the system. Record your StarID and memorize it. You will need to use this StarID whenever you are applying to or logging into any Minnesota State program.

If you are a newly admitted student to BSU, you will need to active your StarID before you can log in to the resources listed above. Activate your StarID by clicking on MyBSU at the top of BSU's home page – [www.bemidjistate.edu](http://www.bemidjistate.edu).



1. Click on “Forgot password?” if you need to set up your account for the first time.
2. From <https://starid.minnstate.edu> click on “Activate my StarID”.
  - a. Select “I know my email address”
  - b. Enter the email address you provided on your Concurrent Enrollment registration form
  - c. Check your email for the verification code
  - d. Enter the verification code at “I have a verification code” back at <https://starid.minnstate.edu>
  - e. This will activate your StarID and prompt you to create a StarID password. The passwords are case sensitive, must be at least eight characters long, and requires the use of 3 of the following four items: upper case letters, lower case letters, numbers, and special characters. Please also choose a preferred email address, and check the acknowledgement check box. Then click “Continue”.
  - f. The password has been reset and your StarID will appear on the screen. Record and memorize your StarID and StarID password.

Once you have activated your StarID and created your StarID password, use your [starid@live.bemidjistate.edu](mailto:starid@live.bemidjistate.edu) (i.e. [fj6967ly@live.bemidjistate.edu](mailto:fj6967ly@live.bemidjistate.edu)) and your StarID password to login to your

MyBSU portal. From this site, you can access your BSU email, your E-Services and your D2L Brightspace account, if you have any online course resources.

## **E-Services**

E-Services is the account where you can verify your registration for classes, look up grades, and review unofficial transcripts.

To verify your BSU College in the High School course registration, you should first log into your MyBSU portal, using your StarID@live.bemidjistate.edu and StarID password, then click on E-Services. From your E-Services account, select the "Courses & Registration" tab on the left side. From there, click "View/Modify Schedule". Check to be sure the correct semester is activated. If the correct course is listed on your schedule, you are registered. If not, please contact your counselor/teacher regarding the situation.

E-Services is also where you can access your unofficial transcript. This can be found under the "Grades and Transcripts" tab and then "Academic Record". An unofficial transcript can be used for scholarship purposes or possibly as a registration tool for your first year of college. An unofficial transcript cannot be used for the transfer of BSU credits to another institution.

## **Official Transcript**

The transferring of credits to a college or university outside of the Minnesota State system will require you to complete an official transcript request through our Records and Registration office. Information about making this request is online at <https://www.bemidjistate.edu/mybsu/registration/transcripts/>.

## **D2L Brightspace**

D2L Brightspace is a student portal to online course materials. Some of your BSU courses will use this, while others do not. Those that use it will post supporting materials, online tests and quizzes, and some will host online discussions as well. Only students who are registered for the course will have access to the class in D2L Brightspace. Students access the D2L Brightspace account through the MyBSU portal, by logging in using their StarID@live.bemidjistate.edu and StarID password. You can also go directly to the site at <https://bemidjistate.learn.minnstate.edu/d2l/home>, and log in using *just* your StarID and password.

## **Student ID Card**

As part of our BSU College in the High School program, we want students to recognize that they are BSU students. For this reason, we create a BSU student ID card for your use. This ID card will allow you access to the A.C. Clark Library on the BSU campus, both in person and electronically. You are able to check out materials and access a number of academic journals online by using your card.

The ID cards are provided to students during their first semester as a BSU student and will remain valid as long as you are registered for BSU courses.

## **Campus Resources**

As a College in the High School student, you have access to numerous resources at BSU. The library, Writing Resource Center, and tutoring services are all available for use while you are registered for courses at BSU.

You can access the library in person or online at <https://www.bemidjistate.edu/library/>. Registered students will use their StarID and password (or barcode from their student ID card) to log into the BSU online library resources. You can also visit the library in person on the BSU campus and check out resources with your ID card.

The BSU Writing Resource Center can work with students on generating ideas, developing thesis statements, focusing arguments and organizing ideas as a starting point for writing assignments. Writing consultants can also help with polishing and revising writing as well as organizing and citing sources

appropriately. Online and in-person appointments are available during the academic year. Visit the Writing Resource Center website for hours and more information - <https://www.bemidjistate.edu/services/wrc/>.

Tutoring is available by contacting the Advising Success Center at [advising@bemidjistate.edu](mailto:advising@bemidjistate.edu).

### **Disability Services**

BSU provide services for College in the High School students with disabilities and IEPs at the high school. However, accommodations may vary from what is available at the high school. If you have a 504 plan or IEP in place at your high school, these may be used to assist the Disability Services Office at BSU in determining reasonable and appropriate accommodations. If you would like consideration of accommodations at BSU, you must contact the Disability Services Office at the university to provide documentation of your disability and start a file. Please contact BSU Extended Learning regarding the process for determining the appropriate accommodations.

### **Student Rights and Responsibilities**

As a BSU College in the High School student, you have the same rights and are held to the same expectations as traditional BSU on-campus students. A full listing of these rights and expectations is available in our BSU Student Handbook, at <http://www.bemidjistate.edu/offices/development-enrollment/handbook/>. The following policies should also be included in any BSU course syllabus:

#### **Academic Integrity Policy Statement:**

Bemidji State University fosters the highest standards of academic integrity and the highest regard for truth and honesty. The attempt by students to present as their own any work not actually performed by them; collusion, fabrication, and cheating on examinations, papers, and other course-related work; stealing, duplicating, or selling examinations; substituting for others in class discussions or examinations; producing other students' papers or projects; knowingly furnishing false or misleading academic information to University officials or on official University records; and altering such information on official University records are considered violations of academic integrity and destructive to the central mission of the University.

Students who violate academic integrity shall, after due process, be subject to University sanctions that may include failure on assignments and examinations and in courses, and suspension or expulsion.

#### **Plagiarism (as defined by the BSU Academic Integrity Policy):**

Submission of an academic assignment as one's own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This applies both to direct quotes and to critical ideas paraphrased by the student. Plagiarism includes but is not limited to:

- submitting the work of others as your own;
- submitting others' work as your own with only minor changes;
- submitting others' work as your own without adequate footnotes, quotations, and other reference forms;

or multiple submissions of the same work, written or oral, for more than one course without both faculty's permission, or making minor revisions on work which has received credit and submitting it again as new work.

Violations of the academic integrity policy should first be brought to the attention of the BSU faculty mentor by the high school teacher. As the faculty of record, it is the faculty mentor's decision if the situation should be handled officially or unofficially. If handled unofficially, the faculty mentor and the high school teacher will work together to determine an appropriate course-related sanction.

If handled officially, the faculty mentor will complete paperwork documenting the incident to be filed and recorded with the Dean, the Registrar, and the University Conduct Officer for central University record

keeping. The University Conduct Officer will review the documentation and determine if the sanction is justified or if additional sanctions are deemed necessary.

### **Family Educational Rights and Privacy Act (FERPA)**

According to the US 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. Additionally, the postsecondary institution may disclose personally identifiable information from the student’s education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.”

BSU’s practice regarding FERPA is to exercise caution and we may request additional information from a student before talking with or releasing specific information to anyone other than the student themselves. Although you can sign a release so that your parent or someone else has access to your private information, most faculty prefer speaking with a student directly about course and grade concerns, rather than to parents.

For additional information please see the US Department of Education website at:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Grading Process**

Once you have completed your College in the High School course, grades will be sent by the high school teacher to the BSU faculty mentor for review. It can take up to two weeks before the grades are posted in the recording system. You will be able to check your BSU grades by logging into E-Services and choosing the "Grades and Transcripts" tab. Make sure the correct semester is selected for your course, and then click “Continue”. This should pull up the grades posted for that semester. The grade listed is the final grade for the course and it is the grade that will appear on your permanent BSU transcript. It is important to be aware that final grades are permanent and will remain on your official BSU transcript.

If you have a question or feel there is a discrepancy with the grade that appears, your first contact should be with the high school teacher for the course. It is possible for the high school grade to vary from the college grade, so you want to make sure to have this discussion with your high school teacher first. Although most schools find it easier to have one grade for both levels, some schools choose to offer a separate grading scale to allow for an alternate grade at the high school level.

### **Transferability of Credits**

The transferability of credits is ultimately up to the receiving institution. However, many of the College in the High School courses we offer fall under what is called the Minnesota Transfer Curriculum. This is an agreed upon set of general courses that are required at all of the colleges and universities that are part of Minnesota State. At BSU, the required set of courses make up the “Liberal Education Goal Areas”. Please see the "BSU Liberal Education Goal Areas" handout to learn how the courses you are registered for may fulfill the goal areas required as part of BSU’s liberal education guidelines.

If you choose to attend a college or university outside of Minnesota State, you may find the Transferology website helpful to determine how your College in the High School credits will transfer to other institutions – [www.transferology.com](http://www.transferology.com). Although this site does not have a complete listing of all colleges and universities, it does have several to choose from in the region.

If you encounter difficulty with the transfer of BSU credits, please contact the Extended Learning at BSU.

## **Transcript Requests**

Students continuing at BSU after graduating from high school do not need to request a transcript.

Students transferring BSU credits to another college or university within Minnesota State do not need to request a transcript. You just need to inform the Registration and Records Office at your new school of your previous course work with BSU.

If you attend a college or university that is not part of Minnesota State, you will need to complete an official transcript request after completing your senior year of high school and all grades have been posted. The form needed to make this request is found at [www.bemidjistate.edu/mybsu/registration/transcripts/](http://www.bemidjistate.edu/mybsu/registration/transcripts/)

Questions about ordering transcripts can be directed to: [records@bemidjistate.edu](mailto:records@bemidjistate.edu) or 218-755-2020.

## **Continuing at BSU after Graduation:**

Although College in the High School students are considered BSU students already, you are not officially admitted as an undergraduate student. If you are planning to continue your education at BSU after high school, you must go through the official admission process. For more information about this process, please go to our Admissions website at <http://www.bemidjistate.edu/admissions/>

You can learn more about the programs and majors offered at BSU at <http://www.bemidjistate.edu/academics/programs/>

## **Surveys**

For accreditation purposes, the BSU College in the High School program will conduct several surveys of the different individuals involved with our concurrent enrollment program.

The Student Satisfaction survey is completed at the end of each college course. The survey is not a direct evaluation of the high school teacher, but is used as a tool to ensure that we are offering a strong program that meets the needs of the students.

Two additional surveys that we conduct include both a one-year and four-year out survey of past students in the BSU College in the High School program. From these surveys, we look to gain an understanding of how our credits transferred to other institutions and what our past students experienced in their post high school education. Please be aware that these survey opportunities will be coming in the future, and that your responses are greatly appreciated.

## **Contact Information**

For additional information or concerns with the BSU College in the High School program, contact:

Lynn Johnson-Executive Director of Distance Learning  
218-755-2068  
[Ljohnson@bemidjistate.edu](mailto:Ljohnson@bemidjistate.edu)