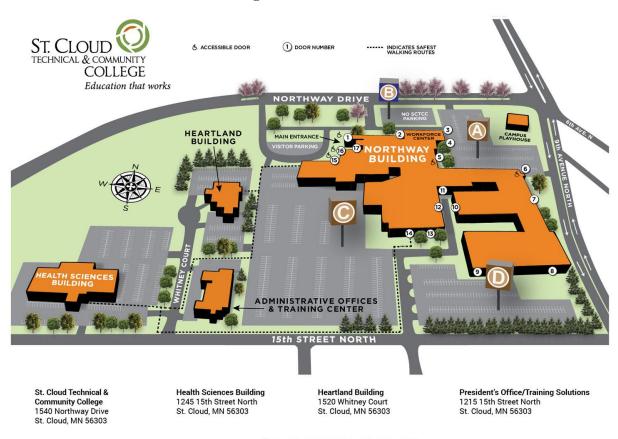# STUDENT HANDBOOK

2024-2025

St. Cloud Technical & Community College
1540 Northway Drive, St. Cloud, MN 56303
www.sctcc.edu/discovery-academy

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE HISTORY

St. Cloud Technical College was established in 1948 and was part of the St. Cloud School District-ISD 742 until 1983. In 2010, SCTC became a comprehensive college, offering AA general education degrees that were transferable into four-year Minnesota State institutions. The school's name was changed to the St. Cloud Technical & Community College (SCTCC). In addition to the Northway (Main) building, the campus also include the Heartland Building, CTEC, and the Health Sciences Building.

St. Cloud Technical & Community College offers over 90 degree programs in six primary categories: Business, Communication, and IT; Construction Technology; Manufacturing Technology; Transportation Technology; Natural and Health Sciences; and Liberal Arts and Transfer Studies. The complete list of program degree options can be found at
http://www.sctcc.edu/degrees-programs

GENERAL INFORMATION
Mission Statement
"We provide the education, training, and support necessary for equitable participation in our society, economy, and democracy."
A mission statement is a succinct, memorable statement of an organization's reason for being. The statement starts with "We" to reflect our collective and individual ownership and shared commitment to our mission.

Vision Statement
"We are a community of learners rooted in meaningful relationships where everyone belongs and thrives."
An organization's vision statement defines the long-term goals of the organization and provides a clear and specific aspiration. A vision statement should be ambitious, drive action, and serve as a filter for all other decisions. The statement starts with "We" to reflect our collective and individual ownership and shared commitment to our vision.

Shared Beliefs
The heart of any organization is its people and the most effective organizations are built on a shared sense of purpose and common beliefs. These shared beliefs help to set expectations and establish norms for how to work together to advance our mission and achieve our vision.
- Education empowers individuals and transforms generations.
- Every individual has intrinsic value and every voice deserves to be heard.
- Our differences enrich our community.
- An antiracist and antidiscrimination ethos is necessary for advancing social justice and equity.
- It is our responsibility to ensure equitable outcomes for our students. Each student can succeed.
- Innovation, flexibility, and life-long learning are critical for our community to thrive.
- Mutually accountable relationships built on trust are essential for our success.
- Community partnerships strengthen and sustain us.

Desired Student Experience
SCTCC is committed to student success, equity in outcomes, and providing an empowering and transformational student experience of:
- Educational programs that prepare students for the future of work and life through innovative, flexible, and relevant learning experiences;
- Personalized and supportive services that help learners achieve their academic and career goals and meet their non-academic needs;
- A welcoming and engaging environment that fosters a sense of belonging through meaningful connections with employees and other students; and
- Clear pathways to completion, transfer, and a fulfilling career. 7 SCTCC will promote this experience by providing:
- A caring, inclusive, and culturally responsive community that ensures equitable outcomes for all students;
- Streamlined processes that ensure timely communications and delivery of resources and services when students need them;

• Proactive, effective, and ongoing supports that guide students in selecting and progressing through their program of study; and
• A quality and affordable education in a student-ready environment that meets students where they are and serves the whole person.

If you would like more information about SCTCC's strategic vision for the future, please visit our website, https://sctcc.edu/strategic-plan.

WHAT IS DISCOVERY ACADEMY

Discovery Academy is SCTCC's concurrent enrollment program. Discovery Academy courses are college-level courses taught at the student's high school by their high school instructors. The high school instructors are mentored by SCTCC faculty to ensure the course is held to the same rigor and standard as our SCTCC on-campus and online courses. Some Discovery Academy courses are taught at a third party location, not the high school nor the college, and taught by SCTCC faculty.

These college level courses are simultaneously counted as high school courses towards high school graduation.

Students do not pay for the Discovery Academy course tuition, fees or books.

Discovery Academy courses ARE REAL, ACTUAL COLLEGE COURSES. At the end of the Discovery Academy course you will have a college transcript from SCTCC. It is important that you understand that these are real college courses and should be taken seriously. The grade you earn in a Discovery Academy course will follow you and will impact your future post-secondary career.

If you do not do well in the Discovery Academy course, it may affect your financial aid down the line.

BENEFITS OF DISCOVERY ACADEMY
- Simultaneously earn college and high school credit
- Learn college-level reading, writing, critical thinking, time management and study skills while still in high school
- Get a jumpstart on your degree or certificate, complete your degree or certificate quicker after high school
- Save money
- Experience college expectations and academic rigor

SUCCESS TIPS!
- Practice effective time management. A good rule of thumb is that for every in-class hour of a college course you should expect to spend approximately two to three hours outside of class studying.
- Come to class prepared and ready to participate in class discussions and activities.
- Do not be afraid to ask for help when you need it. As a Discovery Academy student, you have access to services in our Advising Center, Center for Academic Success, online tutoring services, and many more.
- Review your course syllabus thoroughly and ask questions on things you do not understand or need more clarification.
- Take detailed notes and ask questions.
- Set SMART goals: Specific, Measurable, Attainable, Realistic, Timely.

DISCOVERY ACADEMY (CONCURRENT ENROLLMENT)

In Minnesota, concurrent enrollment courses are college courses offered at the high school, usually taught by a trained high school teacher. These are offered in partnership with a college or university. Students who successfully complete these courses generate both high school and transcripted college credit from the partnering postsecondary institution. Many people refer to these courses as College in the High School. There is no cost to the student to participate in these courses. Discovery Academy is the concurrent enrollment program at St. Cloud Technical & Community College.

Minnesota Statute 124D.09 Postsecondary Enrollment Act outlines the specifics regarding PSEO and Concurrent Enrollment. The complete statute can be found online at https://www.revisor.mn.gov/statutes/cite/124D.09.

KEY DISCOVERY ACADEMY AND SCTCC CONTACTS:

Susan Jordahl, Director of K-12 Initiatives
susan.jordahl@sctcc.edu
(320) 308-5908

Lori Moe, K-12 Initiatives Administrative Assistant
Lori.moe@sctcc.edu
(320) 308-5359

Matt Pichelmann
Academic Advisor/Concurrent Enrollment Academic Advisor
Matthew.pichelmann@sctcc.edu
(320) 308-5735

Carly Reyes, Wellness Resource Services
Carly.reyes@sctcc.edu
(320) 308-5096

Jeanna Franklin, Mental Health Professional
Jeanna.franklin@sctcc.edu
(320) 308-5006

Nathan Jacobson, Assessment Coordinator
njacobson@sctcc.edu
(320) 308-6007

Lisa Miller, Registrar
lmiller@sctcc.edu
(320) 308-6521

DISCOVERY ACADEMY ELIGIBILITY

In order to participate in Discovery Academy, students must meet certain eligibility requirements. Students must meet the requirements outlined in the MN statute and the Minnesota State Board Policy and Procedure. In addition to meeting those requirements, SCTCC may require Discovery Academy students to take the Accuplacer test, which is SCTCC's placement test, if it is required by the course they are taking. A student may forgo the placement testing with qualifying MCA/ACT/SAT scores.

Discovery Academy eligibility requirements are as follows:
- Must be enrolled as a high school sophomore (10th grade), junior (11th grade) or senior (12th grade)
- Taken the appropriate Accuplacer test(s), if required by the course(s)
- A minimum of a high school 2.5 grade point average OR a written recommendation from a high school counselor or teacher regarding interest, determination, and compatibility with this type of coursework and including the following information:
  - Cumulative GPA
  - Completed GRAD assessment OR completed PLAN with scores at or above 13
- For sophomore (10th grade) students who register for a CTE course, students must pass the 8th grade MCA to be eligible
- Completion of appropriate introductory high school courses or required pre-requisite coursework

PLACEMENT TESTING OPTIONS

As mentioned previously in this handbook, SCTCC may require Discovery Academy students to take the Accuplacer test. Many of the courses in the Discovery Academy program require only a basic Reading score, however, there are some courses that might require a Math or English placement level.

High schools are responsible for ensuring that all students have met the prerequisite requirement of their registered courses and must submit test scores if the student is using ACT/SAT/MCA score(s) to bypass the Accuplacer test. Please work with your guidance counselors to see if you meet the eligibility requirements and how to take the Accuplacer test.

SCTCC POLICIES & PROCEDURES

Students enrolled in Discovery Academy courses are actual SCTCC students. Our Discovery Academy students have the same learning resources available to them and are expected to follow the same rules, policies, and procedures as all other SCTCC students. These policies and procedures can be found in https://sctcc.edu/student-resources.

CODE OF CONDUCT

Every SCTCC student is expected to conduct themselves in accordance with Minnesota State Policy 3.24 (found online at https://www.minnstate.edu/board/procedure/324p1.html); Procedure 3.26.1 (found online at https://www.minnstate.edu/board/procedure/326p1.html).

ACADEMIC INTEGRITY
Academic integrity is highly valued at SCTCC. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Please see our Academic Integrity Policy & Procedure on our website: https://www.sctcc.edu/academic-integrity.

DATA PRIVACY NOTICE
Minnesota State Colleges and Universities comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205; and other applicable laws and regulations concerning the handling of education records.

Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included in the student handbook and college catalog. You can view the complete Student Data Practices Policy online at https://sctcc.edu/data-privacy.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
When a student enrolls in a postsecondary course, including concurrent enrollment, the rights to education records are transferred solely to the student. Meaning SCTCC and high school teachers, counselors and administrators cannot give out information to relatives or anyone else concerning a student's postsecondary record(s) without the student's written, signed permission. However, due to the nature of the contract with the high school, SCTCC and the high school may collaborate with each other regarding enrollment and grades each semester.

A student may grant consent to an individual by completing an Information Release form, available from the high school guidance counselor or teacher or via our website at: https://sctcc.edu/admissions-forms.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES
Disability Services at SCTCC supports students in their academic goals, including our Discovery Academy students. The Disability Services focus is on providing students with disabilities reasonable accommodations, which provide equal access and equal opportunity to educational services, programs, and activities at SCTCC.

They serve students with documented disabilities including, but not limited to, the following: ADD/ADHD, Autism Spectrum, blind/visual impairments, brain injury, deaf/hearing impairments, mental health/psychiatric disabilities, speech/language impairments, and physical, health, & systemic disabilities. The student needs to self-identify and request accommodations from the college. Students may learn more about Accessibility Services on our website, https://sctcc.edu/accessibility-services

ADD, DROP, & WITHDRAW POLICIES

Add: Students may add a course through the fifth business day of the term or before the course starts, whichever is later. Courses starting in the middle of the SCTCC semester students have 24 hours from the start of the Discovery Academy course.

Drop: for courses starting at the beginning of the SCTCC term, students may drop any course through the tenth business day of the term. Courses starting in the middle of the SCTCC semester students have 24 hours from the start of the Discovery Academy course. Dropped courses do not appear on a transcript and do not affect academic standing.

Withdraw: Students may withdraw from a course through approximately 80% of the term. Withdrawal courses appear on a transcript as a "W" and have a direct impact on academic standing. Students should work with their high school counselor on what the last day to withdraw from a course would be.

All students who withdraw and receive a "W" from a course must be given a Last Date of Attendance. High Schools are responsible for completing a withdraw form and submitting it to the Discovery Academy staff at SCTCC.

ACADEMIC STANDING

SCTCC requires students enrolled in their courses to meet minimum standards in order to continue to enroll in courses.

Enrolled SCTCC students, including Discovery Academy students, need to meet the following minimum requirements:
- Meet or exceed a cumulative earned grade point average (GPA) of 2.00 AND
- Meet or exceed a cumulative earned completion percentage of 67%. If a student Fails or Withdraws from a course, they have not completed the course.

If a student does not meet these standards in a given semester, they will be placed on Academic Warning.
- A student who does not meet the standards will be placed on academic and financial aid warning at the end of the term. Students are notified in writing of the warning.
- A success plan, found on our website at: https://www.sctcc.edu/success-plan must be completed by students on warning and reviewed by a faculty adviser, academic adviser, or student service staff person. The student is responsible for coordinating a Warning Review meeting with a faculty/staff person.
- Students on warning who do not achieve a cumulative 2.0 GPA and 67% completion rate during their next term of enrollment will be suspended at the end of the term.
- Suspension will follow a student, including Discovery Academy students, and will impact their ability to register or receive Financial Aid at other institutions after high school graduation.

CONCURRENT ENROLLMENT AND SATISFACTORY ACADEMIC PROGRESS

Concurrent and dual enrollment credit courses offered through Discovery Academy allow high school students to earn both high school and college credit while still attending high school.

Concurrent enrollment courses are courses are taught by college-approved high school teachers as the high school, while dual enrollment courses are college courses taught by college instructors. Area schools have formed partnerships with St. Cloud Technical and Community College Discovery Academy to allow students to take the courses without having to pay for the tuition, fees or books. In some courses, students may be responsible for the cost of consumable supplies.

Students who take advantage of these courses gain a variety of benefits including a chance to a) earn college credit before starting their first year of college; b) save money on college courses; c) embark on career exploration, and d) gain self-confidence by completing college course work.

Students should be aware, however, that effective July 1, 2011, changes to Federal Student Financial Aid rules regarding Satisfactory Academic Progress (SAP) will impact students who enroll in concurrent and dual enrollment courses. Federal law requires that all college course work be measured to determine academic success, including concurrent and dual enrollment courses.

This means that before each term (fall, spring, and summer) colleges and universities will review grades, including concurrent and dual enrollment courses taken in high school, to make sure students maintain a cumulative 2.0 GPA and a 67% course completion rate. If not, students will have one term to correct this or potentially lose their federal student financial aid. Failing a course and not completing a course carry the same consequence.

Example 1:
Jane is a high school student in Minnesota. She takes a 3-credit course at her local community college during her senior year of high school. She decides during the semester to withdraw from the community college course. Jane attempted 3 credits at a community college, but she did not complete the course. She therefore has a completion rate of 0%. Because Jane's completion rate must meet or exceed 67%, when Jane starts college the next Fall she may be on "warning" status.

Example 2
Tony takes a 3-credit college course during Fall and a 3-credit college course during Spring of his senior year of high school. Tony withdraws from the 3-credit course in the Fall semester and completes the Spring course with a "B". Tony's completion rate was 0% after the Fall, which means he was in "warning" status during Spring. Although he completed the Spring course, Tony's completion rate is 50% for the two semesters, below the required 67%. He may lose his federal student financial aid before he starts college in the Fall.

In summary, concurrent enrollment has great benefits for high school students, yet students must be aware that their participation and performance in these courses can have both academic and financial consequences that can impact them as they proceed to college.

DISCOVERY ACADEMY STUDENT RESOURCES

Our Discovery Academy students have the same learning resources available to them as our students taking classes on campus. A complete list of resources can be found on our Student Services and Resources website at: https://www.sctcc.edu/student-services-resources .

Discovery Academy students are required to watch the SCTCC E-Orientation video located on our website at: https://webapps.sctcc.edu/e-orientation/All/DA/. Students will need their StarID and password OR their TechID.

STAR ID INFORMATION

Our Discovery Academy students are given a StarID, which allows students to access the SCTCC eServices account, library resources, email and D2L Brightspace.

If a student loses their StarID information or need to reset their password, they can do so online at https://starid.minnstate.edu/. Students will use the email address they applied with to either look up their StarID or reset their password.

ESERVICES

eServices is the Minnesota State system-wide online platform that allows students to manage any Minnesota State institution they have attended. Through eServices, students can update their personal contact information, track degree progress, view final grades, and obtain unofficial transcripts. To log in, student use their StarID and password. eServices can be accessed from our homepage: www.sctcc.edu and at the top of the page, clicking on "Current Students" and then "eServices" in the drop down.

D2L BRIGHTSPACE

D2L Brightspace is SCTCC online learning platform. Students can access online tutoring resources to assist them in their college courses. Students log into D2L Brightspace using their StarID and password from the SCTCC homepage, www.sctcc.edu, and at the top of the page, clicking on "Current Students" and then clicking on "D2L Brightspace" in the drop down.

STUDENT SERVICES

Discovery Academy students have access to all of the same learning resource services as on campus SCTCC students, including:

Academic Advising

Academic advisors assist and empower students to take ownership of their educational plan. While any academic advisor in the advising office can assist a Discovery Academy student, we do have an advisor, Matt Pichelmann, dedicated to Discovery Academy.
> Website: https://www.sctcc.edu/advising
> Email: matthew.pichelmann@sctcc.edu or advising@sctcc.edu
> Telephone: 320.308.5741

Disability Services
> Website: https://www.sctcc.edu/disability-services
> Email: acc@sctcc.edu

Telephone: 320.308.5096

Center for Academic Success (CAS)
The Mary Stangler Center for Academic Success (CAS) offers free services to all St. Cloud Technical & Community College students, faculty, and staff. Tutors help students discover ways to learn course material by clarifying textbook assignments, discussing ideas and reviewing practice problems. Tutors explain and model, but do not complete assignments.

Website: https://www.sctcc.edu/cas
Email: kplante@sctcc.edu
Telephone: 320.308.5920

24/7 Tutoring
SCTCC offers students 15 hours per year of free online, on-demand tutoring, through Tutor.com. Tutors are always available, even late at night when your instructor may not be.

Website: https://www.sctcc.edu/online-tutoring

Library Services
Our library provides on-campus and online access to a wide variety of publications and resources. Items can be checked out with a student's SCTCC id or accessed online with their StarID.

Website: https://www.sctcc.edu/library
Email: library@sctcc.edu
Telephone: 320.308.5141

Cyclone ID card
The Cyclone ID card, a student's SCTCC ID, is available to Discovery Academy students by stopping by the Cyclone Card Office (1-215) in the Northway (main) Building at SCTCC. In order to obtain the Cyclone ID students need to bring a picture ID and a current, printed class schedule. Students can obtain their SCTCC class schedule by logging into eServices with their StarID and password. For more information on the benefits of the Cyclone ID, please visit the website: https://www.sctcc.edu/cyclone-card.

Student Transcripts
Discovery Academy courses are recorded on the student's SCTCC transcript. Students may access their unofficial transcript via eServices or request to have their official transcript sent to another institution. Complete information on transcript and how to view or request them can be found online: https://www.sctcc.edu/transcripts.