



# REACH

## PROGRAM GUIDE

STUDENTS AND PARENTS/GUARDIANS



*Minnesota West*

COMMUNITY & TECHNICAL COLLEGE

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An Affirmative Action Equal Opportunity Educator/Employer.

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## REACH PROGRAM PURPOSE

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The REACH concurrent enrollment program is an equity strategy, increasing access to, and success in, college-level courses for traditionally underrepresented and underserved populations. While all students can benefit from taking these courses, Students of Color, students from low income backgrounds, and students from other marginalized groups see the most profound impacts on their futures.

## WHAT IS THE REACH PROGRAM?

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- Earn college credits in your high school setting as a qualified high school sophomore, junior, or senior.
- Take courses from credentialed teachers at your high school who work closely with a college faculty member.
- Receive high school credit and Minnesota West college credit.

### WHICH COURSES CAN I TAKE?

- Ask your high school counselor which courses are offered through the REACH program at your high school.
- REACH courses count toward the 21 credit maximum per semester for college students.
- Students may contact the K-12 Collaboration Coordinator to ask how REACH courses will fit into their future educational plans/goals.



## AM I ELIGIBLE TO TAKE REACH COURSES?

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High school juniors or seniors who meet one of the following PSEO eligibility requirements can take REACH courses:

1. High school rank - top ⅓ of class as juniors and top ½ of class as seniors.
2. ACT Scores - 24 or higher as a junior and 21 or higher as a senior.
3. Reading scores - Classic Accuplacer, 78; Next Gen Accuplacer, 250; or Reading ACT, 21.
4. Math scores - refer to each course for specific requirements. Students can get this information from their high school counselor, or the Minnesota West K-12 Collaboration Coordinator.
5. Cumulative GPA – 2.6 for courses with a Reading score requirement; 2.8 for MATH 1105
6. High school sophomores may take CTE courses if they have “proficient” score on the 8th grade MCA – reading portion.

## WHAT IF I DON'T MEET THE ELIGIBILITY REQUIREMENTS?

- Students may qualify under the Multiple Measures Course Placement (MMCP) initiative (student transcripts and test scores should be sent to the K-12 Collaboration Coordinator for review).
- If you do not qualify under MMCP, you are able to take or re-take the Accuplacer assessment.
  - Ask your high school counselor if testing is offered at your high school.
  - If not, contact the K-12 Collaboration Coordinator to connect you to the Minnesota West campus nearest you

## HOW DO I ENROLL?

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- Apply to Minnesota West online at [www.MNwest.edu](http://www.MNwest.edu)
  - Follow these instructions for assistance: [REACH Application Sway](#).
  - NOTE: college credit will not be awarded if you do not apply.
1. Sign up for the course at your high school.
  2. Your high school counselor will send your transcript and relevant test scores to Minnesota West.

## WHAT IF I NEED TO DROP OR WITHDRAW FROM A COURSE?

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- You can drop a course without penalty during the first 2 weeks of your class. To do so, contact your high school counselor.
  - After this timeframe, students with extenuating circumstances (severe illness, death in the family, trauma, etc) may still be eligible to drop. Contact the K-12 Collaboration Coordinator to discuss.
- You can withdraw from a course up until 80% of the course instruction has been completed. Ask your course instructor for this date.
  - Complete an [Add/Drop/Withdraw Form](#) and return to your high school counselor or the K-12 Collaboration Coordinator prior to this date.
- Be sure to talk to your high school counselor or the Minnesota West K-12 Collaboration Coordinator about the potential impacts of withdrawing from a course.
  - The course will still appear on your transcript with a W for a grade, though this does not factor into your GPA.
  - This course will be factored into your Satisfactory Academic Progress (SAP) calculation as a course that was not satisfactorily completed.
  - Students who do not meet completion rate standards may be placed on academic probation, which will follow the student to any Minnesota State school even after high school graduation.
  - The impact for each student will be different, depending on how many credits they registered for, how many they withdrew from, etc. The complete policy can be found at: <http://www.mnwest.edu/minnesota-west-policies/policy-29/>.

## HOW DO I GET MY GRADES?

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- Your grades will be reported at both your high school, and at Minnesota West. You can view your Minnesota West transcript by logging into your E-Services Student Account here: [Student Account \(mnwest.edu\)](#).
- If you believe there is an error in your grade reported at Minnesota West, contact your instructor, high school counselor, or the K-12 Collaboration Coordinator as soon as possible.
- Minnesota West's Grading System can be found here: <http://www.mnwest.edu/index.php/policies/3171>.

## WILL REACH COURSES TRANSFER TO OTHER COLLEGES?

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- Yes! All institutions in the Minnesota State Colleges and Universities system accept Minnesota West transfer courses.
- Minnesota West credits also transfer to various public and private colleges/universities within Minnesota, surrounding states, and across the nation.
- If you are having issues getting your credits transferred, contact the K-12 Collaboration Coordinator for assistance.

## HOW DO I GET MY MINNESOTA WEST TRANSCRIPT?

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- If you plan to attend an institution in the Minnesota State College or Universities (Minn State) system ([list of institutions](#)):
  - Contact your college's Registrar to pull your Minnesota West transcript from the shared system.
- If your institution is outside of the Minn State system:
  - You will need to order your transcript to have sent to your new school.
  - Options are listed on the Minnesota West website at <http://www.mnwest.edu/index.php/registration/transcript-request/>

## STUDENT POLICIES AND PROCEDURES

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Information on Minnesota West student policies and procedures can be found at <http://www.mnwest.edu/index.php/current-students>. REACH Program students should review the Code of Conduct, Grading System, Satisfactory Academic Progress, and other policies to ensure a clear understanding of all policies and procedures.



## ACADEMIC INTEGRITY

- Students are expected to do their own work, unless explicitly given permission to work in groups or receive help from others
- Students are allowed to use Minnesota West tutoring services for all assignments, excluding tests/quizzes/exams.
- Students are expected to cite their sources when other's words or ideas are used in either direct quotation or in summary/paraphrase.
- Students are encouraged to read the full policy in the [Minnesota West Student Code of Conduct](#).

## FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- Students' non-directory information will not be shared with anyone outside of school personnel with a legitimate educational purpose.
- Parents/guardians are not able to access their child's academic information at Minnesota West, including but not limited to: grades, class schedule, student ID numbers, and student worker information.
- Parents/guardians are also not able to make alterations to their child's schedule, including adding, dropping, or withdrawing from courses.
- For more information on FERPA, check out Minnesota West's [FERPA FAQ's for PSEO students](#).

## ADA – AMERICANS WITH DISABILITIES ACT AND PRIVACY ACT

- Even students without a 504 plan or IEP may be eligible for accommodations in their Minnesota West courses.
- Some examples of common accommodations are: testing in a private room, extended test time, or having tests/assignments read to you.
- For more information, contact the Disability Services Coordinator: [brian.reynolds@mnwest.edu](mailto:brian.reynolds@mnwest.edu)
- All Minnesota West students have access to a free screen reading program called ReadSpeaker. This can be downloaded from your D2L account.



# LEARNING RESOURCES AND STUDENT SUPPORT SERVICES

REACH students have access to all of the same learning resources and support services as full-time Minnesota West students. Here are some of the most commonly used, but please contact the K-12 Collaboration Coordinator with any unaddressed needs!

## ACADEMIC ADVISING

- As a REACH student (or potential REACH student), you can contact the K-12 Collaboration Coordinator for academic advising questions such as:
  - Selecting courses
  - College/career planning: Choosing a major, Choosing a college, Writing resumes/cover letters.
  - Academic success skills: Time management, Study skills/organization, Goal setting, Test taking/test anxiety.

## LIBRARY RESOURCES

- You have full access to Minnesota West's library resources
- Most of our collection is digital, and accessible via our website (you may need to log in with StarID and password) [LARC \(mnwest.edu\)](https://mnwest.edu)



## MENTAL HEALTH SERVICES

- Minnesota West's licensed professional clinical counselor can assist students in-person on any campus, as well as online
- This service is entirely confidential, meaning having an appointment (and any details of the appointment) will not be shared with anyone else, including your parents, high school counselor, or instructors.
- Reasons to see a professional counselor include:
  - Academic warning/probation/suspension
  - Anxiety
  - Anger management
  - Depression or suicidal thoughts
  - Drug/alcohol use
  - Eating problems/body image
  - Grief and loss
  - Health and wellness
  - Past or present abuse (physical, emotional, sexual)
  - Relationship concerns (interpersonal skills, sexual orientation, conflict resolution)
  - Spirituality
  - Stress management
  - Time management
  - Transition to college (housing, transportation)

## TUTORING SERVICES

- Minnesota West has both in-person and online tutoring services.
- Online services offered through [Tutor.com](https://www.tutor.com) ([mnwest.edu](https://mnwest.edu))
  - Tutors are always available, even late at night.
  - View replays of previous sessions.
  - Drop off an essay for review and feedback.
  - Save your favorite tutors and see their schedule of availability.
  - Access services from your mobile phone or tablet.
  - Some subjects are also available in Spanish
- Each Minnesota West campus location also has tutoring staff available. Contact for more information [Tutoring Staff](#) ([mnwest.edu](https://mnwest.edu))





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