

**Minnesota
North College**
A Member of Minnesota State

Hibbing Campus

College In the Schools (CIS)

New Student Orientation

Minnesota North College

Agenda

- Benefits of CIS
- Admission & Eligibility Requirements
- Registration Process
- College Policies
- College Expectations
- Grading & Transcripts
- Degrees & Transferring
- Campus Services
- Campus Contacts
- Other Links

The campuses of Hibbing Community College, Itasca Community College in Grand Rapids, Mesabi Range College in Virginia and Eveleth, Rainy River Community College in International Falls, and Vermilion Community College in Ely will operate under one name Minnesota North College

What are the Benefits of taking CIS credits?

- A jump-start on college costs
- College in manageable portions
- More choices when your full-time college career begins
- Getting an early grip on important skills

What are the Admission & Eligibility Requirements for CIS?

- **Apply online**
 - During this process, you will receive your star id and create a password. **REMEMBER THESE:** They are the keys to allow you to register for your courses. If you forgot your Star ID or password, you can reset them at <https://starid.minnstate.edu/>
- **Complete College Assessment**
 - Placement in College-level in reading and/or math per Accuplacer, ACT, or MCA. See [Accuplacer Guide](#) or [CIS Handbook](#) page 4 for more information.
- **Send a high school transcript to Minnesota North**
 - CIS students need a cumulative GPA of a 2.5 as a senior & 3.0 as a junior per high school transcript.

How Do I Register for Classes?

- When you complete the admission process (application, testing, and high school transcript sent to MN North), your high school counselor will notify you of your acceptance to MN North's CIS program.
- **Complete CIS Orientation** – All students shall complete an in person or online orientation to the CIS program.
- Once you complete the MN North orientation your high school counselor and MN North CIS coordinator will assist you with the registration process.

What college policies do I need to know?

- **Adding/Dropping a CIS Course**
 - You have the first 5 days of the high school semester to drop or add a course without penalty.

- **Withdrawing from a CIS Course**
 - To “withdraw” from a course means to remove oneself from the course after the Add/Drop period. The course will remain on the transcript, and a “W” will appear on the transcript in place of a grade. This does not affect the GPA; however, it does affect the completion rate. Students whose cumulative completion rate falls below 67% risk being placed on Academic Warning or Suspension.

- **Satisfactory Academic Progress**
 - You need maintain 2.0 GPA and complete 67% of courses. (Courses with grades of F, W, or I are not considered completed)

What are College Expectations?

- **Course Syllabus**
 - A syllabus is your instructor's written agreement with you regarding what he or she expects from you.

- **Family Educational Rights and Privacy Act (FERPA)**
 - Minnesota North 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. Specific information on FERPA can found in the [ICC Handbook and Catalog](#)

- **Academic Integrity**
 - Academic honesty and integrity are highly valued in the Minnesota North College. Academic dishonesty is unethical behavior which adversely affects not only the college's academic environment but also the larger community. It seriously compromises the integrity of the academic experience and will be neither tolerated nor condoned at Minnesota North College.

How do I Check My Grades?

- All CIS grades adhere to an A-F scale based on an honor point system:
- D2L – Check progress in a course throughout the semester.
- E-services – Check your final grade at the end of the semester. The grade you receive here automatically becomes part of your permanent college academic record.
- You will need your STAR ID and password to login to either.

How do I send a transcript to transfer my credits?



- **If you attend Minnesota North upon high school graduation**, you don't need to worry about transferring credits. You already have a permanent transcript at MN North.
- **If you attend Other colleges and universities –**
 - Request a transcript from Minnesota North College to be sent to the colleges and universities where you may apply.
 - Colleges and Universities in the Minnesota State System can see your Minnesota North transcript once you apply to their institution. So, no need to send a transcript.

How will my credits transfer?

- Asking your potential new school about their policy of accepting CIS credits will help you make smart choices about your continuing education.
- **Credits can be...**
 - **directly transferred** toward your chosen degree
 - accepted as **elective credits**
- **Credits can also...**
 - **Exempt** you from taking a required course
 - Make you eligible for **placement** into a higher-level course

How do credits apply to a college degree?

- **Attending Minnesota North College**
 - AA degree –All CIS classes apply to the Associate in Arts (AA) degree as either general education or electives courses.
 - Official Program Planners – guides to official degrees at MN North where courses may apply
- **Attending Other Colleges or Universities**
 - Check out Transferology for more information on how your courses may transfer to your specific major and transfer school.

What Services are provided to you as an Minnesota North Student?



- Counseling/Advising – Minnesota North counselors can assist with personal, academic, and career counseling.
- Library - The Library provides for needs beyond the classroom with an electronic database catalog and resource system. To access online library resources when off-campus, log in using:
 - Username:
 - Password:
- Writing Center & Tutoring/Learning Center Course-specific peer tutoring services for any course, training in study and testing skills, and academic writing consultation from research to final revision is provided.
- Email/Office 365 - Every Minnesota North student is issued an email account which provides access to the college network.

Who can I contact at MN North College with questions?



- **General CIS Questions:**

- Becky Niemi. CIS Coordinator Itasca Campus. 218-322-2321 becky.niemi@minnesotanorth.edu
- Char Norlander. CIS Coordinator Hibbing Campus. 218-Charlene.Norlander@minnesotanorth.edu
- Carrie Hejda. CIS Coordinator Mesabi Range Campus. 218- Carrie.hejda@minnesotanorth.edu

- **Grade Concerns:**

- CIS Instructor OR
- Rick Kangas. AVP or Student Affairs. 218-322-2319.
- Richard.Kangas@minnesotanorth.edu .

Other Helpful Resource Links



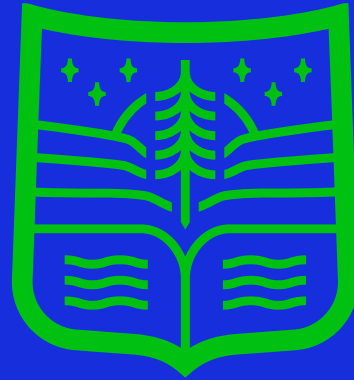
[Minnesota North College Catalog and Handbook](#)

[Minnesota North College CIS Website](#)

[CIS Student Handbook](#)

True or False.... Testing your Knowledge

1. I need to apply, test, & send my high school transcript to MN North and meet eligibility before I am registered for CIS classes.
T/F
2. I can register for CIS classes without completing an orientation. T/F
3. I only have the first 5 days of the high school semester to drop or add a CIS course. T/F
4. My CIS grades can affect my ability to get into another college or university after I graduate from High school. T/F
5. MN North can give my grade report to my parent/guardian without my permission. T/F
6. To transfer my credits to a Minnesota State College or University, I need to send an ICC transcript. T/F
7. Minnesota North counseling, library and tutoring/writing center are ALL services I may use. T/F
8. I need to know my star id and password to access MN North grades and email. T/F
9. I am ready to start my MN North CIS courses. T/F



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