



MINNESOTA STATE COLLEGE
SOUTHEAST
Connect to College (C2C)

Student/Parent Guide



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Student/Parent Guide

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Contact Information

Current program director and other contact information can be found on the Connect to College webpage at www.southeastmn.edu/C2C.

Degrees at Minnesota State College Southeast

Minnesota State College offers programs in a wide variety of career areas. For a current list of majors go to www.southeastmn.edu/academics.

Nationally Accredited by NACEP.

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Purpose Statement

Connect to College [C2C]: The Minnesota State College Southeast [Southeast] concurrent enrollment program provides high school students the unique opportunity to earn college credits through high quality, academically challenging, introductory freshmen-level courses taught in the high school by credentialed high school instructors mentored by college faculty. C2C is one form of Post-Secondary Enrollment Option (PSEO) as established by the Minnesota Legislature and governed by the Minnesota State Board Policies and Southeast.

Students should also familiarize themselves with Southeast PSEO Policy 230 [Policy 230 - Post-Secondary Enrollment Options \(PSEO\) Program | Southeast](#), PSEO law 124D.09 <https://www.revisor.mn.gov/statutes/cite/124D.09> and Minnesota State 3.5 policy <https://www.minnstate.edu/board/policy/305.html> and 3.5.1 Procedure <https://www.minnstate.edu/board/procedure/305p1.html>.

Eligibility Requirements

Minnesota State College Southeast follows Minnesota State Law 124D.09, Minnesota State Policy 3.5 and Procedure 3.5.1 and Southeast PSEO Policy 230. Eligibility criteria can be found at www.southeastmn.edu/c2c.

Once the college determines the student meets one of the above requirements, they will receive a general acceptance letter verifying acceptance into the C2C program.

Some courses within the C2C program may have additional prerequisite requirements.

Benefits

Southeast's concurrent enrollment Connect 2 College [C2C] program allows students to complete college courses while enrolled in high school. Advantages for C2C students include:

- Earn transfer college credits while remaining in the high school setting*
- Gain flexibility in college by completing credits in high school
- Reduce the overall cost of college education - there is no tuition or textbook cost
- Develop college level study habits and time management skills
- Experience college expectations and academic rigor
- Build confidence in the ability to succeed in college
- Complete college courses at the high school without travel
- Utilize college resources and support services available as a C2C student

** Most C2C course offerings are Liberal Arts and Sciences courses and are part of the Minnesota Transfer Curriculum, easily transferring to any Minnesota State College or University. However, it is important to note that course transfer decisions are made exclusively by the receiving institution.*

The college evaluating the course transfer bases their decision on course content, rigor, and applicability to the program the student pursues. If a high school student hasn't decided on a college or career path, they should contact a Southeast advisor to develop transfer plans as early as possible. This will minimize non-transferable coursework.

C2C Coursework

- Delivers the same curriculum as classes at Southeast—Winona and Red Wing campuses and online
- Is taught by qualified high school teachers who work in conjunction with a collaborating college faculty
- Has college-level rigor, depth, and expectations
- Is available in biology, chemistry, Engineering/CNC, English, psychology, literature, Certified Nursing Assistant, speech, math, and history.
- May be applied to the following degrees/certificates:
 - Associate of Arts (AA)
 - Associate of Science (AS)
 - Associate of Applied Science (AAS)
 - Diploma or Postsecondary Certificates
- Is part of the MN Transfer Curriculum with a few exceptions
- May transfer to four-year institutions*

*See above section, **Benefits**, for more information about transfer credits

Course Syllabus

College success requires students to carefully read and follow the course syllabus and schedule. In addition to assignments, the course syllabus contains vital information on course expectations, important dates, class attendance policy, textbook(s), course resources, and grading criteria. Future C2C course transferability often requires submission of the course syllabus. Therefore, saving the syllabus and all important papers upon completion of the course will make transfer decisions easier for your next institution.

Expectations

Be responsible

To be successful in college, students are expected to be self-disciplined, use good study habits, and demonstrate time-management skills to meet course deadlines. C2C courses have the same standards as classes taught on the college campus.

Participate

Class attendance and active participation are critical to college success. As a student, it is imperative that you engage in classroom discussions, ask questions, and attend every class.

Study Outside of Class

As a general rule, for each hour in class, allow two hours of time to study outside of class. College class content is more academically challenging, and more compressed.

College students are expected to:

- Use effective study skills
- Take clear and concise notes and study them regularly
- Create study guides
- Utilize comprehensive research skills and properly cite sources
- Be organized and prepared for class
- Formulate questions
- Read assignments prior to class
- Complete assignments outside of class and submit work by due dates

Absences

It is the student's responsibility to communicate any planned or unplanned absences to the instructor. All coursework must be completed and exams taken when scheduled. Expect that assignments are due at the beginning of class periods.

Ask for help

C2C classes are more challenging and require more effort than most high school classes. If you are struggling, it is your responsibility to seek help. Your high school instructor, Southeast college collaborator, and The Academic Support Center have resources to help you be successful. In addition, you can contact your college academic advisor or high school counselor.

Academic Honesty and Integrity

Students are expected to be the sole authors of their work and to acknowledge the authorship of others' work and ideas through proper citation and referencing. Use of another person's work, or work generated by artificial intelligence constitutes plagiarism and academic dishonesty, and is prohibited. The consequences of academic dishonesty are determined by the instructor, such as not accepting course work, a failing grade on the assignment, a lowered or failing grade in a course. The Academic Integrity Policy, [Policy 221 - Academic Integrity Policy | Southeast](#), as well as all other Southeast policies, are found in the Student Handbook, [Student Online Handbook | Southeast](#).

Resources

Academic Advisor

In addition to the orientation at the high school, all C2C students are assigned an academic advisor at Southeast. If you are struggling in your C2C class, reach out to your advisor who will work with the high school to determine your options. This person is a great resource for general college information, questions about transferring, or other academic concerns.

Taking college classes in high school allows students to accelerate their college journey. However, this means important decisions about a future career path and college destination must be considered while in high school. Your Southeast advisor is available to discuss college options to help you understand the world of college degrees, majors, programs, career options, and financial aid.

The Academic Support Center

The Academic Support Center (ASC) is more than a computer lab - it's a place for all students, including C2C students, to receive assistance with their academic learning needs, to access computers, and to study. The ASC provides a variety of resources (computers, tutors, group study rooms, and a STEM resource room) to assist both faculty and students.

In-person Tutoring

The ASC provides one-on-one tutoring for several basic skill areas, such as math, English/reading, and science. Tutoring services are available on campus and online. For details, see our [Tutoring Services](#) page and [Types of Tutoring](#). You can schedule an appointment through [Starfish](#).

Tutor.com

[Tutor.com](#) is an online tutoring service available to all Southeast students. [Tutor.com](#) provides tutoring in mathematics (basic through Calculus, including bilingual math), biology (Anatomy and Physiology I and II), chemistry (General, Organic, and Biochemistry), Introduction to Finance, Spanish and courses in physics, economics, accounting, statistics, and writing. Tutoring is available 24/7. [Tutor.com](#) allows students to:

- **Connect with an e-instructor** and live tutor.
- **Submit your writing** for any class for suggestions from their Online Writing Lab.
- **Submit a question** and receive a reply from a tutor.

To access Tutor.com, log into D2L using your StarID and password; click on a course you are taking and look in the right hand column for the link to [Tutor.com](#).

Library Resources

Academic Data Bases

All Southeast faculty and students including C2C have access to academic databases on The Academic Support Center Southeast website - [Library Resources and Databases](#). Some are only available on campus.

College Policies and Procedures

Compliance with College Policies

Students receive a link to the Student Handbook during the C2C Orientation at the High School and is available at [Student Online Handbook | Southeast](#)

Students are responsible for understanding and complying with all college policies as outlined in the handbook, including dropping/ adding/withdrawal from a course and academic progress. This should also familiarize themselves with Southeast PSEO Policy 230, PSEO law 124D.09, Minnesota State 3.5 policy, and 3.5.1 Procedure.

Drop/Add Policy

- If you register for a class and decide you no longer want to receive college credit, contact your high school teacher, counselor, or principal. You will need to log in to your e-Services account to complete the withdraw process. Contact the Director of Secondary Relations if assistance is needed in the process. If a student drops a class within the first 10 days, the course will not appear on the Southeast transcript.
- After 10 days and up to 80% of the course, a dropped course appears as a "W" or 'Withdrawal from Course' grade on your college transcript and **may affect your academic standing** and future admission to other colleges.
- Students may remain in the course and receive high school credit without college credit.
- These academic policies are outlined in the handbook available at www.southeastmn.edu/about_us/PoliciesAndProcedures/index.aspx?id=356.

Satisfactory Academic Progress Policy

- Similar to PSEO students, C2C students are required to maintain a minimum Grade Point Average (GPA) of 2.0 and Course Completion Rate above 67% for Southeast courses.
- Students who fall below the 2.0 cumulative GPA or under 67% completion rate are placed on academic warning.
- If a student remains below the 2.0 cumulative GPA or under the 67% completion rate for a second semester, the student is placed on academic suspension.

Academic Warning Procedure

- The student will receive a letter stating that the student has been placed on Academic Warning.
- The Director of Secondary Relations is available to meet as needed with the counselor and the student in order to discuss and complete a Success Plan.

Academic Suspension

- A student falling below the 2.0 cumulative GPA or under 67% completion rate standard in the subsequent semester will be placed on academic suspension by Southeast.
- Once placed on suspension, a student will need to file an appeal in order to take courses at Southeast or any other Minnesota State college or university.
- Academic Suspensions follow a student to any subsequent college or university.

Grading Information

- Students in C2C classes are enrolled in both their local high school and Southeast. Therefore, C2C courses are recorded on their high school and Southeast transcripts. Southeast does not award "+" or "-" for grades.
- C2C classes are a permanent part of your college record. The grades you earn will count toward your cumulative college GPA and will impact your future college career. You are required to send a Southeast transcript to all colleges you attend in the future. Your academic performance will influence future college admission and financial aid eligibility.
- Grades received on your Southeast transcript are aligned with the college course syllabus guidelines; however, at your high school teacher's discretion, the grade on your high school transcript may differ.

Grade Appeal Process

- A student may appeal up to 90 days after the college's academic term has ended.
- More information about the appeal process is covered in [Policy 231 - Grade Appeal](#).

Withdraw Appeal Process

- To request a Withdrawal Appeal, a student should follow the steps included on the "Tuition Appeal and Withdrawal Form" found on the Student Forms page at www.southeastmn.edu/current_student/forms/index.aspx.

Advising

When students near high school graduation, it is important to contact their Southeast advisor to discuss future academic plans. Your advisor can offer assistance, whether you plan to continue your education at Southeast or another college or university.

Transferring to another college

The transfer of credits is typically the decision of the institution that you are transferring to. If you plan to transfer and continue your education at a four-year college or university, we recommend following the guidelines of our Associate of Arts (AA) Degree or the Minnesota Transfer Curriculum (MnTC).

Transfer Resources

- www.southeastmn.edu/transcript – Information on how to request a transcript to be sent to another college or university.
- www.mntransfer.org – An invaluable online tool to help Minnesota students understand transfer.
- www.transferology.com – A website allowing students to add or import their courses to see how credits transfer to other institutions.

Completing your Degree at Southeast

If you plan to pursue a Bachelor's Degree (four-year college degree), first consider completing your AA degree at Southeast. While some C2C students may complete a two-year degree during their high school years, the majority of students only partially complete this degree upon high school graduation.

- The first two-years of any four-year degree are mostly general education courses offered at Southeast.
- Completing your first two years at Southeast will potentially allow you to graduate with less student loan debt since course credits are less expensive.
- Class sizes are considerably smaller with a maximum of 24-50 students per class compared to four-year universities where hundreds of students may be enrolled in a course. This allows faculty to provide personal attention to students.
- Completing the AA degree or the entire MnTC (Minnesota Transfer Curriculum) package at Southeast facilitates transfer to any four-year Minnesota State college or university. The AA or complete MnTC transfers as a "package" that fulfills all of the lower division general education requirements of any of the public universities in Minnesota.

Additional Important Information for Parents/Legal Guardians

As a parent or legal guardian, you may access all educational information about your student's progress, grades, and discipline throughout your child's K-12 schooling. However, you do not have access to your students' academic progress in C2C courses, regardless of your student's age. Southeast is bound under stricter data privacy laws. The college must adhere to the Family Educational Rights and Privacy Act (FERPA) that governs all colleges. These laws state that colleges are not allowed to release information about your student without written consent from the student. You can learn more about Southeast's compliance with FERPA by reviewing [Policy 123 - Educational Records Information](#) will be provided in the orientation process regarding their rights and how to give consent to Southeast to disclose their education records. Students can find the Authorization to Release Student Info Form on the Student Forms page at www.southeastmn.edu/current_student/forms/index.aspx. We suggest that you talk to your student about their options prior to beginning C2C courses.

How can I monitor my Child's Progress in C2C Courses?

- Talk with your student frequently about their classes, grades, relationships, and activities.
- Discuss organizational and time management skills in conjunction with course demands.
- Inquire about assignments, upcoming due dates, and how they are preparing for exams.
- Southeast does not mail transcripts or grades directly to students. Instead, students may log onto the college's website, select Quick Links and E-Services. Final grades, unofficial transcripts, and DARS (Degree Audit Reporting System) can be found in the menu.

Helpful Suggestions for Parents

As parents of a C2C student, you play an important and challenging role. What follows is a list of suggestions from various "experts" in student development and advising that may help you navigate your role.

- Help your student understand that taking college classes is a transition that may go smoothly or be perplexing. This is normal—everyone experiences some challenges with transitions.
- Be supportive of your student. Often when your student wants to discuss an issue with you, they are looking for guidance and encouragement. Help by assisting them with the resources needed to solve the problem on their own. Accepting the outcomes of one's decision, whether good or bad, can be an empowering experience.
- Encourage your student 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. They are not expected to find all of the answers by themselves.
- Your student may want to explore several majors or career options. Be supportive by encouraging them to visit with instructors, advisors, and high school instructors and counselors. C2C 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 Southeast Student Services. Staff are happy to meet with students to discuss their plans at any time throughout the semester.

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

This brochure is a guide for students, parents, and teachers to explore potential differences between high school and college. This brochure along with additional information for Students and Parents can be found at:

http://southeastmn.edu/academic_programs/ConnectToCollege.aspx.

Program Listing



Business and Management

AAS, D	Accounting	W	○
AAS	Accounting and Networking Specialist	W	○
D	Accounting Assistant	W	○
C	Bookkeeping	W	○
C	Business Systems	R	W
AAS	Business Administration	W	○
AAS	Business Management	R	W
C	Leadership and Supervision	R	W
C	Project Management	R	W
C	Quality Improvement	R	W

Health and Medicine

AAS	Biomedical Equipment Technology	W	
AS	Health Sciences Broad Field	R	W
AS	Nursing (ASN)	R	W
D	Practical Nursing	R	W
AAS	Radiography	W	

Education and Human Services

AAS, D	Cosmetology	W	
C	Advanced Esthetician	W	
C	Esthiology	W	
C	Nail Care Technology	W	
AAS, D, C	Criminal Justice		○
AS	Criminal Justice Transfer Pathway		○
AAS	Early Childhood Education		○
AAS	Early Childhood and Early Elementary Support/Tutor		○
AS	Early Childhood Transfer Pathway		○
D	Early Childhood Development		○
C	Childcare Assistant		○

Engineering, Manufacturing & Trades

AAS, D, C	Computer Aided Design (CAD) Drafting Technologies		○
C	Basic Drafting Technologies		○
AAS	Computer Engineering Technology	W	
D	CNC Machine Tool	W	
D	Precision Machining	W	
C	Engineering and CNC	W	
C	Machining Basics	W	
C	Machining Skills Right Now	W	
AAS, D	Construction Technology	W	
AAS, D	Electronics Technology	W	
C	Automation Electronics	W	
C	Basic Electronics	R	W
C	Electronics Lab Assistant	W	
AAS	Electrical Engineering Technology	W	
AAS	Mechatronics Technology	R	W
D	Electromechanical Technology	R	W
D	Welding Technology	W	

Information Technologies

AAS	Cyber and Information Security		○
AAS	Cyber and Network Administration		○
AAS	Network Administration and Technology	W	
D	IT Support Technician	W	
AAS	Software and Web Development		○
C	Software and Web Development	R	○
AAS	IT Support		○
D	IT Support	R	○

Liberal Arts

AS	Individualized Studies	R	W
AA	Liberal Arts and Sciences	R	W
C	Global and Intercultural Studies	R	W
N/A	Minnesota Transfer Curriculum Package		○

Musical Instrument Repair

AAS, D	Band Instrument Repair	R	
D	Guitar Repair and Building (1st Year)	R	
D	Guitar Development and Production (2nd Year)	R	
C	Electric Guitar Building	R	
D	Violin Repair	R	

Transfer Pathways

AS	Accounting Transfer Pathway	W	○
AS	Business Transfer Pathway	W	○
AA	Economics Transfer Pathway	W	○
AA	English Transfer Pathway	R	W
AS	Exercise Science Pathway	W	
AA	History Transfer Pathway	R	W
AA	Political Science Transfer Pathway	R	W
AS	Pre-Social Work Transfer Pathway	R	W
AA	Psychology Transfer Pathway	R	W
AA	Sociology Transfer Pathway	R	W

Transportation

AAS, D	Auto Body Collision Technology	W	
C	Auto Body Refinishing	W	
C	Auto Body Sheet Metal Repair & Replacement	W	
D	Automotive Technology	W	
C	Automotive Maintenance and General Repairs	W	
AAS	Transportation Management	W	
C	Truck Driving	W	

AA Associate of Arts Degree AAS Associate of Applied Science Degree AS Associate of Science Degree
 C Certificate D Diploma
 W - Winona R - Red Wing ○ - Online