



# PSEO/CIS Student Handbook

A Handbook For Central Lakes College PSEO/CIS Students



CAMPUSES IN BRAINERD AND STAPLES, MN



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Dear PSEO/CIS Student,

Welcome to Central Lakes College!

This handbook is designed to provide you and your parent(s)/guardian(s) with information about the Postsecondary Enrollment Options (PSEO) and/or College in the Schools (CIS) programs. We encourage you to review this information and carefully discuss your options with your high school counselor and/or parent(s)/guardian(s). We want to help you reach your educational goals and the first step in that process is making sure that attending college is the right choice for you during your high school years.

First, it is important to understand the purpose and intent of the PSEO/CIS programs. The PSEO/CIS programs were designed to supplement and enhance the educational options available to high school students. Students are most successful in the PSEO/CIS programs because they are ready to take a “step up” in the level of difficulty and challenge in their studies. To be successful as a high school student in these programs, you must be highly self-disciplined, motivated, and socially mature enough to advance to a college-level environment. If you are a high school student looking for an academic challenge and/or are seeking more diverse opportunities, PSEO/CIS may be a good fit for you. If your motivation is based only on the cost savings, or you are coming to CLC to be with your friends, then you may not be setting yourself up for a successful start to college.

Your success in college will depend upon you, and the effort that you put forth. When PSEO works well, you can achieve a one to two year jump-start on your college education. Conversely, a lack of effort on your part could negatively impact the opportunities that you will have in the future about colleges and majors.

We want your experience at Central Lakes College to be a positive one! The CLC advisors are here to help answer questions and provide you support along the way. We hope that you will fully explore the opportunities provided by your high school and work closely with the CLC advisors, parents/guardians, and instructors as you consider whether PSEO/CIS is the right “fit” for you.

Good luck with your endeavors!

CLC Office of Secondary Relations  
and CLC Student Services Staff



# Frequently Asked Questions (FAQ)

## **What is PSEO?**

The Postsecondary Enrollment Option (PSEO) program allows 10th, 11th, and 12th grade students to take college courses and receive both high school and transferable college credits. Courses are available on the college campus, online, Live Online, or via ITV.

PSEO courses are taught by CLC instructors. In some cases, PSEO students graduate with their Associates degree concurrently with their high school diploma! To participate in the PSEO program, students must inform their school district by May 30th of each year of their intent to enroll in any postsecondary courses during the following school year and meet CLC PSEO Admissions requirements.

## **What is College in the Schools?**

College in the Schools (CIS) is a concurrent enrollment program administered by CLC in partnership with regional high schools. Exceptional, college-credentialed high school instructors teach CIS courses. The CIS program gives high schools an opportunity to strengthen their academic course offerings while providing high school sophomores, juniors, and seniors a jump-start on earning college credit. Students experience the academic rigor of college curriculum and strengthen their study skills in a high school environment.



Central Lakes College's concurrent enrollment program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). Through NACEP accreditation, CLC has demonstrated that our CIS Program has met the standards of quality set by NACEP, in terms of faculty, curriculum, student assessment, student support, and program evaluation.

## **Things to consider/what to expect when taking PSEO/CIS courses:**

### **1. Discuss your plan with your high school counselor**

- Determine if you meet the eligibility requirements.
- Work with your counselor to identify which CLC courses would apply to your high school graduation requirements.
- Decide whether these courses should be completed at your high school or CLC.

### **2. Talk to your parent/guardian**

- Is enrolling in a PSEO or CIS program right for you?
- Are you ready for college rigor?
- How will this decision impact your high school connections?

# Introduction

## **3. Student responsibility**

- What type of learner are you?
- Are you self-motivated?
  - College courses place more emphasis on student responsibility than high school courses. College students must manage and organize how they will cover the material and prepare for tests, papers, and assignments.
- Are you organized?
- Can you effectively manage your time?
- Are you ready to devote time and effort to your studies?

## **4. Talk to a CLC advisor about your future college plans.**

A positive aspect of starting college during your high school years is getting a jump-start on your future. However, that “jump-start” also accelerates the important decision-making process about the college degree that is right for you. Is your goal after high school to obtain a college diploma, or a 2-year or 4-year degree? CLC advisors are available to discuss college options to help you better understand the world of college degrees, majors, programs and options.

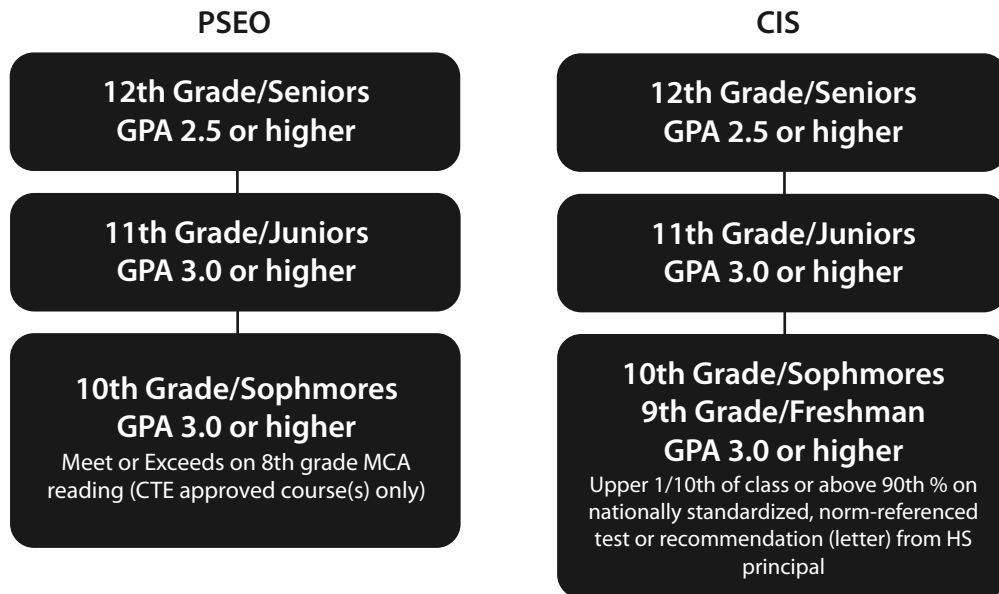
**5. Be aware of the courses you take.** The grades you receive in your PSEO/CIS courses are part of your permanent college transcript. The GPA that you earn will be a major factor as you apply to other colleges and majors in your future. It will also be used as you apply for scholarships.

**6. Be flexible when considering which PSEO courses to take at CLC.** Space is limited in some courses. CLC must comply with state law, which specifies that PSEO students register after our regular students; this may impact the availability of courses that you want or need.

**7. Is college coursework more difficult than high school?** Generally, college courses are more challenging than high school courses. College courses place more emphasis on student responsibility. The responsibility for learning and success is placed on the student. To be successful, you should plan to devote two to three hours of study for every hour that you spend in class.

# Student Information

## Student Eligibility



Students who do not meet Central Lakes College's Standards for Admission have the right to appeal. Common reasons students are not accepted:

- Does not meet Central Lakes College's minimum High School GPA
- Currently suspended or expelled at CLC or another institution

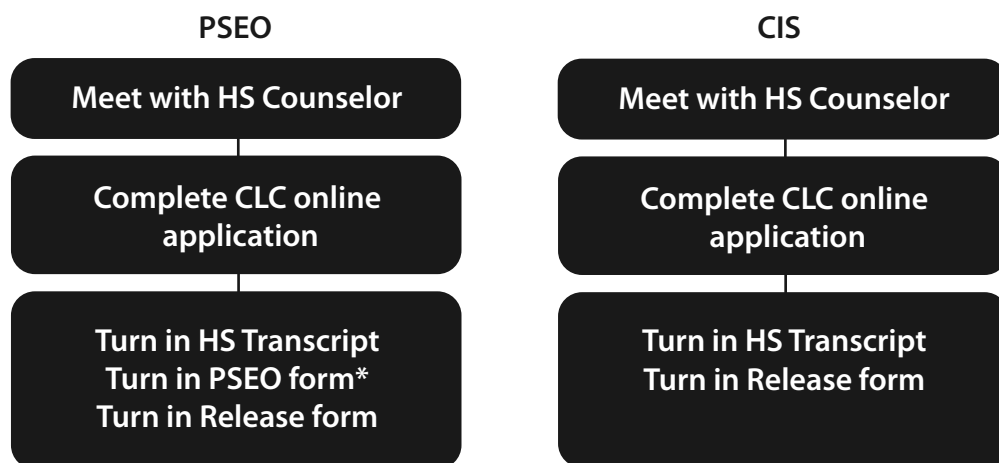
To file an appeal, go to <http://www.clcmn.edu/admissions/ApplicationProcess.html> and scroll to the bottom. Click on Admission Appeal (PSEO) or CIS Appeal for Admissions (CIS)

### Placement Testing/Cut Scores:

Minnesota State Colleges and Universities policy requires all students take the Accuplacer Placement Test. The Accuplacer provides students information relating to basic reading and math skills. There are no specific score requirements to be admitted; however, some courses require a certain score for registration purposes.

# Student Information

## Application and Registration Steps



\*PSEO Form: This is the official form that notifies CLC, your high school, and the State of Minnesota of your intent to take CLC courses to replace classes from high school. The State of Minnesota requires this form to be completed before every semester you attend Central Lakes College.



All Central Lakes College students are required by state policy to take the Accuplacer assessment of reading and math skills. It is strongly recommended that PSEO students achieve a score of 78 or higher on the reading portion of the assessment. Contact your high school counselor to see if testing is available at your high school. Or visit <http://www.clcmn.edu/admissions/Assessment.html> to schedule an appointment.



## Courses to take

Planning your schedule of courses as a PSEO/CIS student can be challenging because you are blending two sets of requirements: college and high school. To ensure that you are meeting all of these requirements, it is extremely important that you work with your high school counselor or CLC advisor to plan your class schedule each semester. To make the most of your time with the high school counselor/ CLC advisor, use the following checklist to prepare for your appointment:



# Student Information

- Bring a written list of the high school requirements (both credits and courses) that you need to fulfill in order to graduate from high school.
- Take time to familiarize yourself with the requirements for the college degree that you plan to pursue. CLC offers one and two-year programs that prepare you to enter the workforce, general education transfer degrees, and an Associates in Arts degree. The Associates in Arts contains the foundation general education courses that you will need if you plan on pursuing a four-year college degree. You can download the requirements for any of our degrees at  
<http://www.clcmn.edu/programs/programlistings.html>
- If you are taking courses both at your high school and on a CLC campus, come prepared with your high school class schedule. CLC advisors will need to know the times that you are available for your CLC courses.

## **What courses can I register for?**

PSEO/CIS students are allowed to take “college level” courses. “College Level” is designated with a course number of 1000 or above. These courses are designed for college freshman and sophomores. Typically when a course has a number in the 1000’s, it is appropriate for first-year students and is taught at an introductory level. 2000 level courses are designed for second-year students.

## **Preparatory courses?**

Courses numbered below 1000 are preparatory (developmental) courses. PSEO/CIS programs prohibit students from registering in these courses. If your math or reading assessment scores indicate that you need a preparatory course it means that your skills are not yet at a college level. We suggest one of the following options:

- a). The best option would be to enroll in a high school class that would help you build your reading, writing and math skills. When you have completed the high school course, re-take the assessment test to see if you can now move into the 1000 level course.
- b). Retesting: this is an especially good option if you feel that you did not “put your best foot forward” on the test. Retests cost \$15. You can take the test twice, upon a third attempt you must wait 90 days.

## **When do I register?**

By law, PSEO students are allowed to register for courses on a “space available” basis. This means that you will not be allowed to register until all of our regularly enrolled students have been given an opportunity to register. If you plan on pursuing a technical program, it is best to consult with the CLC Admissions Department about projected space available, as enrollments are limited in these programs and are open to regular students first.

# Student Information

Check <http://www.clcmn.edu/news/calendar.htm> for the specific date and time that PSEO students are permitted to register.

CIS students should work with their high school counselor to register for classes; dates and times for registration vary at each high school.

## **Add/Drop Policies**

PSEO students will be subject to the same add/drop/withdraw windows as other CLC students; however, PSEO students who never attend the course, stop attending a course, or withdraw from the course within the first 15 calendar days of the CLC term will have their registrations canceled and courses dropped from their schedules, in accordance with Minn. Stat. §124D.09, Article 1, Section 1, Sub.13.

CIS students may make a change(s) in their course schedules only through the tenth (10th) class day of the class. Dropped classes do not appear on the students' transcript.

## **Withdrawal Policy**

PSEO students have from the 11th day of the semester through 10 days prior to the start of final exams to withdraw from a class. If you choose to withdraw from a course it will be a non-completed course and will appear as a "W" on your academic transcript. It is important that you consult with your high school counselor and CLC advisor prior to withdrawing from any course to fully understand the impact that this action will have. CLC may have a different policy regarding withdrawals than your high school may have, so it is important to be familiar with both policies.

CIS students may withdraw from courses after the (10th) class day through the (60th) day of the high school's calendar. A grade of "W" for withdrawal will be recorded on the student's official transcript. No withdrawals from the courses may be made after the (60th) class day of the semester or 15 class days prior to the end of the class. Withdrawals that are not officially processed through CLC's Records and Registration Office will be recorded on the student's permanent record with a grade of "F."

CLC does not count a "W" when calculating your college GPA; therefore a "W" does not adversely affect your GPA. A "W" does, however, count as a non-completed course and the policy for PSEO students states that you must complete 67% of your attempted credits to remain in good standing as a CLC student. If you do not meet this requirement, you will be placed on academic warning with the college.

High School: Each high school has its own policy regarding college "W"s, so it is important to talk with your high school counselor before withdrawing from any course. Some high schools do not include "W"s on your high school GPA, while others treat a "W" as they would an "F". Be sure you check with your high school to understand that policy.

# Student Information

## Student Academic standing requirements:

- PSEO/CIS students must maintain a 2.0 GPA and a course completion rate of 67% to remain eligible to enroll in future courses.
- PSEO students taking courses on the CLC campus who have not maintained a 2.0 GPA and a 67% course completion rate will be required to return to their high schools.
- CIS students taking concurrent courses at their high school, who have not maintained a 2.0 GPA and a 67% course completion rate for two semesters, will not be eligible to enroll in a future concurrent course offering.

The most important thing to remember is that it is best to talk to someone – your high school counselor and/or a CLC advisor– **BEFORE** you are in a situation that you need to withdraw from a course.

## Summer courses

High school students are welcome to take CLC classes during the summer, but the student is responsible for paying all costs (tuition, fees and books). The PSEO program funds only fall and spring courses. <http://www.clcmn.edu/business-office-2/tuition-and-fees/>

Fill out a special request form to be eligible. The CIS program only offers courses during fall and spring terms.

## Student Clubs and Organizations

As a PSEO/CIS student, we encourage you to become involved in our campus clubs to enrich your college experience. Students at CLC are able to participate in over 40 clubs and student organizations such as Student Senate and Phi Theta Kappa (national 2-year college honor society). You may be especially interested in our new PSEO Club!  
<http://www.clcmn.edu/student-services/>

## Liberal Arts/Transfer A.A. - Honors Program (PSEO Students Only)

The Central Lakes College Honors Program emphasizes inquiry, discourse, and application. Honors courses feature small, transformative, and seminar-style classes that embrace the content and feature close working relationships with expert instructors. Honors students **explore, aspire, and lead** in order to make positive change in the world around them.  
<http://www.clcmn.edu/programs-majors/liberal-artstransfer-a-a-honors-program-2/>

**Athletics:** High School students are eligible to play on intercollegiate athletic teams (Men's Varsity Football, Women's Volleyball, Men's and Women's Golf and Basketball, Women's Softball and Men's Baseball teams). Keep in mind that once a high school student participates at the college level, they are no longer eligible to play at the high school level. College students are also limited to the number of years of eligibility and any participation during high school would count towards that total.

# Student Information

**Band/Jazz Band/Concert Choir/Chamber Singers and Theater Productions:** We invite you to participate in the great array of fine arts opportunities that we offer at CLC. You can register for any of these activities as a class, and have it count towards the Humanities and Fine Arts Goal within an AA degree.

## Student expectations and responsibilities

### PSEO/CIS Student Conduct

All students must adhere to the CLC Student Code of Conduct. This policy outlines appropriate classroom and on-campus behavior, as well as academic integrity (cheating and plagiarism), which are treated as serious offenses by CLC and all instructors. In the college environment, there are high expectations for student behavior when you are on campus, online, and in the classroom. Most instructors will treat cases of plagiarism and cheating by assigning the student an "F" for the course. Specific information on the code of conduct is available in the CLC catalog or [http://www.clcmn.edu/general/policies\\_pdf/3.6.pdf](http://www.clcmn.edu/general/policies_pdf/3.6.pdf)

### Rule of 65

Full time credit limits are established by the individual high school, so it is best to check with your high school counselor for specifics on how many college courses you would be allowed to enroll in each term. If your plan is to complete a 2-year Associate in Arts degree (within two years), you will need to average (15) credits per semester. Here is a way to calculate the study/work load associated with college credits:

(1) College credit equals 1 hour spent in class lecture per week.

For each hour spent in class, plan on 2-3 hours of study time assigned outside of class per week.

Therefore, (15)credits will result in 15 hours spent in class per week, plus a minimum of 30 hours of homework per week. This means that you will need to plan on spending 45 hours per week on your schooling. To help estimate the ideal credit load for you, try "The Rule of 65":

<b>Number of credits enrolled in</b>	= _____
(This equals the number of hours you will spend in class)	
<b>Homework = Credits X 2</b>	= _____
(This is the minimum you should devote to your homework)	
<b>Hours per week employed</b>	= _____
<b>Hours per week commuting to and from school</b>	= _____
<b>TOTAL</b>	<b>= _____</b>

This total should not equal more than 65 if you want to keep your health and sanity during the semester!

# Student Information

## What about taking online courses?

Online courses can be a good option for students who are self-motivated and work well without structure. However, for many high school students, the change in format between high school courses to college courses can be a very big step, and to jump into college online courses is an even bigger leap. Many students are not prepared for the level of independence required in online courses.

If you feel you are ready for the challenge of an online course, consider the following:

- Are you well organized and self-motivated?
- You will need to devote 3-4 hours per week for each online credit. This means that a (4) credit online class will require about 12-14 hours of homework per week. A (3) credit class will result in about 9-11 hours of homework per week.
- Do you have a plan to help structure your schedule to make room for your online course(s)?
- Do you get started on your homework right away and stick with it until it is done?
- Are you interested in the subject that you wish to take in online format?
- Do you seek out help when you need it?
- Have you discussed your choice with your high school counselor/CLC advisor?

## Course Syllabus

The first step toward success in any college class is to carefully read the course syllabus. In addition to assignments, a course syllabus will contain vital information on course expectations, key dates, class attendance, text book(s), other course resources, and grading criteria. Think of the syllabus as the course roadmap.

Keep your syllabus (along with all exams, papers, reports, etc.) after the course has ended. If you decide to go to a college other than CLC, having syllabi available for the classes you take through PSEO/CIS may help you to secure credit recognition.

## Types of College Credit Recognition

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

Credit may:

- Transfer toward your chosen degree;
- Be accepted as elective credits;
- Exempt you from taking a required course;
- Make you eligible for placement into a higher-level course.

## Tips for Securing Credit Recognition

- Save your class syllabus and all your written work and exams so that you can submit evidence of the level of work your CIS course required.
- Clearly indicate on college application forms that you have taken course work at another college.
- Include an official Central Lakes College transcript as part of your application.
- Should a college have questions about the CIS course you have taken, present a portfolio of assignments and examinations to the college with the request that the portfolio be evaluated on an individual basis.

# Student Information

## Transcripts and grades

### Grades:

Final course grades are posted approximately three to four working days after the end of final exam week. You can access your grades by logging into E-Services under grades and transcripts. **Report cards are not mailed to your home.**

## Calculating Your Grade Point Average (GPA)

### Grade Point Average:

Each letter grade is assigned a Grade Point. Your GPA is calculated by dividing the total number of Grade Points earned by the number of credits that you attempted. Your grade point average may range from 0.0 to a 4.0. These two numbers are shown on your transcript as GPA Points (Pts) and GPA Credits (Cr).

Courses with grades of W, I, S, U, P, AU, NC, FN, FW and all transfer grades do not apply toward your GPA calculation.

Example Student Transcript			
Course	Credit Hours	Grade	Grade Points
Biology	3	A = 4	$3 \times 4 = 12$
Biology Lab	1	B+ = 3.33	$1 \times 3.33 = 3.33$
English 101	3	C = 2	$3 \times 2 = 6$
Mathematics	3	F = 0	$3 \times 0 = 0$
10 Total Credit Hours Attempted		Add: $12 + 3.33 + 6 + 0$ =21.33 Total Grade Points	

The Total Grade Points are then divided by Total Credits Attempted to compute GPA  $21.33$  divided by  $10 = 2.133$  GPA

Letter Grade	Grade Points Per Credit
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F, FW, FN	0.00



# Student Information

## Transfer

### ...to high School

Your coursework and grades from Central Lakes College will appear on your high school transcript and count toward your high school graduation requirements. The transfer ratio from CLC to high school credits is determined by your high school. Your high school will accept your CLC credits, but they have to determine how these credits will apply to your high school requirements or electives. Confirm with your high school counselor that the courses will fulfill your high school graduation requirements. Once you have registered for classes, it is best to provide a copy of your class schedule to your high school counselor to double check that the courses and credits are on track for your high school graduation requirements.

### ...to another college

Transfer of credits is always a decision that rests entirely with the institution that you are transferring into. If your plan is to transfer and continue your education at a four-year college or university, we recommend that you follow the guidelines of our Associate of Arts (AA) Degree or MnTC. It is important to plan ahead for both your general education requirements and courses that could apply towards your chosen major; start discussing your plan with a high school counselor, CLC advisors, and the four-year college or university you plan to attend.

### Recommended Transfer Resources

[www.clcmn.edu/transfer](http://www.clcmn.edu/transfer) - Here you will find information about CLC transfer

<http://www.mntransfer.org/> - This is an invaluable on-line tool to help Minnesota students understand transfer.

[www.transferology.com](http://www.transferology.com) - This website allows students to add or import their courses and instantly see how credits transfer to other institutions.

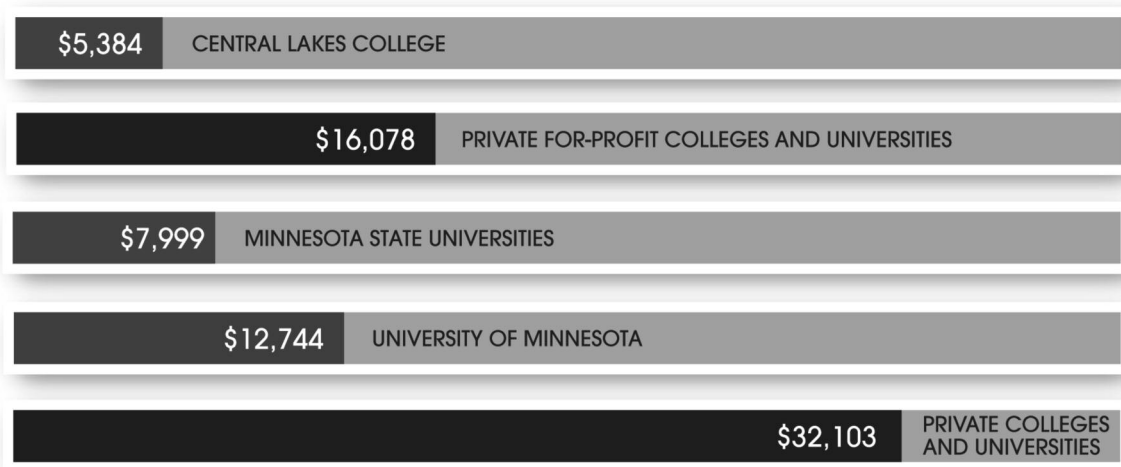
### Completing my degree at CLC

If you plan to pursue a Bachelor's Degree (four-year college degree) it may make sense to complete your entire AA degree at CLC. Some PSEO/CIS students are able to finish a two-year degree during their high school years, but the majority may have part of the degree completed when they graduate from high school. If this is your situation, we encourage you to stay with CLC!

There are some great reasons to complete your full AA Degree with CLC before transferring:

**Cost:** Whether you are a student at CLC or any other institution, the first two-years of any four-year degree will be general education courses. So, if you are taking the same type of courses, doesn't it make sense to save some money? Wouldn't you like to graduate from college with less student loans? If you compare the tuition at CLC to a private college, you can save an estimated \$24,000 for one year of education! Or maybe you are considering a public university; you can save an estimated \$5,500 for one year of education. Completing your general education courses at CLC can save thousands of dollars. Other savings may include the convenience of living at home, or close to home, for that year. This means less out of pocket expenses and less money owed in student loans.

# Student Information



*Ease of transfer:* The CLC AA degree will transfer easily into any four-year MnSCU institution. If your plan is to transfer to one of the state universities, there are advantages to transferring with the entire AA/MnTC versus transferring with a handful of courses. When you have the AA or MnTC complete it will transfer as a “package” fulfilling all of the lower division general education requirements of any of the public universities in Minnesota. So, completing the whole package can be an advantage.

*Class size:* There is a great advantage to the personal attention that you receive on a smaller campus like CLC. General education courses at four-year universities can sometimes be very large; CLC’s largest classroom holds 60 students. Smaller class sizes allow you to get to know your instructors at a more personal level.

## **If I stay at CLC, after graduation, is there paperwork that I need to do?**

We hope you plan to stay and continue your education with CLC. As a PSEO/CIS student, you are entered in our system under a special student status because you have not yet obtained a high school diploma. To continue with CLC, complete the re-admit form found at <http://www.clcmn.edu/admissions/ApplicationProcess.html>. This form changes your student status to be Financial Aid eligible.

## **Transfer Guaranteed**

Central Lakes College students who complete the Minnesota Transfer Curriculum and earn a minimum 2.0 GPA\* in an Associate of Arts (AA) degree are now guaranteed admission to every one of the seven Minnesota State universities with junior year status.

All CLC students who meet those requirements are guaranteed admission to Minnesota State universities. This new collaboration ensures that students can seamlessly and reliably transfer from Minnesota State colleges to Minnesota State universities.

# Parent Information

As a parent or legal guardian, you have been accustomed to having direct access to educational information about your child's progress, grades, and discipline. You have made phone calls directly to instructors, counselors or principals and you have received phone calls alerting you if there were issues. With your child in college and regardless of their age, CLC is bound under completely different data privacy laws than K-12 schools. CLC must adhere to Federal data privacy laws that govern colleges (FERPA), which state that we are not allowed to release any information about your son/daughter without the student's written consent.

In practical terms, this means that you will only see your child's grades if your child shows them to you. All mail, including progress reports and Early Alert notices will be addressed directly to your son or daughter. This is probably the biggest transition that parents/guardians must adjust to as their child becomes a college student. A written Release of Information Form is available <http://www.clcmn.edu/registration/forms.html> and can be submitted anytime allowing CLC advisors, instructors and staff to communicate with you. We suggest that you talk to your son or daughter about signing this release form right away – it is much easier to have this on file beforehand.

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

Central Lakes College will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party (including parent/guardian, dependent, or spouse/domestic partner), except as authorized by FERPA or other applicable laws. A student may grant consent by completing an Authorization to Release Student Information form, available from the Records and Registration Department and at <http://www.clcmn.edu/registration/forms.html> in electronic and PDF formats.

## **How will I know about my student's progress?**

- Talk with your son or daughter frequently about their classes, grades, and dating/relationships in conjunction with school, organizational skills, and calendar skills/time management.
- Inquire about assignments that are coming due, or if they should be preparing for tests.
- Check with your son/daughter to be sure they are checking their grades online (D2L Brightspace, Moodle, etc.)
- PSEO students are part of CLC's Early Alert System, which identifies students that are in danger of receiving a D or F. These Early Alerts prompt a letter, email or phone call to the student.
- CLC does not mail out end of term report cards. Students may log into E-Services and access your final grades under grades and transcripts.

# Parent Information

## HELPFUL SUGGESTIONS FOR PARENTS

As parents of a PSEO/CIS student, you play an especially important and challenging role. We have compiled a list of suggestions, taken from various "experts" in student development and advising that may help you to navigate your role.

- Help your student understand that coming to college is a major transition and some of it will be smooth and some may be perplexing. This is normal - everyone experiences some challenges with transitions.
- Be prepared to be a sounding board for your student. Often when your student wants to discuss an issue with you, s/he is just looking for support and encouragement. Help by assisting them with the resources needed to solve the problem on his/her own. Accepting the outcomes of one's decision, whether good or bad, can be an empowering experience.
- Encourage your son/daughter to self-advocate. Learning is a cooperative effort, and asking for help is a vital part of the effort. Instructors, advisors, and high school/college staff will all be able to point your student in the right direction. Students are not expected to find all of the answers for themselves!
- Your student may want to explore several major or career options. Be supportive by encouraging him/her to visit with instructors, advisors, and high school instructors and counselors. PSEO/CIS students have full access to the career services on campus. It is never too early to start thinking about careers!
- Encourage your student to use the services offered by the CLC advisors. Advisors are happy to meet with students to discuss their plans at any time throughout the semester; although your student may find easier access to our staff during non-registration periods. Your student can call 218-855-8031 to schedule an appointment to meet with a CLC advisor or schedule a high school visit.

## Resources & Services

	Books	Tuition	Fees
PSEO	Pick up at CLC, bring copy of your schedule	PSEO program covers eligible courses only (excludes summer)	PSEO program covers eligible courses only (excludes summer)
CIS	HS provides	CIS program covers	CIS program covers

### Tuition and fees

The PSEO program covers your tuition, fees, and books for eligible courses. For eligible courses, this may include extra fees that are course specific such as: fees for individual music lessons and additional fees that are added for online courses. For Non-eligible courses, the PSEO program will not pay for fees, textbooks or materials (visit with a CLC advisor regarding these specific courses). PSEO does not cover the fee for the lease of a laptop computer or tools required for any courses. The CIS program covers all course and textbook costs.

# Resources & Services

## Textbooks/Supplies

Unlike your high school, where your books are provided to you in each class, in college, you must obtain your books for each class from the CLC bookstore. The PSEO program covers the cost of text book(s) required for each class. The PSEO program also covers some consumable supplies that are required in your courses. "Consumable" means items that will be used up during the semester – such as the clay required for a pottery class. It does not pay for non-consumable supplies; items that you will still be able to use when the class is over -- such as a calculator. In general, this policy mirrors the high school setting; you will be provided with textbooks, but are responsible for providing your own general school supplies such as notebooks, pens, pencils, etc. or non-consumable supplies such as calculators, band instruments, etc. CIS textbooks are provided by the high school.

## Steps when purchasing your books: *(PSEO Students Only)*

First, to avoid wait time, plan on coming in early to get your books. PSEO "charging" in the bookstore begins three weeks prior to the start of the college semester; this is the best time to come in to avoid long lines.

- As a PSEO student, you personally need to go to the CLC campus bookstore with a picture ID or setup an online bookstore account at our bookstore website to get your books. You cannot send someone else to pick up your books for you. Once you are ready to purchase your books, identify yourself to the cashier as a PSEO student and be prepared to show your ID.
- Bring a copy of your class schedule. You will need the course and section numbers that appear on the class schedule to select the right books for each class. If you do not have a copy of your schedule you can print one in E-Services.
- Keep your receipt for all of your books. You will need this if you drop a class or if you need to exchange a book.

## Steps for returning books at the end of the semester: *(PSEO Students Only)*

The books are the property of the State of Minnesota; therefore, the books are not yours to keep.

**Note:** At the end of the college semester, you may see some of the non-PSEO students selling their books back -**DO NOT sell your books! (They do not belong to you)**. During college finals week, you are required to return your books to the bookstore; if you fail to return your books you will receive a bill for those books. If the bill is not paid, you will not be eligible to participate in the PSEO program until the bill is paid.

# Resources & Services

## **Student ID Cards** (*PSEO Students Only*)

PSEO students will receive their student ID card in the mail (7-10 business days after registering). Make sure to activate it. If you have questions please contact 218-855-8031. You will need to present your student ID card and copy of your class schedule to the bookstore when picking up books. This photo ID is needed for use in the library and other functions on campus, and is also useful around town for businesses that offer a student discounts.

## **Google Gmail Student Accounts** (*PSEO Students Only*)

PSEO students' email system is called Google Gmail. To access your email, go to [www.clcmn.edu](http://www.clcmn.edu) and look for the "Student Email" link on the bottom right hand side or <http://go.clcmn.edu/>.

Your email address will be assigned approximately one week after you register for classes. Your email address will be the first four letters of your last name and a randomly assigned four digit number. You can look up this number at the following web-site: <https://ts-web.clcmn.edu/usernamelookup/>. You will be asked for your Student ID# and your birth date in this format – YYMMDD; you will then receive your new email address.

Email is the official means of communication for our college, so it is important that you check your e-mail regularly for notices from CLC offices, communications from your instructors, as well as news and information about events and activities on campus.

## **Tutoring Services/Learning Commons**

**218-855-8158**

The Learning Commons is located in the Jon Hassler Library (E400). Along with quiet study rooms and an ample amount of Library resources for students to utilize. We also have a group of highly qualified peer tutors that are available for all CLC students to use. Peer tutors are available five days a week between the hours of 8 am and 8 pm Monday through Thursday and 8 am. to 4 pm. on Friday. Peer tutoring is a free service for all CLC students.

## **Desire to Learn (D2L Brightspace):**

- CLC's online course management tool to access class materials, assignments, grades, etc.
- D2L provides a free on-line tutor called "Smart Thinking". You can submit a question and receive a response from a professional tutor or you can sign-up for a live tutoring session; which is a live chat with a professional tutor
- To access D2L Brightspace: <https://clc.ims.mnscu.edu/>
- Log in using your StarID and password

Note: Courses that are using the D2L system will appear on the first day of the semester through the last day of finals. D2L cannot be used to access your final grades – final grades are posted on the MnSCU E-Services site (the same place you register for classes).



# Resources & Services

There is a D2L Tutorial/Orientation that is helpful to review before classes start. This site will walk you through each of the D2L menu items, allow you to take a sample quiz on-line, and see what the grade book looks like, etc. By becoming familiar with D2L ahead of time, you will feel much more confident as you navigate the site when classes start. To log in to the Orientation/Tutorial site type in the following generic information:

**StarID:** ab1234cd

**Password:** clconline

## **Library**

Each campus has a library with access to print materials as well as the latest on-line databases for researching any topic that you might need for your classes. These libraries also have computer labs for your use. For more information for library services and hours visit:

<http://www.clcmn.edu/library/>

## **Advising**

The CLC advisors are here to help you be the most successful student that you can be!

As advisors we often work with students who are uncertain about the career, program or major they are headed towards. We can help. CLC offers a variety of career decision-making services to help you make good decisions about your future.

When students are struggling in school, often it is due to outside factors in their lives which end up becoming obstacles as they try to attend school or concentrate on their studies. If that is an issue for you, please come and see an advisor. We want to help you work through those issues so you can concentrate on your education.

## **Disability Services**

The CLC Disability Coordinator is located in The Bridge on the Brainerd Campus and the Learning Commons on the Staples Campus. Disability services can provide accommodations, supportive services and advocacy services for students with a documented disability. If you have been on an IEP in high school or have a documented disability, contact the Disability Coordinator for assistance @ 218-855-8175 or [disabilityservices@clcmn.edu](mailto:disabilityservices@clcmn.edu)

## **College Readiness/Understanding the Difference between High School and College Brochure**

Free download at <http://www.clcmn.edu/cis/Parents/MNADE%20Brochure.pdf>

# Frequently Asked Questions (FAQ)

## **What is the Minnesota Transfer Curriculum?**

The Minnesota Transfer Curriculum is a series of general education courses in 10 goal areas totaling 40 credits that are widely accepted at all state colleges and universities. Visit [http://www.clcmn.edu/directory/liberal\\_arts/aa.pdf](http://www.clcmn.edu/directory/liberal_arts/aa.pdf) to review these goals and class options.

## **How do I log into a CLC Computer (classroom or open lab)?**

When using any computer on campus, whether it is in an open lab or in a classroom, you will be required to log-in with your StarID and password.

## **Are there computers available for me to use on campus?**

Yes. On the Brainerd Campus there are two computer labs for your use; one in the Library and one in the Computer Commons near the cafeteria. There is also wireless internet access available in parts of the building. Computer Lab hours are posted each semester. Staples campus – the computer lab is located in the library and follows regular library hours.

## **When are my instructor's office hours?**

Each of your instructors will have an office located on campus. Instructor office numbers and office hours will be noted on the class syllabus. Office hours are times when the instructor is available to assist you with questions about the class or an assignment and update you on your grade. All instructors have voice mail and an e-mail addresses which you can use to contact them. Email addresses are formatted as follows: First initial of first name and last name spelled out, for example: Joe Smith would be jsmith@clcmn.edu .

## **What happens if I don't pass a course?**

If a class required for high school graduation is not successfully completed, the student might not be able to graduate with his/her high school class. In addition, the grade will be recorded on their permanent college or university transcript. See your high school counselor or CLC advisor immediately.

## **Where can PSEO students eat on campus?**

Breakfast and lunch are available for purchase in the CLC Cafeteria. The PSEO program does not cover the cost of meals or offer reduced prices on meals, so you will need cash or debit/credit card when purchasing food in the cafeteria.

# Frequently Asked Questions (FAQ)

## **Where can I park at the CLC campus?**

Parking on either campus is open; there is not a designated student parking lot. Students may park in whichever lot is most convenient to the location of their classrooms.

## **How do I access the gym/weight/locker rooms on campus?**

The gym and fitness areas within the college are open to all students unless classes or events are scheduled. Equipment in the Weight Room includes cardiovascular machines such as: treadmills, stationary bikes, stair climbers, as well as free weights and other strength training equipment. Weight room hours are posted on the door and vary slightly from semester to semester.

## **What types of assessment tests are used to determine if a student meets a prerequisite for a course?**

CLC currently uses the Accuplacer to assess readiness in reading and math. CLC also accepts equivalent scores from ACT.

## **Can I earn up to an associate degree or an occupational diploma as I graduate from high school?**

Yes. Students have been able to earn up to an occupational diploma or associate degree as they dually complete requirements for their high school diploma and their college credential. Students should work with a CLC Advisor to assure they are taking courses that count for dual purposes. Students also work with their high school counselor to assure they are on track for high school graduation.

### ***Some last advice:***

*Stay connected with your high school. There are many curricular and extracurricular activities that are an important part of that experience. Don't miss out on those!*

*Attending college will make it more challenging to experience these important things to their fullest, but it can be done. We really encourage you to consider ways to stay in touch with your classmates and traditions, which are an important part of your life.*

# Contact Information

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(218) 855-8035

] [ |•^} @clcmn.edu

**DG9 C`GdYV]U]gh**

Nick Bickford

(218) 855-8079

nbickford@clcmn.edu

**Director of 5 Xa ]gg]cbg/`F Y[ ]ghfU]cb**

Nick Heisserer

(218) 855-8038

nheisserer@clcmn.edu

**Records & Registration Department**

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(218) 855-8034

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**Assessment/Accuplacer Testing**

Lynn Anderson - Brainerd Campus

(218) 855-8254

landerso@clcmn.edu

**Assessment/Accuplacer Testing**

Gayle Wonders - Staples Campus

218-894-5114

gwonders@clcmn.edu

**Dean of Enrollment Management  
and Student Success**

Paul Preimesberger

(218) 855-8163

ppreimesberger@clcmn.edu

## Additional Contacts:

CLC Main campus: 218-855-8031

Library: 218-855-8180

Bookstore: 218-855-8248

Business Office: 218-855-8003

Student Life: 218-855-8260

Learning Commons: 218-855-8158

Disability Services: 218-855-8175

Help Desk: 218-855-8200

D2L (Brightspace): 218-855-8081

# Computer Services Reference Guide

<p>Activate your StarID</p>	<p>StarID is a username with the goal of replacing your many login IDs with one ID, one password everywhere. Students will be using their StarID username and password to log into CLC Computers, E-Services, D2L Brightspace, Student E-mail and their Atomic Learning account.</p> <p><b><u>To activate your StarID:</u></b>  <b>Step 1:</b> Visit the website <a href="https://starid.mnscu.edu/">https://starid.mnscu.edu/</a>  <b>Step 2:</b> Click on <u>Activate StarID</u>  <b>Step 3:</b> Click on <u>Activate StarID</u> (at top of left menu)  <b>Step 4:</b> Under Students, click on one of the four identifiers  <b>Step 5:</b> Enter information and click continue</p> <p><input checked="" type="checkbox"/> Your <b><u>StarID</u></b>  2 Letters 4 Number 2 Letter  . Example: ab1234cd.</p> <p><input checked="" type="checkbox"/> Your <b><u>Password</u></b></p> <p>You create this password. This password is case sensitive and should contain upper and lower case letters, numbers, and a special character and be at least 8 digits long.</p>	<p><b>StarID</b></p> <p>-----</p> <p><b>StarID Password</b></p> <p>You create this password</p>
<p>E-Services</p>	<p>E-Services allow the student to register for courses, modify course schedules, view academic records, financial aid status, account balances, and degree audit reports.</p> <p><b><u>To Login to E-Services:</u></b>  <b>Step 1:</b> Visit the CLC website <a href="http://www.clcmn.edu">http://www.clcmn.edu</a>.  <b>Step 2:</b> Go to <u>Student Quicklinks</u>  <b>Step 3:</b> Click on <u>E-SERVICES</u>  <b>Step 4:</b> Log in by typing your <b><u>StarID</u></b> and <b><u>Password</u></b></p>	<p><b>StarID</b></p> <p>-----</p> <p><b>StarID Password</b></p> <p>You create this password</p>
<p>D2L Brightspace</p>	<p>D2L Brightspace is used in virtually all courses at Central Lakes College and is the platform used for online and hybrid courses</p> <p><b><u>To Login to D2L</u></b>  <b>Step 1:</b> Visit the CLC website, <a href="http://www.clcmn.edu">http://www.clcmn.edu</a>.  <b>Step 2:</b> Go to <u>Student Quicklinks</u>  <b>Step 3:</b> Click on <u>D2L Brightspace</u>  <b>Step 4:</b> Log in by typing your <b><u>StarID</u></b> and <b><u>Password</u></b></p>	<p><b>StarID</b></p> <p>-----</p> <p><b>StarID Password</b></p> <p>You create this password</p>
<p>Google Gmail (Student Email)</p>	<p>Students are expected to check their email accounts often as email is the official means of communication of Central Lakes College with students.</p> <p><b><u>To Login to Student Email:</u></b>  <b>Step 1:</b> Visit the CLC website, <a href="http://www.clcmn.edu">http://www.clcmn.edu</a>  <b>Step 2:</b> Go to <u>Student Quicklinks</u>  <b>Step 3:</b> Click on <u>Student Email</u>  <b>Step 4:</b> Log in by typing your <b><u>StarID</u></b> and <b><u>Password</u></b>.</p> <p>Your email address will be at the top right after you log into your Gmail account. It will be the first four letters of your last name and four randomly assigned numbers @go.clcmn.edu. For example, the name John Smith, could be <a href="mailto:smit1234@go.clcmn.edu">smit1234@go.clcmn.edu</a>.</p> <p>*****This email deactivates 180 days after your last day of enrollment*****</p>	<p><b>StarID</b></p> <p>-----</p> <p><b>StarID Password</b></p> <p>You create this password</p>

# Computer Services Reference Guide

Atomic Learning	<p>Atomic Learning offers educational institutions access to a complete training library of over 50,000 short, show-and-tell video training tutorials on over 205 of the most common applications.</p> <p><b><u>To Login to Atomic Learning:</u></b>  <b>Step 1:</b> Visit the website <a href="https://www.atomiclearning.com/login/clcmn">https://www.atomiclearning.com/login/clcmn</a>  <b>Step 2:</b> Log in by typing your <b>StarID</b> and <b>Password</b></p>	<p><b>StarID</b></p> <p>_____</p> <p><b>StarID Password</b></p> <p>You create this password</p>
Office 365 Download	<p>Office 365 download is offered FREE to all CLC students.</p> <p><b>Step 1:</b> Visit the website <a href="https://login.microsoftonline.com">https://login.microsoftonline.com</a>  <b>Step 2:</b> Log in by typing your <b>StarID@clcmn.edu</b> and <b>StarID Password</b></p> <p><i>**You will need to have Window 7 or greater to install this**</i></p> <p>Once you are no longer a CLC student the license will not be valid.</p>	<p><b>StarID</b></p> <p>_____</p> <p>@clcmn.edu</p> <p><b>StarID Password</b></p> <p>You create this password</p>
Career Link	<p>Students/Former Students/Alumni can update personal and academic profile, upload or create resumes, search for jobs and apply directly to the employer using Career Link.</p> <p><b><u>To sign into Career Link:</u></b>  <b>Step 1:</b> Visit the website <a href="http://www.clcmn.edu/career-placement-2/">http://www.clcmn.edu/career-placement-2/</a>  <b>Step 2:</b> Click on the <b>Career Link</b> hyperlink  <b>Step 3:</b> Sign into your account using your CLC Google email address as your username and create a password.</p>	<p><b>Career Link username</b></p> <p>_____</p> <p>(your CLC Google account)</p> <p><b>Career Link password</b></p> <p>You create this password.</p>
Dynamic Forms	<p>Many CLC forms may be submitted electronically through a Dynamic Forms. Most CLC Forms are located on the CLC Student Forms page located at <a href="http://www.clcmn.edu/student-forms/">http://www.clcmn.edu/student-forms/</a> and then navigating to the department specific forms website.</p> <p><b><u>To submit your forms electronically:</u></b>  <b>Step 1:</b> Click on the link that indicates (Electronic) for the form you need to complete.  <b>Step 2:</b> You will be brought to a login screen, enter your username and password to login or create an account and then log in.  <b>Step 3:</b> At the "Welcome to Dynamic Forms" screen, click on "Complete This Form"</p>	<p><b>Dynamic Forms username</b></p> <p>You create this username</p> <p>_____</p> <p><b>Dynamic Forms password</b></p> <p>You create this password.</p>
CLC Star Alert Opt Out	<p>Star Alert notifies students via email, voice messages and/or text messages with pertinent information such as closing due to weather and any potential campus emergencies. You are automatically enroll with your student email. Additional emails and phone numbers can be added.</p> <p><b><u>To login to Star Alert Opt-out system</u></b>  <b>Step 1:</b> Visit the website <a href="https://centrallakescollege.bbcportal.com">https://centrallakescollege.bbcportal.com</a>  <b>Step 2:</b> Click Sign Me Up, to register (Use your CLC email address to sign up)  <b>Step 3:</b> Once registered, you will receive an email to your student email account. You will need to log into your student email to click on the link.  <b>Step 4:</b> You will be asked a series of security questions.  <b>Step 5:</b> Login. You will be asked for a reference number; this will be your StarID  <b>Step 6:</b> It will look for your contact record and display the match, click Associate</p>	<p><b>Star Alert username</b></p> <p>Student email address</p> <p>_____</p> <p>@go.clcmn.edu</p> <p><b>Star Alert password</b></p> <p>You create this password.</p>







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Brainerd, MN 56401

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**218-855-8000**  
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An Equal Opportunity Educator/Employer, ADA Accessible.  
A member of Minnesota State.