



Hennepin Tech in the High Schools

Student Handbook

Brooklyn Park Campus
9000 Brooklyn Boulevard
Brooklyn Park MN 55445

Eden Prairie Campus
13100 College View Drive
Eden Prairie MN 55437

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W

elcome!

Congratulations on choosing Hennepin Technical College to prepare for your future! Hennepin Tech is the largest stand-alone technical college in the state of Minnesota and also offers a variety of classes that are part of the Minnesota Transfer Curriculum (MTC) which are accepted by most universities and colleges in the United States. Hennepin Tech in the High Schools offers many dual enrollment options for students looking to get a head start on their career.

The advantages to taking Hennepin Tech in the High Schools courses are numerous:

Save money on college courses (free to participating students in high school)

Earn college credit (get a head start, possibly decreasing length of time to degree)

Experience college expectations and workload

Gain access to college resources

Start building your college transcript

It's a demonstration of your commitment to college admissions officials

Unlike AP, it concludes with a college grade on a college transcript; AP courses are high school courses that teach to a "one shot" test and may not even count toward general education requirements.

Getting Started

Enrolling into Hennepin Tech courses is easy:

1. Discuss with your parent(s)/guardian(s) your intentions and fill out the Student Authorization/Registration Form with all signatures.
2. Register for the course during the first 10 business days your class is in session.

Step by Step Guide to the Concurrent Enrollment Application Process

For high school students applying to take Hennepin Tech classes in their high school.

This should be completed the semester BEFORE you plan to start Hennepin Tech courses.

Start here: <https://www.hennepintech.edu/community-engagement/k-12-programs/concurrent-enrollment/concurrent-enrollment-application-process.html>

1. Learn about the Concurrent Enrollment program at your school
2. Register/sign up for a concurrent enrollment course at your high school (You may receive and start to fill out the **Student Authorization/Registration Form**)
3. Meet with your **High School Counselor** to see if Concurrent Enrollment is the right fit for you and determine whether you meet the eligibility requirements
4. **Apply to Hennepin Tech online** - Indicate that you are currently in high school, your expected graduation date, and select the PSEO application type. Choose "Hennepin Tech in the High School" as the campus. (Use the Tech ID# you receive after you submit the eApplication to complete the Concurrent Enrollment Form.)
5. Finish and submit your **Concurrent Enrollment Authorization & Registration Form** and **official high school transcript** to the Admissions representative or Hennepin Tech Enrollment Services, Brooklyn Park Campus (Your high school instructor and/or counselor may help you submit this form)
6. **Accuplacer placement test** (Junior and senior applicants must complete a reading, writing and mathematics Accuplacer placement test to determine course eligibility if required for your registered course or provide qualifying MCA or ACT scores.) Your instructor may arrange to have the test taken in your classroom.
7. An Admissions Outreach representative will visit your school to give a **Hennepin Tech Orientation** and discuss what your obligations are as a college student. For more information about being a student at Hennepin Tech, refer to the **Hennepin Tech Policies & Procedures** page.

Centers for Student Achievement (CSA)

The Centers of Student of Achievement (CSA) are the Learning Resource (LRC), Math, and Writing Centers. The centers offer free tutoring to registered students on a walk-in basis or by appointment. The centers are staffed by professional tutors and trained peer tutors. Individual and group sessions, and workshops are available. Contact the centers for more information.

Note: Centers Are Closed On Non-School Days/Holidays/Breaks

Library Resources

As a Hennepin Tech student you have access to our library facilities and resources. Your library barcodes will be sent out to each school in August and will be distributed by teachers.

You can access the Hennepin Tech library online at <https://www.hennepintech.edu/current-students/library/index.html>. Assistance from a Reference librarian can be attained by telephone (Brooklyn Park Library: 763-488-2929 OR Eden Prairie Library: 952-995-1650), chat (<https://www.hennepintech.edu/current-students/library/about.html>, then click on the Chat with the library! link), email (click on the Fill out our email form. link), or

In-Person

Visit the library at either campus during our open hours. We are just inside the main entrance on the left, across from the reception desk.

<p>Regular Semester Hours: M-Th: 7:30 am - 8:30 pm Fri: 7:30-4:00 pm Sat. & Sun. Closed</p>	<p>Summer Hours: M-Th: 7:30 am - 6:00 pm Fri, Sat, & Sun. Closed</p>
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Note: All hours are subject to change. Any unexpected hour changes will be posted on library doors and on the library home page as soon as possible.

Grades and Transcripts

The Transferability of Hennepin Tech Credits

- All institutions in the Minnesota State Colleges and Universities system accept Hennepin Tech transfer courses.
- Although the receiving institution has the final decision on the transfer of credits, generally speaking, Hennepin Tech credits are transferable throughout the state and nation.
- Hennepin Tech credits have been successfully accepted at private institutions within Minnesota and at the University of Minnesota system.
- Hennepin Tech credits have also been successfully accepted at public and private institutions throughout the nation.

Grades

Students are able to look up grades for any completed class once a professor has entered the course grades through Hennepin Tech E-services. Simply go to www.hennepintech.edu and click on “Quick Links” and then drop down to “E-services.” You will need to know your 8-digit ID and the pin you created (same ID and pin you used to register for the course) Grades will be posted and accessible for students to review for any semester not just the current one in which they are enrolled.

Student Conduct and Academic Honesty

Students must adhere to the same Student Code of Conduct policies as on-campus students. For more information, visit <https://www.hennepintech.edu/policy/pdfs/3-6POL.pdf>.

Transferring Credits

Students must request an official transcript be sent to the college or university they plan to attend. This is done generally the summer after their senior year. To learn more, visit:

https://www.mntransfer.org/students/plan/s_agreements.php.

To order a Hennepin Tech transcript, use the [Student Transcript Request form](#).

Transcripts

A transcript is a chronological listing of ALL Hennepin Technical College coursework taken by a student.

Also included on a transcript are:

- Transfer credit amounts
- Cumulative credit totals and grade point averages

Financial Aid Information

Students can apply for and find more information about financial aid options at

<https://www.hennepintech.edu/future-students/financial-aid/index.html>.

Students are also encourage to apply for scholarships; more information can be found at

<https://www.hennepintech.edu/future-students/financial-aid/apply-for-scholarship.html>.

Frequently Asked Questions

Q. When will my final grade appear on my transcript?

A. As soon as the Faculty Liaison submits grades. You can access E-services and view all your grades. We try to have them complete within two weeks after your course ends.

Q. What degrees does Hennepin Tech offer?

A. Go to the Hennepin Tech Degrees and Programs webpage

(<https://www.hennepintech.edu/academic-programs/index.html>) to see a listing of all the programs and degrees we offer; you will find helpful information such as skills required, job outlook, industry partners, and faculty. You may also contact one of our Enrollment Advisors who would be glad to help! Go to <https://www.hennepintech.edu/future-students/advising/Advising.html> to learn more.

Q. How are Concurrent Enrollment courses reflected on my transcript?

A. Your transcript will not appear any differently for an off-campus course than if you were on campus.

Q. Will I have access to Hennepin Tech resources?

A. Yes, once admitted you will have access to all of the resources offered at Hennepin Tech.

Q. How do I get credit for the courses I take through the Hennepin Tech in the High Schools Program at the University I ultimately attend?

A. Once you have been accepted to the school, ask your admissions counselor how to transfer the credits and have a transcript sent to them.

Q. Once I graduate high school, do I need to apply to Hennepin Tech as a general college student?

A. Yes, you will need to complete a new online application

(<https://eservices.minnstate.edu/adm/public/studentWelcome?campusId=204>) using your starID. Make sure to indicate that you are a “Returning Student” on your application.

Useful Links

Hennepin Tech Concurrent Enrollment page:

<https://www.hennepintech.edu/community-engagement/k-12-programs/concurrent-enrollment/Concurrent%20Enrollment.html>