

STUDENT AND FAMILY HANDBOOK

COLLEGE CREDIT IN HIGH SCHOOL (CCHS)

Guide for Students and Families
Metropolitan State University of Denver

msudenver.edu/highschool



College Credit in High School
Innovative and Lifelong Learning

College Credit in High School
PO Box 173362, Campus Box 6
Denver, Colorado 80217-3362
highschool@msudenver.edu | 303-615-1234

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Innovative and Lifelong Learning

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COLLEGE CREDIT IN HIGH SCHOOL

1. WELCOME AND INTRODUCTION

Welcome to the [College Credit in High School \(CCHS\) program](#) at MSU Denver! This unique opportunity allows high school students to earn college credits while still completing their high school education. Whether you are looking to get a head start on college or explore subjects in greater depth, CCHS provides the tools and experience to make your transition to college smoother and more affordable.

Below are the advantages of participating in the CCHS program:

- **Early College Experience:** Gain exposure to college-level coursework while still in high school, helping you transition smoothly to higher education.
- **Cost Savings:** Reduce the overall cost of your college education by earning credits now. These credits may transfer to your chosen college, saving both time and money on tuition and fees.
- **Higher Academic Achievement:** Develop stronger study skills and a deeper understanding of course material, often leading to higher GPAs in your first year of college.
- **Increased Confidence:** Successfully completing college courses in high school boosts your confidence in managing the rigors of postsecondary education.
- **Faster Degree Completion:** Many concurrent/dual enrollment students graduate from college earlier than their peers, saving tuition and starting their careers sooner.
- **Smooth Transition to College:** Taking college classes now helps lessen the culture shock and academic adjustments of enrolling in college full-time.
- **Access to Rigorous Courses:** Explore advanced subjects not typically available in high school, enhancing your academic profile.

This handbook will guide you through the details of the program, from application to your transition to college after high school and will help ensure your success as a CCHS student.

CCHS Team and Contact Information:

- **Jessica Buckmaster**, CCHS Director
Email: jbuckma3@msudenver.edu
Phone: (303) 605-7423
- **Gwen Estridge**, CCHS Registration and Advising Senior Manager
Email: estridge@msudenver.edu
Phone: (303) 605-7425
- **Allen Burch**, CCHS Advisor
Email: aburch8@msudenver.edu
Phone: (303) 605-7879
- **David Harper**, CCHS Outreach and Recruitment Manager
Email: dharpe14@msudenver.edu
Phone: (303) 605-5692
- **Stephanie DeBord**, CCHS Quality Assurance and Accreditation Manager
Email: slowe9@msudenver.edu
Phone: (303) 605-5470

For general inquiries: highschool@msudenver.edu or (303) 615-1234

2. PROGRAM OVERVIEW

Concurrent Enrollment is a state-legislated program in Colorado that allows high school students to take college-level courses taught by college-approved instructors at the high school, on MSU Denver's campus, or online. Students earn both high school and college credits simultaneously. A key feature of Concurrent Enrollment is that the discounted CCHS tuition rate is paid by the student's school or school district. Depending on the school or district, fees and textbooks may also be covered. Please note that the coverage of fees, textbooks, or materials can vary by school or district.

Dual Enrollment, on the other hand, also allows students to take college-level courses taught by college-approved instructors at the high school, on MSU Denver's campus, or online. However, families are responsible for paying the discounted tuition rate and any associated fees. While Dual Enrollment can offer more flexibility in course options, it does require additional financial responsibility.

Both programs provide students with the opportunity to earn college credits while still in high school, potentially reducing the time and cost needed to complete a degree.

Below are the key eligibility criteria and an overview of the types of courses you may explore through CCHS. School districts ultimately decide what program model their students are able to use.

Eligibility:

- Students must be in grades 9-12 or enrolled in an early college program.
- A high school counselor or administrator may need to deem students academically prepared for college coursework.
- Courses may require placement tests or completion of prerequisite courses.
- Additional requirements may vary by high school or district; check with your counselor for specific guidelines.

Types of Courses:

- **General Education (English, Math, History, etc.):** These often transfer to most colleges and universities.
- **Career and Technical Education (CTE) (e.g., healthcare, engineering, business):** Designed for students looking to get firsthand skills in specific career fields.
- **Specialized Electives:** Courses aligned with personal interests or future academic/career goals (e.g., art, music, computer programming).

Note: Course availability varies by school/district. Talk to your school counselor to learn which concurrent/dual enrollment options are available through your school.

3. ENROLLMENT PROCESSES

The steps to enroll in a course depend on where the course is held – at your high school or on the MSU Denver campus. It is particularly important that you read the steps carefully to ensure you complete all the required actions for the correct model you are pursuing.

Enrollment for High School-Based Courses:

1. Meet with Your High School Counselor

- o Discuss your academic readiness, course options, and how concurrent/dual enrollment fits into your high school plan.

2. Complete the [CCHS Concurrent/Dual Enrollment Application](#)

- o **This application is only for students enrolling in MSU Denver courses held at their high school.** Your counselor or instructor will provide the application link and deadline to complete. **Please do NOT** complete the Undergraduate Admissions Application if you are taking a course held at your high school.

- o **Please use personal email address when completing application.** District emails are typically deactivated after graduation so it may become impossible to access after high school.
- o **Important:** This is an **official** college application. Provide accurate information (legal name, date of birth, SSN if applicable) to avoid any enrollment delays.
- o **Returning Students:** If you have completed [this application](#) within the past three semesters, you do not need to reapply.
- o **College Opportunity Fund (COF) Eligibility:**
 - Concurrent enrollment students taking courses at their high school should answer **YES** to both the “Application” and “Authorization” questions.
 - Dual enrollment students taking courses at their high school are not COF-eligible and should answer **NO** to both questions. Selecting **YES** accidentally will not affect your account; MSU Denver will simply not apply the stipend.
- o **DREAMer, DACA, and Undocumented Students:** Choose the “DREAMer/DACA/Undocumented” option under “Citizenship.” You do not need an SSN or proof of lawful presence to take courses held at your high school. Reach out to your counselor or CCHS’s Registration and Advising Senior Manager for guidance and resources.

3. Allow 3-5 Business Days for Processing.

- o Once the Admissions Office processes your application, you will receive your official acceptance letter at the email address you provided in the application. This letter confirms your admission as a Non-Degree Seeking concurrent/dual enrollment student and provides important next steps. Be sure to review it carefully and keep your records.

Note: Check your spam or junk folder if you do not see the email in your inbox – sometimes it is filtered there.

4. Complete the [My First Login](#) Instructions:

- o Completing the My First Login steps will allow you to set up your password and MSU Denver account. You will need your MSU Denver email to begin. This information is included in your Acceptance Letter, so be sure to review that letter carefully and save it for your records.
- o With your new password and NetID (the part of your MSU Denver email before @msudenver.edu), you can access your [Student Hub](#), including email, [Canvas](#), final grades, official transcript requests, and more.

Note: MSU Denver uses [Multi-Factor Authentication \(MFA\)](#), a security feature that helps protect your account and keep your information secure. This means that when you log in, you will need to complete an extra verification step like responding to a phone call from an automated service or tapping a push notification on a smartphone. We recommend downloading the [Microsoft Authenticator app](#) to manage the MFA two-step account sign-in verification process.

5. High School Roster Submission:

- o Your high school will submit a course roster of enrolled students to CCHS Office by the roster deadline (check with your counselor for specific dates).

6. Course Registration by CCHS:

- o Once you have successfully completed your application and your school has submitted the roster to the CCHS Officer, CCHS staff will register you for the course(s) offered at your high school.

Welcome to MSU Denver – go Roadrunners!

Enrollment for Courses on MSU Denver's Campus or Online:

1. Meet with Your High School Counselor:

- o Discuss your readiness for college-level work, course options, and how concurrent/dual enrollment fits into your high school plan.

2. Complete the [Undergraduate Admissions Application](#):

- o **Important:** This is an official college application. Provide accurate information (legal name, date of birth, SSN if applicable) to avoid any enrollment delays.
- o You can choose to enroll as **Non-Degree Seeking, Exploratory/Undeclared**, or as a **degree-seeking** student among over two hundred majors/minors.
- o **Returning Students:** If you completed [this application](#) within the past three semesters, you do not need to reapply.
- o **COF Eligibility:** All concurrent/dual enrollment students taking courses on campus or online are COF-eligible and should answer **YES** to both the "Application" and "Authorization" questions.

3. Submit the [Concurrent/Dual Enrollment College Agreement Form](#):

- o A new form is required *each* semester while you remain in high school.
- o Send it to highschool@msudenver.edu.

4. Allow 3-5 Business Days for Processing.

- o Once the Admissions Office processes your application, you will receive your official acceptance letter from MSU Denver via the email address you provided in the application. This letter confirms your admission as a Non-Degree Seeking concurrent/dual enrollment student and provides important next steps. Be sure to review the letter carefully and save it for your records.

Note: Check your spam or junk folder if you do not see the email in your inbox – sometimes it is filtered there.

5. Complete the [My First Login](#) Instructions:

- o Completing the My First Login steps will allow you to set up your password and MSU Denver account. You will need your MSU Denver email to begin. This information is provided in your Acceptance Letter, so be sure to review that letter carefully and save it for your records.
- o With your new password and NetID (the part of your MSU Denver email before @msudenver.edu), you can access your [Student Hub](#), including email, [Canvas](#), final grades, official transcript requests, and more.

Note: MSU Denver uses [Multi-Factor Authentication \(MFA\)](#), a security feature that helps protect your account and keep your information secure. This means that when you log in, you will need to complete an extra verification step like responding to a phone call from an automated service or tapping a push notification on a smartphone. We recommend downloading the [Microsoft Authenticator app](#) to manage the MFA sign-in verification process.

6. Meet with the CCHS Advisor:

- o Email highschool@msudenver.edu to schedule an appointment.
- o Your CCHS Advisor can help you with the next steps (such as registration steps, academic planning, placement tests, and campus resources), academic advising, and optional orientation or campus tours.

7. Register for your Classes:

- o Log in to your [Student Hub](#) account
- o Click My Profile under Web Services
- o Click the Menu tab, then the Students tab
- o Select Registration and Planning

- o Select Add/Drop/Withdraw Classes
- o Choose the term and click Continue
- o On the Register for Classes page, there are many ways to refine your search for classes
- o Click “Add” under the Add column
- o Click “Submit” at the bottom of the right corner to register for the class.
- o You can also view MSU Denver’s detailed [Registration Guide](#) for more tips.

8. Obtain Textbooks and Student ID:

- o Purchase books at the [Tivoli Station Bookstore](#) or online, depending upon your preference.
- o Get your Student ID at the [Tivoli Station Campus ID Station](#) (bring a valid photo ID and your class schedule).

Welcome to MSU Denver – go Roadrunners!

4. COSTS AND FINANCIAL INFORMATION

Participating in concurrent/dual enrollment means you pay a significantly [reduced tuition rate](#) compared to standard tuition. Below is an overview of key cost-related details:

• Tuition and Fees:

- o **Concurrent Enrollment:** The high school or school district typically covers this discounted tuition rate. However, coverage of fees, textbooks, or other materials may vary depending upon your district’s policies.
- o **Dual Enrollment:** Students and families are generally responsible for paying the discounted tuition rate and any related fees.
- o For the latest details on tuition and fees, including the [current academic year Tuition Rate Sheet](#), please visit the [Office of the Bursar](#) website.

• [COF \(College Opportunity Fund\):](#)

- o Colorado residents are eligible for [COF](#), which helps cover a portion of the tuition. To receive COF, you must complete the application authorize [COF](#) each semester or for lifetime (recommended) within your MSU Denver account.
- o Published tuition rates for Colorado residents reflect the [COF](#) amount subtracted per credit.

• Payment Deadlines:

- o Tuition and fees are due at the end of the semester in which you are enrolled in concurrent/dual enrollment classes.
- o If your high school or school district is paying your tuition and you receive a monthly payment reminder, you can disregard these notices. The CCHS program has already noted on your student account that your tuition is covered by your school or district. If your high school or district confirms coverage after the tuition due date, you will not be penalized. However, if you receive repeated payment reminders, it is wise to check with your counselor to ensure payment arrangements are in progress.
- o If you are responsible for covering tuition/fees, be sure to pay through your [Student Hub](#) by semester’s end.
- o No penalties (such as late fees or account holds) are applied for overdue payment until the semester after you cease being a concurrent/dual enrollment student. No late fees or hold is placed on your account and your enrollment for current/next semester will not be canceled.

If you have questions about making payments or need assistance, please contact the [Office of the Bursar](#) at bursar@msudenver.edu or (303) 615-0070.

5. STUDENT PRIVACY RIGHTS (FERPA) AND PROXY ACCESS

Understanding FERPA:

As a student in the CCHS program, your educational records at MSU Denver are protected by the Family Educational Rights and Privacy Act (FERPA). This federal law protects the privacy of student education records and grants certain specific rights to students regarding their personal information, even if they are under 18 years old.

Under FERPA, you have the right to:

- Access your educational records.
- Request corrections if you believe there is an error.
- Control the disclosure of personally identifiable information, except in certain authorized situations.

In a high school setting, parents often have automatic access to student information. However, once you enroll in a college course, these records – including grades, transcripts, and disciplinary records – are protected under FERPA. This means your parents or guardians will not have automatic access without your explicit written permission.

Adding a Parent/Guardian or Another Individual as a Proxy:

If you want to allow a parent, guardian, or another individual to view your grades, pay tuition on your behalf, or communicate with MSU Denver about your academic record, you must formally grant them permission via proxy access.

How to Set Up Proxy Access:

- o Log in to your [Student Hub](#).
- o Navigate Web Services and select “Proxy Management.”
- o Add your parent/guardian (or another individual) and specify the type of information you are granting them access to (financial, academic, or both).
- o Submit your request. Once it is approved, the designated proxy will receive instructions on how to log in and view the permitted records.

Important Considerations:

- Proxy access does not grant the proxy full control over your account. You decide which information they can view or act upon, such as making payments or viewing grades.
- You can revoke proxy access at any time by updating your FERPA/Proxy Access settings.
- If a parent or a family member has questions about your progress, they must have proxy access for MSU Denver staff or faculty to discuss specific details.

Need Assistance?

- For more details on FERPA and proxy access, refer to the [FERPA Guidelines](#) or contact the [Registrar's Office](#) at regquery@msudenver.edu.
- If you encounter technical issues, contact the [IT Service Desk](#) at (303) 352-7548.

6. EXPECTATIONS AND RESPONSIBILITIES

CCHS students are expected to meet college-level academic and behavioral standards. Because the transition from high school to college coursework can be a significant adjustment, it is essential to understand your responsibilities and the support available:

For Students:

Below are your key responsibilities as a CCHS student.

- **Academic Performance:**
 - o Attend classes regularly. Participation is key to staying on track.

- o Complete all assignments by their deadlines; late or missing work can impact your grades in college-level courses.
- o Refer to your course syllabus for guidance on assignments, due dates, and grading policies.
- o Adhere to the [Student Code of Conduct and Academic Integrity Standards](#) - plagiarism, cheating, or any misconduct can lead to consequences on your academic record.
- o Remember that college courses can often move at a faster pace than high school classes; each test or assignment can significantly affect your grade.
- o College instructors may not provide daily reminders for missing work or upcoming tests the way high school teachers might.

- **Time Management:**

- o Keep a single calendar that includes both your high school and college deadlines.
- o Prioritize tasks, break larger projects into smaller, manageable steps.
- o Recognize that college breaks and high school holidays may not align – plan accordingly. Keep track of both calendars to avoid conflicts.
- o Strike a balance between academics and personal life to avoid burnout but ensure school responsibilities come first.

- **Communication:**

- o **Regularly check your MSU Denver student email, Canvas announcements, and Student Hub for important updates.**
- o If you are struggling in a class, do not wait - contact your instructor, counselor, or CCHS Advisor early for help.
- o Ask questions if you are unclear about course expectations or assignments. Stay in touch with your instructor about upcoming due dates or if you need clarification; most instructors have office hours or can respond via email.

For Families:

Below are ways families can support their CCHS students.

- **Support:**

- o Encourage your student to stay organized and to seek academic help – like tutoring – at the first sign of difficulty. Provide a quiet, distraction-free space for studying, especially during peak assignments or exam times.

- **Involvement:**

- o Keep a shared family calendar with deadlines for registration, payment, and course withdrawals.
- o Review the course syllabus with your student but let them take the lead on communicating with instructors and advisors.
- o Remember that under FERPA, access to academic information is limited unless your student grants proxy access.

- **College Readiness:**

- o Talk about how these college credits fit into long-term goals, potential majors, transfer requirements, and scholarships.
- o Attend any available family info sessions or orientation events offered by MSU Denver or your high school.

- **Encourage Independence:**

- o Remind your student that self-advocacy – asking the instructor for help, emailing an advisor, or scheduling tutoring – is key to college success.

- o Allow them to manage their own workload; mistakes can be valuable learning experiences that build resilience.
- o While independence is essential, you can still provide guidance if serious issues arise, such as potentially failing grades or difficulties navigating resources.

Accommodations for Students with Disabilities

MSU Denver provides accommodations to help you succeed in college courses. To request accommodations for your concurrent/dual enrollment courses, follow these steps:

The Basics of High School Accommodations to College Accommodations:

The Laws:

- **High School follows:** Individuals with Disabilities Education Act (IDEA)
- **Higher Education Follows:** Any college/university that accepts federal funds must adhere to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADAA) in providing equal access.

Accommodations:

- **High Schools Provide:** Education that meets all student needs as determined by the School District's evaluation processes. Services can include instruction designed to support individual needs, course component modifications, and other accommodations based on the IEP and/or 504 plan.
- **Higher Education Provides:** Equal access to a student's education. Individual Accommodations are established via the interactive process.

What Higher Education Accommodations and Academic Supports look like:

- Students must self-disclose their disability and connect with MSU Denver's Access Center's [Accommodations Hub](#) to receive accommodations.
- Assignments, projects, presentations, tests or other course components cannot be modified to reduce the requirements designed to meet the course accreditation.
- Students are not provided personal aids by the college as an accommodation.
- Students are not provided support personnel or professor check-in's as an accommodation.
- It is the student's responsibility to use the college resources that support their learning style. Resources such as meeting with instructors during their office hours and setting appointments with tutoring services, mentoring services, academic coaching and academic success services.
- Accommodations are maintained by the student each semester using the [Accommodations Hub](#).

Confidentiality:

- **High School:** Parents, teachers and administrators have access to all student information. Parents give permissions to outside parties to access information until the student is a legal adult that does not have a guardian.
- **Higher Education:** Students records are treated confidentially and will not be released to anyone (including parents) without the student's permission or those authorized to know under specific circumstances. See the list of specific circumstances at this web address: [Confidentiality and Release of Information](#)

MSU Denver Concurrent or Dual Enrollment Student Accommodations

To Begin

- o Once you have enrolled in courses and received your MSU Denver student ID then proceed with the following process. Please note that all official communications are sent to your MSU Denver student email account, so it is important to check it regularly.

- o Go to the [Student Hub](#) > Web Services/Email login > Proxy Management and fill out the Proxy form for parents and High School Staff to be included in the initial meeting. Any additional permissions needed for ongoing contact will be finalized in the meeting.

Setting up Accommodations

- o Register in the Access Center's [Accommodations Hub](#). (instructions provided in link)
 - When answering the registration questions, please state that you are a concurrent/dual enrollment student in the last box entitled: Is there anything else you'd like us to know about you?
- o Submit the registration form
- o Upload your high school 504 Plan or IEP in the [Accommodations Hub](#) under Accommodations > Documentation
- o You will receive an email in your MSU Denver student email with instructions to request an Accommodation Eligibility Appointment (AEA) in the Accommodations Hub.
- o AEA.
- o Once approved, you will request that your MSU Denver accommodation letter is sent to your professors using the Accommodations Hub. Your college course accommodations will be determined and approved during the
- o Any additional instructions for your accommodations will be clarified in the AEA meeting.

Limitations of Accommodations:

- o No course content will be modified to a shorter or reduced requirement.
- o No tests questions will be reduced in number or changed in their wording.
- o Professors cannot be required to do checks for understanding.
- o Professors cannot be required to create separate teaching content or supportive scaffolding.

Accommodations that may require coordination with the high school:

- o Testing accommodations - extended time, a distraction reduce environment, readers, scribes, supportive technologies.
- o Accessible Furniture accommodations.
- o Deaf and hard of hearing accommodations.
- o Accessible course materials preparation.

When to contact your Accessibility Coordinator:

- o To change or add an accommodation.
- o To share new disability information or the impact of a disability episode.
- o To ask questions about accommodations.
- o To discuss an accommodation with a professor or the Accessibility Coordinator.

Use the [Accommodations Hub](#) for:

- o Appointment requests
- o Semester accommodation requests
- o Furniture requests
- o Alternate format books requests
- o Test scheduling

7. COURSE CREDITS AND TRANSFERABILITY

Courses taken through the CCHS program earn college credits that may apply toward a degree at MSU Denver or be transferred to other higher education institutions.

Guaranteed Transfer in Colorado (GT Pathways):

- Colorado students benefit from the [GT Pathways program](#). Under this statewide agreement, credits from courses designated as “GT” at one Colorado public college or university can seamlessly transfer to another public college or university in Colorado.
- Be aware that private or out-of-state public institutions may have their own unique policies for accepting transfer credits. It is crucial to confirm with your prospective institution’s admissions or registrar’s office how your credits might transfer.

Steps for Ensuring Smooth Transfer:

- **Check Course Alignment:** Before registering, verify that the courses you select meet your future academic goals, especially if you plan to attend a different institution after high school.
- **Talk to an Advisor:** An academic advisor can help you understand how these credits fit in your chosen degree plan or prospective college’s requirements. Discuss your plans with an advisor early – preferably before registering for classes – so you can choose courses that align with your intended degree or transfer goals.
- **Use the Degree Progress Report (DPR):** If you have declared a major, consult your DPR in the [Student Hub](#) to see how your CCHS credits apply to your MSU Denver degree.
- **Research Transfer Agreements:** Review any existing articulation or transfer agreements between MSU Denver and other institutions and verify that the specific courses you plan to take are included.
- **Request Official Transcripts:** When transferring to another institution, remember you will need to request an official transcript from MSU Denver so your new school can evaluate and apply your credits properly. Similarly, if you choose to continue your college journey at MSU Denver, make sure to send any transcripts from other colleges to MSU Denver so we can evaluate and apply those credits appropriately to your degree program here. Including AP and IB scores if applicable.

For additional support, reach out to your high school counselor, CCHS Advisor, or academic advisor. They can guide you on course selection, transfer agreements, and any steps needed to maximize the value of your earned credits.

8. SUPPORT AND RESOURCES

As an MSU Denver student, you have access to a wide range of support services. Some resources depend on paying student fees (for on-campus students), while others are available to all CCHS students, including those taking courses at their high school. Below is an overview.

- **Advising:** MSU Denver [Academic Advisors](#) can help you select courses, plan degree requirements, and explore majors. The CCHS Advisor provides wraparound support specifically for high school students navigating concurrent/dual enrollment courses held on MSU Denver’s campus or online. The CCHS Registration and Advising Senior Manager provides wraparound support specifically for high school students navigating concurrent/dual enrollment courses held at their high school.
- **Canvas Learning Platform:** If your course uses [Canvas](#) or you are in a fully online class, set up your NetID and password (via the [My First Login](#) instructions) to access [Canvas](#), see grades, submit assignments, and more.
- **Tutoring and Writing Services:** Free tutoring in math, science, writing, and other subjects is available both in-person and online. Visit the Tutoring Center or Writing Center webpages for schedules and booking.
- **Auraria Library Access:** All MSU Denver students, regardless of their course location, can use the [Auraria Library’s](#) books, databases, and research support. Log in with your NetID to access digital resources.

- **Technology Support:** Need help with your NetID, password, or [Canvas](#)? Visit the [IT Service Desk](#) in the Jordan Student Success Building (JSSB) room 130A or call (303) 352-7548.
- **Campus Recreation Center:** On-campus or online students paying student fees automatically have membership. High school-based students can opt to pay the membership fee to use the facilities. Contact the [Campus Recreation Center](#) or your CCHS Advisor for details.
- **Counseling Services:** On-campus or online students may utilize the [Counseling Center](#) (funded by student fees). High school-based students should typically seek counseling services through their school.
- **Health and Safety:** All students can visit the [Health Center at Auraria](#) for medical care; ensure you have insurance to cover potential charges. The [Auraria Police Department](#) available for campus safety.
- **Access Center:** Partners with students who experience any type of disability (mental health, chronic health, physical, sensory, and neurological) or temporary impairment (concussion, broken wrist, pregnancy, etc.) to provide needed accommodations and support to ensure equal opportunity to demonstrate their academic abilities and receive equal access and inclusion to all the University's programs, activities and services.
- **Academic and Career Support:** The [Classroom to Career Hub \(C2Hub\)](#) (for career exploration and internships), and the [Office of Testing Services](#) (for placement exams, proctoring) are key resources for academic and career development.
- **General Support:** The [LGBTQ Student Resource Center](#), [Veteran Student Support Services](#), [Auraria Early Learning Center](#), and the [Center for Multicultural Engagement and Inclusion \(CMEI\)](#) provide specialized assistance and community support.

Quick Contacts:

- [Academic Advising](#) - advising@msudenver.edu
- [Tutoring Services](#) - tutoring@msudenver.edu
- [Writing Center](#) - 303-615-1888
- [IT Services](#) - 303-352-7548
- [Campus Recreation Center](#) - recreation@msudenver.edu
- [Counseling Center](#) - 303-615-9988
- [Health Center at Auraria](#) - 303-615-9999
- [Auraria Police Department](#) - 303-556-5000
- [Access Center](#) - accesscenter@msudenver.edu
- [Classroom to Career Hub \(C2Hub\)](#) - C2Hub@msudenver.edu
- [Office of Testing Services](#) - 303-615-1700
- [LGBTQ Student Resource Center](#) - 303-615-0515
- [Veteran Student Support Services](#) - veterans@msudenver.edu
- [Auraria Early Learning Center](#) - 303-556-3188
- [Center for Multicultural Engagement and Inclusion \(CMEI\)](#) - cmei@msudenver.edu

9. POLICIES AND PROCEDURES

Drop Policy

- **IMPORTANT:** Dropping a college course could impact your high school graduation requirements, depending on how your school counts the course. Be sure to talk with your high school counselor before making any changes.

- **For courses held at your high school:** Your instructor or counselor will provide the drop deadline.
- **For courses at MSU Denver or online:** Refer to the [Academic Calendar](#) for the drop deadline.
- If you encounter a hold on your account preventing you from dropping a class, please contact CCHS at highschool@msudenver.edu.
- **How to Drop a Course on MSU Denver’s Campus or Online Through the College:**
 - o Log in to your [Student Hub](#) account
 - o Click My Profile under Web Services
 - o Click the Menu tab, then the Students tab
 - o Select Registration and Planning
 - o Select Add/Drop/Withdraw Classes
 - o Choose the term and click Continue
 - o Find the class you want to drop
 - o Click the dropdown arrow next to the class
 - o Select Drop
 - o Click Submit
- **How to Drop a Course Held at Your High School:**
 - o Talk to your concurrent/dual enrollment instructor and your counselor about dropping a class as soon as possible. They will need to email the CCHS Office on your behalf to formally request the drop. This must be requested before the drop deadline.

Withdraw Policy

You may withdraw from your course after the drop deadline has passed but before the withdraw deadline. If you withdraw, a “W” (Withdrawn) will appear on your official MSU Denver transcript. This does not affect your college GPA, but the course will still show up on your permanent record.

- **Important:** Withdrawing from the course could impact your high school graduation requirements, depending on how your school counts the course. Be sure to talk with your high school counselor before making any changes.
- **For courses held at your high school:** Your instructor or counselor will provide the withdraw deadline.
- **For courses at MSU Denver or online:** Refer to the [Academic Calendar](#) for the withdraw deadline.
- Tuition and fees will still be assessed for withdrawn courses.
- If a withdrawal request is submitted after the withdraw deadline, you may receive a letter grade (like a D or F) instead of a W. This grade will appear on both your high school and college transcripts and can affect your GPA.
- Having multiple W’s or failing grades on your college transcript could affect your eligibility for future financial aid after high school
- If you encounter a hold on your account preventing you from withdrawing from a class, please contact CCHS at highschool@msudenver.edu.
- **How to Withdraw from a Course on MSU Denver’s Campus or Online Through the College:**
 - o Log in to your [Student Hub](#) account
 - o Click My Profile under Web Services
 - o Click the Menu tab, then the Students tab
 - o Select Registration and Planning

- o Select Add/Drop/Withdraw Classes
- o Choose the term and click Continue
- o Find the class you want to withdraw
- o Click the dropdown arrow next to the class
- o Select Withdraw
- o Click Submit

• **How to Withdraw from a Course Held at Your High School:**

- o Talk to your concurrent/dual enrollment instructor and your counselor about withdrawing from a class as soon as possible. They will need to email the CCHS Office on your behalf to formally request the withdrawal. This must be requested before the withdraw deadline.

Academic Integrity

- MSU Denver expects all students, including CCHS students, to adhere to its [Student Code of Conduct](#), which prohibits cheating, plagiarism, and other forms of academic dishonesty.
- Violations may result in disciplinary actions that affect both your college and high school records.

10. GRADUATION AND MATRICULATION

Courses completed through the CCHS program can satisfy both high school graduation requirements and count as college credits toward your degree at MSU Denver or other institutions. This section outlines how to plan for high school graduation while preparing for the next step in your academic journey.

Graduation Requirements:

- Ensure that the concurrent/dual enrollment courses you take align with your high school's graduation requirements. Always consult with your high school counselor to verify that your chosen courses meet the necessary criteria.

Transition to College:

- Upon high school graduation, you are encouraged to continue your education at MSU Denver. Continuing at MSU Denver allows you to take advantage of streamlined application processes and a familiar academic environment.
- If you choose to attend another institution, consult with a college advisor to confirm that your CCHS credits will transfer.

Status Change Request Form:

- If you plan to continue at MSU Denver the summer or fall semester following your high school graduation, you must complete the [Concurrent/Dual Enrollment Status Change Request form](#). This form updates your enrollment status from a high school student to a degree-seeking college student.
- Submit the form along with a request from your high school to send an official transcript showing your graduation date and cumulative GPA to the [Office of Admissions](#). Prompt submission helps ensure a smooth transition.

Matriculation Tips:

Matriculation is the process of officially enrolling in and becoming a student at a college or university after high school graduation.

- Maintain strong academic performance throughout your college courses to maximize scholarship opportunities and enhance your acceptance chances at MSU Denver or other institutions.
- **Request Official Transcripts:** If you continue at MSU Denver after high school, be sure to request official transcripts from any colleges or universities where you have earned credit, such as:
 - o Advanced Placement (AP) exams

- o College-Level Examination Program (CLEP) scores
- o International Baccalaureate (IB) courses
- Any other college credits earned outside of MSU Denver. Arrange for these transcripts to be sent directly to the [Transcripts Office](#) for review. This process helps ensure that all applicable credits are transferred and applied toward your degree plan, streamlining your path to graduation.

Taking these steps early and staying informed about both high school and college requirements will help you make a successful transition to postsecondary education.

11. FREQUENTLY ASKED QUESTIONS (FAQS)

Q: What is concurrent/dual enrollment?

A: Concurrent/dual enrollment allows high school students to take college-level courses and earn both high school and college credit simultaneously. These courses are taught by college-approved instructors at a high school or by MSU Denver instructors on campus or online.

Q: What are the benefits of participating in concurrent/dual enrollment?

A: Benefits include:

- Earning college credits while still in high school, potentially reducing the time and cost of obtaining a degree.
- Experiencing a college-level academic environment that builds confidence and readiness for higher education.
- Exploring career interests through college coursework.
- Getting a head start on your degree, with credits that can transfer to other colleges and universities.

Q: How do I apply to participate in the program?

A: To apply, you must meet the academic criteria set by your high school and MSU Denver. This typically includes completing an application, obtaining high school counselor approval, and meeting the college's placement requirements (such as test scores or prerequisite courses).

Q: Are there any eligibility requirements?

A: Yes. Students must be in grades 9-12. Eligibility requirements vary by high school but can include a minimum GPA, standardized test scores, or recommendation from a teacher or counselor. You must also demonstrate the ability to succeed in college-level coursework.

Q: How many college credits can I earn through this program?

A: The number of credits depends on the course you take. Each course is typically worth 3-4 college credits. The total credits earned will vary based on the courses offered, how many you take, and the limits set by your high school or school district.

Q: Do I need to pay for the college courses?

A: For concurrent enrollment, your high school or school district covers the tuition. Students may be responsible for the fees. In contrast, dual enrollment students usually pay their own tuition and fees. Check with your counselor or CCHS Advisor for details.

Q: Can I take online courses through the program?

Yes, depending on course availability and program guidelines. MSU Denver offers various online options, and some courses may be available for concurrent/dual enrollment students. However, Self-Paced Online (SPO) courses are not eligible for the reduced tuition rate. Confirm with your high school counselor whether online courses are permitted.

Q: Can I take college courses during the summer?

A: Yes. Summer enrollment is available for certain courses. Most students taking summer courses enroll as self-paid dual enrollment students because most high schools and districts do not cover summer tuition. Speak with your high school counselor about available options.

Q: Will the grades I earn affect my high school GPA?

A: Yes. Your college course grades are typically included in your high school GPA and may impact your class rank and scholarship eligibility. It is important to maintain strong academic performance.

Q: What if I need to drop a course after the deadline?

A: You can withdraw from a course after the drop deadline and up to the withdrawal deadline, but this will result in a “W” on your transcript. Consult your counselor or CCHS Advisor to understand how this may affect your academic progress. Note that tuition and fees will still be assessed for a withdrawn course.

Q: How will I know which courses are offered through CCHS?

A: Course offerings for high school-based classes are determined each semester through your high school’s partnership with MSU Denver. Speak with your counselor or CCHS Registration and Advising Senior Manager for the current list of available courses. Additionally, the MSU Denver summer, fall, and spring schedules for campus and online courses are published before each semester. Your CCHS Advisor can help with these schedules.

Q: What if I have a learning accommodation or disability?

A: MSU Denver provides accommodations for students with documented disabilities. If you need accommodations, contact the Access Center to learn about available options and how to apply.

Q: Can I participate if I am homeschooled?

A: Yes, provided you meet the eligibility requirements. Homeschooled students enrolled in a school district must work with their counselor to complete the necessary form and determine eligibility. Homeschooled students typically enroll as self-paid dual enrollment students.

Q: What happens if I do not pass a CCHS course?

A: If you do not pass a course, the grade will appear on your college transcript and could affect your academic standing. Consult with your instructor, counselor, or CCHS Advisor if you are struggling. Depending on circumstances, you may be able to withdraw (resulting in a “W”) or be required to retake the course.

Q: How can I get help if I struggle with a course or feel overwhelmed?

A: Seek help as soon as possible by contacting your instructor, high school counselor, or CCHS Advisor. MSU Denver also offers tutoring services and other academic resources to support your success.

Q: What support services are available to me as a CCHS student?

A: MSU Denver provides a variety of support services, including tutoring, academic advising, counseling, library services, writing centers, and career counseling. For a complete list, see Section 8 of this handbook.

Q: How do I know if the college credits will transfer to another institution?

A: MSU Denver credits are transferable, and Colorado residents benefit from statewide transfer agreements through the GT Pathways program. However, it is always wise to verify with the prospective institution how your credits will apply to their degree programs.

Q: Can I take AP, IB, or CLEP exams and use those credits in the program?

A: Yes, these credits can sometimes be used alongside your concurrent/dual enrollment credits toward your

degree at MSU Denver. Ensure that your official transcripts and score reports are sent to the [Transcripts Office](#) for evaluation.

Q: Can I continue my education at MSU Denver after high school?

A: Yes. If you have taken courses through CCHS, you can continue at MSU Denver after high school. By completing a [Concurrent/Dual Enrollment Status Change Request form](#), you can transition to a traditional degree-seeking student and work with an academic advisor to plan your credit transfer and degree path.

Note: *Information in this handbook is subject to change. For the most current details, please consult the [MSU Denver](#) and [CCHS websites](#) or contact the CCHS Office at highschool@msudenver.edu.*