



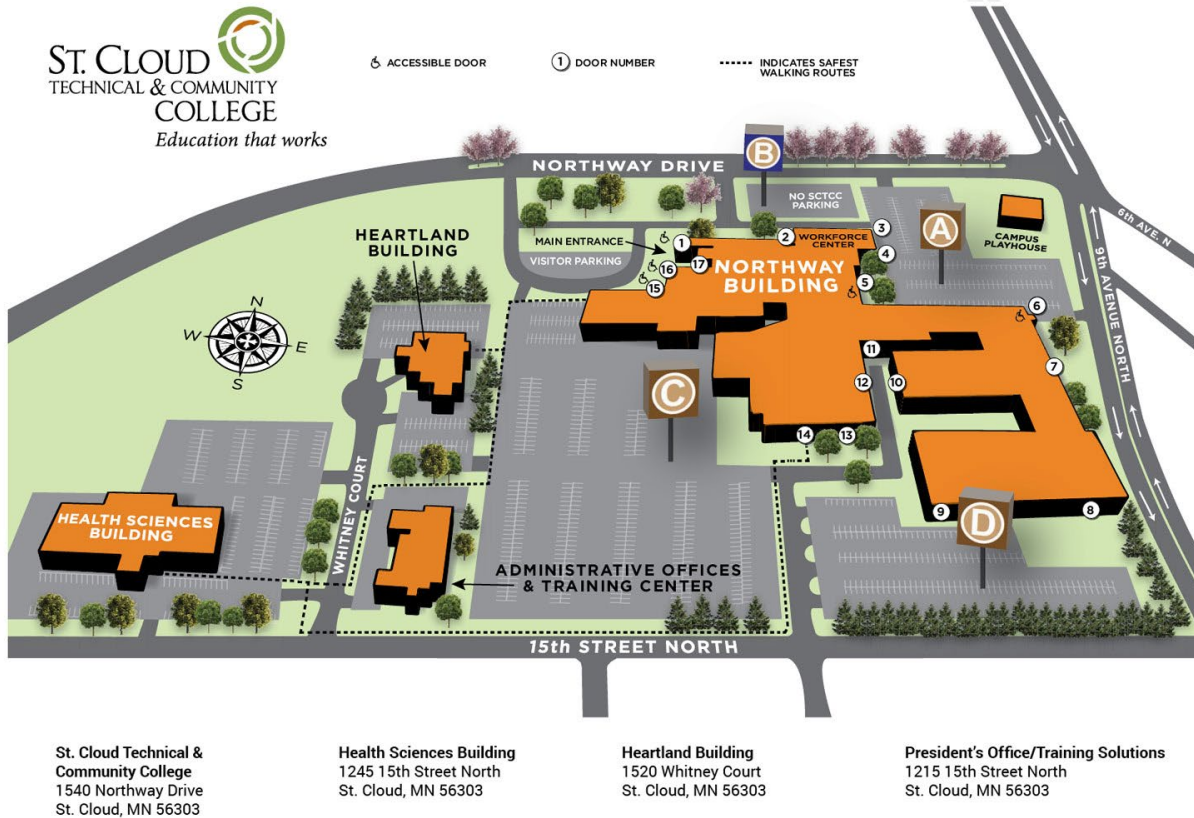
# HIGH SCHOOL PARTNER HANDBOOK

2024-2025

St. Cloud Technical & Community College  
1540 Northway Drive, St. Cloud, MN 56303  
[www.sctcc.edu/discovery-academy](http://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 includes the Heartland Building, CTEC, and the Health Sciences Building.



St. Cloud Technical & Community College  
1540 Northway Drive  
St. Cloud, MN 56303

Health Sciences Building  
1245 15th Street North  
St. Cloud, MN 56303

Heartland Building  
1520 Whitney Court  
St. Cloud, MN 56303

President's Office/Training Solutions  
1215 15th Street North  
St. Cloud, MN 56303

[www.sctcc.edu](http://www.sctcc.edu) | 320-308-5000 | 800-222-1009

*SCTCC is a member of Minnesota State and accredited by the Higher Learning Commission. ADA accessible facility. Affirmative action/equal opportunity educator/employer.*

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

### 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.

### VISION STATEMENT

We are a community of learners rooted in meaningful relationships where everyone belongs and thrives.

### MISSION STATEMENT

We provide the education, training, and support necessary for equitable participation in our society, economy, and democracy.

### STUDENT EXPERIENCE STATEMENT

St. Cloud Technical & Community College is committed to student success, equity in outcomes, and providing an empowering and transformational student experience that includes:

- 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.

St. Cloud Technical & Community College 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.

More information about SCTCC's strategic vision for the future can be found on our website at:

<https://www.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

## **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 transcribed 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](mailto:susan.jordahl@sctcc.edu)

(320) 308-5908

Lori Moe, K-12 Initiatives Administrative Assistant

[Lori.moe@sctcc.edu](mailto:Lori.moe@sctcc.edu)

(320) 308-5359

Matt Pichelmann

Academic Advisor/Concurrent Enrollment Academic Advisor

[Matthew.pichelmann@sctcc.edu](mailto:Matthew.pichelmann@sctcc.edu)

(320) 308-5735

Carly Reyes, Wellness Resource Services

[Carly.reyes@sctcc.edu](mailto:Carly.reyes@sctcc.edu)

(320) 308-5096

Jeanna Franklin, Mental Health Professional

[Jeanna.franklin@sctcc.edu](mailto:Jeanna.franklin@sctcc.edu)

(320) 308-5006

Nathan Jacobson, Assessment Coordinator

[njacobson@sctcc.edu](mailto:njacobson@sctcc.edu)

(320) 308-6007

Lisa Miller, Registrar

[LMiller@sctcc.edu](mailto:LMiller@sctcc.edu)

(320) 308-6521

## **DISCOVERY ACADEMY PROGRAM GENERAL INFORMATION**

### **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 (10<sup>th</sup> grade), junior (11<sup>th</sup> grade) or senior (12<sup>th</sup> grade)
- Taken the appropriate Accuplacer test(s)
- A minimum of a 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 (10<sup>th</sup> grade) students who register for a CTE course, students must pass the 8<sup>th</sup> grade MCA to be eligible
- Completion of appropriate introductory high school courses or required pre-requisite coursework

**It is the high school's responsibility to ensure Discovery Academy students meet the above-mentioned eligibility requirements.**

### **PLACEMENT TESTING OPTIONS**

SCTCC may require Discovery Academy students to take the Accuplacer test if it is a course requirement. Course requirements will be discussed when setting up the offering and included with the contract.

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.

The high schools are required to ensure eligibility requirements are met for all Discovery Academy students prior to their application to the program.

### **DISCOVERY ACADEMY PRICING**

For 2021 – 2022 and beyond, per MinnState SCTCC charges \$3,000 per course, per mentor-mentee relationship, per term, for the first 30 students. There is a \$110 per student charge for each student over 30 per course, per mentor-mentee relationship, per term. This pricing aligns with the Minnesota State mandated common pricing structure for all Minnesota State system two-year colleges participating in offering concurrent enrollment courses.

If the high school would like SCTCC Faculty to teach the course, please contact Susan Jordahl at 320.308.5908 or [susan.jordahl@sctcc.edu](mailto:susan.jordahl@sctcc.edu) for more details.

## **HIGH SCHOOL INSTRUCTOR INFORMATION**

### **HIGH SCHOOL INSTRUCTOR ELIGIBILITY**

In order for a high school instructor to teach Discovery Academy courses in their high school they must meet the credentials according to the guidelines outlined in Minnesota State Colleges and Universities (“MinnState”) Policy 3.32. This policy can be found at: <https://www.minnstate.edu/board/policy/332.html>.

More information regarding Minnesota State’s credentialing requirements can also be found here: <https://minnstate.edu/system/asa/academicaffairs/cfc/index.html>.

For field specific credentials please visit the MinnState “Search Credential Fields” page at: <https://minnstate.edu/system/asa/academicaffairs/cfc/fields/index.html#gsc.tab=0> and find the field you looking to teach within. For example, if you are looking to teach a college level welding course the requirements would be listed under “Welding Technology/Welder” on the “Search Credential Fields” webpage. You may also contact Susan Jordahl, Director of K-12 Initiatives at SCTCC for assistance with what the required credentials might be for a course you are interested in teaching.

Discovery Academy High School Instructors are expected to abide by all policies outline in the SCTCC College Policies & Procedures, found at: <https://www.sctcc.edu/policies>

### **HIGH SCHOOL INSTRUCTOR APPLICATION PROCESS**

Interested High School Instructors are required to submit the following application materials to the K-12 Initiatives Department:

- Application
- Resume
- All undergraduate and/or graduate transcripts

Complete applications must be received by the K-12 Initiatives Department no later than March 1 for courses starting the next Fall or October 1 for courses starting the next Spring semester.

Once the K-12 Initiatives Department receives the application they verify it is complete and then forward it on to the corresponding SCTCC Dean.

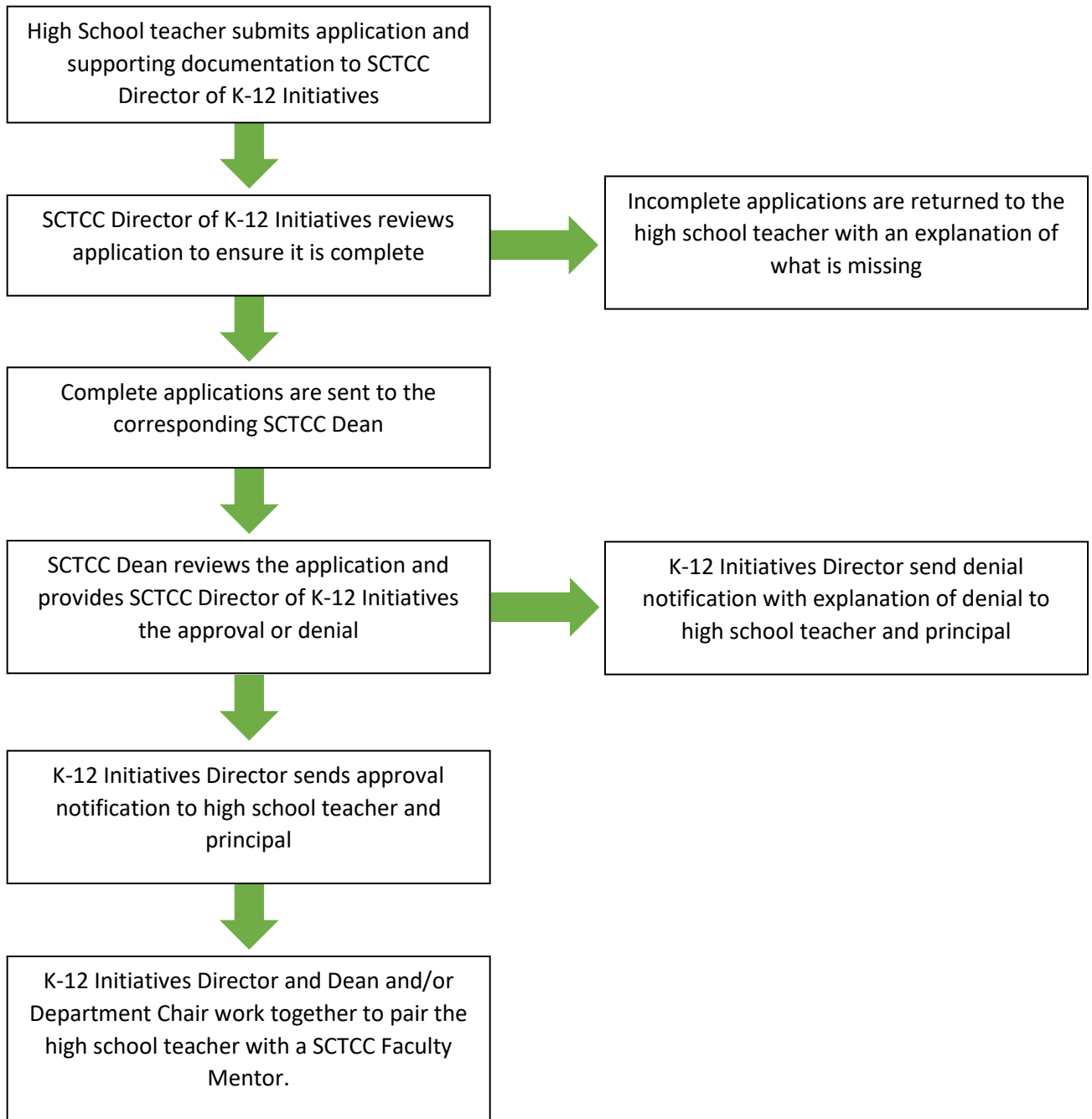
The SCTCC Dean reviews the application and provides the approval or denial to the K-12 Initiatives Department.

The K-12 Initiatives Department then sends the applicant and their Principal an approval or denial letter.

Once a high school instructor is approved, they will be assigned a SCTCC Faculty Mentor. The high school instructor (“mentee”) and SCTCC Faculty Mentor will work together to ensure the Discovery Academy course offered at the high school, taught by the approved high school instructor meets the SCTCC rigor and standards as the courses taught by SCTCC faculty on the SCTCC campus.

See the next page for a flow chart of the process.

## Discovery Academy High School Teacher Application Process





## HIGH SCHOOL INSTRUCTOR (“MENTEES”) EXPECTATIONS

- First time mentees are required to participate in course-specific training offered by SCTCC, traditionally a meeting with the Director of K-12 Initiatives and the SCTCC Faculty Mentor.
- Participate in annual discipline-specific professional development activities as approved by SCTCC.
- Create a course syllabus in compliance with SCTCC policy and receive approval from the assigned faculty mentor;
- Submit a final class roster to K-12 Initiatives offices (lori.moe@sctcc.edu) after the drop period is over (10<sup>th</sup> business day after the course starts);
- Maintain the rigor of the course to meet the on-campus expectations by utilizing similar grading standards and covering all objectives and topics found in the course summary;
- Require students to complete the provided course evaluation at the end of the course and discuss results with assigned faculty mentor;
- Submit grades to the K-12 Initiatives Assistant (lori.moe@sctcc.edu) within five business days of course(s) ending.
- Provide all necessary documents or paperwork as requested by the Director of K-12 Initiatives or designee, and/or the assigned faculty mentor;
- Correspond and collaborate with the assigned faculty mentor in a professional manner;
- Arrange 3-4 visits (in-person, electronic or telephone) with assigned faculty mentor per course, including at least one in-class observation;
- Arrange for the class to visit and/or tour SCTCC at least once during the school year (if at all possible);
- Follow the mentor interaction requirements, listed here:
  - Repeat course offerings with the same instructor and mentor are required to interact three times, including at least one in-class observation;
  - For a new class, instructor, or mentor, three interactions are required including at least two in-class observations.

## HIGH SCHOOL SITE VISITS

In order to maintain the rigor and standards of the Discovery Academy course there are mandatory high school site visits, as outlined in the expectations listed previously.

If site visits are not conducted as required, the Director of K-12 Initiatives will investigate as to why the visit did not occur. If it is evident that the lack of a visit was due to SCTCC Faculty Mentor a warning letter will be sent to the faculty mentor with their Dean copied on the letter. If it is evident that the lack of a visit was due to the high school instructor, a warning letter will be sent to the high school instructor with their principal copied on the letter. If a visit does not happen for a second year in a row the faculty mentor and/or high school instructor will be ineligible to teach/mentor the course.

## SYLLABI AND COURSE ASSESSMENT

It is integral that the Discovery Academy course and the SCTCC on-campus course are taught to the same rigor and standards, covering the same content with equal learning objectives/outcomes and assessments.

The course syllabus from each should reflect the shared course learning objectives/outcomes and assessments. It is required that copies of paired course syllabi are submitted to the K-12 Initiatives offices (lori.moe@sctcc.edu) each time the course is offered.

Assessment is the process of evaluation that gauges the level of student learning within a particular discipline and provides data used to improve the classroom experience.

High school instructors and SCTCC faculty mentors are required to discuss and agree on assessments for the Discovery Academy course.

It is required that copies of paired assessments (from the Discovery Academy course and the on-campus SCTCC course) are submitted to the K-12 Initiatives offices ([lori.moe@sctcc.edu](mailto:lori.moe@sctcc.edu)) each time the course is offered.

The syllabus and course assessments are integral pieces of the high school instructor and SCTCC faculty mentor initial meeting prior to the start of the Discovery Academy course.

### **NON-COMPLIANCE**

The Discovery Academy High School Instructors are vital members of the program and SCTCC community. In teaching a Discovery Academy course the high school instructor agrees to uphold the rigor and standards to that of an on-campus course. Additionally, the high school instructor also agrees to the requirements outlined in the High School Instructor Agreement, such as, maintaining regular communication with their SCTCC faculty mentor or participating in at least one discipline specific professional development opportunity annually.

If the SCTCC faculty mentor determines that the class being taught by the high school instructor does not meet the rigor and standards of a college-level course, or the high school instructor does not uphold the requirements outlined in the High School Instructor Agreement the SCTCC faculty mentor will notify the Director of K-12 Initiatives. The Director of K-12 Initiatives will send a letter informing the High School Instructor of the non-compliance, what the next steps are, and consequences of future non-compliance. The High School Principal and the SCTCC Faculty Mentor will be copied on the letter. Not meeting the standards may be cause for termination of the Discovery Academy program partnership.

SCTCC reserves the right to de-certify, suspend or dismiss any High School Instructor at any time for gross misconduct or non-compliance with SCTCC Policies and Procedures. Please visit <http://www.minnstate.edu/board/procedure/1c0p1.html> to access the Employee Code of Conduct.

If the high school instructor feels the SCTCC Faculty Mentor is not meeting their duties as mentor (see SCTCC Faculty Mentor Expectations on the next page), the instructor should notify the Director of K-12 Initiatives, [susan.jordahl@sctcc.edu](mailto:susan.jordahl@sctcc.edu). The Director will look into the issue(s) and work with the SCTCC Faculty Mentor and the appropriate Dean to resolve the issue(s).

## **DISCOVERY ACADEMY FACULTY MENTORS**

### **SCTCC FACULTY MENTOR**

Once a High School Instructor is approved to teach a Discovery Academy course they are paired with a SCTCC Faculty Mentor who teaches in the same discipline at SCTCC. The faculty mentor provides advice regarding teaching the college course, assistance with syllabus preparation, and serves as a helpful resource for the high school instructor. The faculty mentor model is in place to ensure that the Discovery Academy courses are taught at the same rigor and standards as the on-campus course.

To assure these standards are met the faculty mentors meet with the high school instructor a minimum of three times throughout the course, with at least one in-person observation. The visits serve as opportunities to discuss course outlines and learning objectives, assessments, grading, teaching styles, grade distribution, etc.

### **SCTCC FACULTY MENTOR EXPECTATIONS**

- Meet annually with the Director of K-12 Initiatives prior to the start of mentoring for that academic year. This meeting will serve as a chance to review the mentor responsibilities, as well as learn any updates for the Discovery Academy.
- Complete the Faculty Mentor Checklist and Faculty Mentor Site Visit Report for each Discovery Academy course;
- Create and deliver course orientation for new instructors each year;
- Create and deliver or identify discipline-specific training and/or workshops for returning instructors each year;
- Mentor the high school instructor on subject matter, course guidelines, required materials, exams, grading, and testing procedures;
- Provide high school instructor information about SCTCC academic policies and procedures;
- Review and approve the course syllabus from the high school instructor in compliance with SCTCC policies and procedures;
- Evaluate the rigor and course guidelines to meet the on-campus expectations using the provided checklist;
- Review grading practices to ensure standards are similar to on-campus courses;
- Review assignments and assessments to ensure students are being assessed using similar methods to on-campus courses;
- Provide all necessary documents or paperwork as requested by the Director of K-12 Initiatives or designee to the K-12 Initiatives office (lori.moe@sctcc.edu);
- Follow the mentor interaction requirements, listed here:
  - Repeat course offerings with the same instructor and mentor are required to interact three times, including at least one in-class observation;
  - For a new class, instructor, or mentor, three interactions are required including at least two in-class observations, one of which is prior to course start as an orientation for the high school teacher.

## **DISCOVERY ACADEMY STUDENT INFORMATION**

### **SCTCC POLICIES & PROCEDURES**

Students enrolled in Discovery Academy courses at their high school 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>.

Faculty may learn more about Accessibility Services for students on our website, <https://sctcc.edu/faculty-and-staff-information>.

### **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 at their high school.

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

**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.

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 DA staff at SCTCC.

The K-12 Initiatives office will share a last day to drop calendar with the high school each time a Discovery Academy course is offered.

### **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 the students do 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 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 as little or no cost to the student.

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, <https://sctcc.edu/student-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 TechID, which will be emailed to them after they have applied. High School Administration can view the eOrientation using the same link but using 22222222.

## 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](http://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](http://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](mailto:matthew.pichelmann@sctcc.edu) or [advising@sctcc.edu](mailto:advising@sctcc.edu)

Telephone: 320.308.5741

### Disability Services

Website: <https://www.sctcc.edu/disability-services>

Email: [acc@sctcc.edu](mailto: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](mailto: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 with a student's SCTCC id or accessed online with their StarID.

Website: <https://www.sctcc.edu/library>

Email: [library@sctcc.edu](mailto: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>.