

College of Menominee Nation

High School Pathways Handbook



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Program Overview

Commitment to Cultural Relevance

American Indian culture is at the heart of the College of Menominee Nation (CMN). CMN degree programs, research, and student activities are committed to addressing contemporary problems through modern science and methodologies informed by ancient knowledge. This is most evident in CMN's commitment to sustainable development concepts and practices that draw on resource management philosophies tested over centuries in the great Menominee forest.



Native and non-Native students from many states and visitors from across the world come to CMN to pursue higher learning and to learn the history, systems and strategies of the Menominee and other First Americans.

Definition of Terms

Dual Enrollment: The College of Menominee Nation's Dual Enrollment opportunity provides high school students the ability to simultaneously enroll in high school courses and college-level courses, which prepares students for leadership, careers, and advanced studies in a multicultural world. The high school student will receive college credit for the course(s) successfully (receiving a C or better) completed. The high school student may receive high school credit for the college courses taken when registered as a Dual Enrollment student at the discretion of the school district's approval.

Dual Credit: The College of Menominee Nation's Dual Credit opportunity provides high school students the ability to enroll in college-level courses, which prepares them for leadership, careers, and advanced studies in a multicultural world. The high school student will receive college credit for the course(s) successfully (receiving a C or better) completed and it is the decision of the school district to allow the college credit(s) earned by the student to count towards the school district's graduation requirements.

Parents and students will need to verify with their school district for Dual Credit enrollment. Some school districts may count the College Core Requirement Courses such as Math, English, and Science as Core Graduation Requirements while other school districts may only count the College Core Courses as an elective toward the student's High School Graduation requirements.

All other definitions relating to a student's education at CMN can be found in our Academic Catalog on our website under Policies and Requirements or by clicking the link below:

<https://www.menominee.edu/academic-catalog/policies-and-requirements>

Purpose of the High School Pathways Program

Provide early college opportunities for all high school students to increase college and career readiness by creating sustainable pathways for lifelong learning.



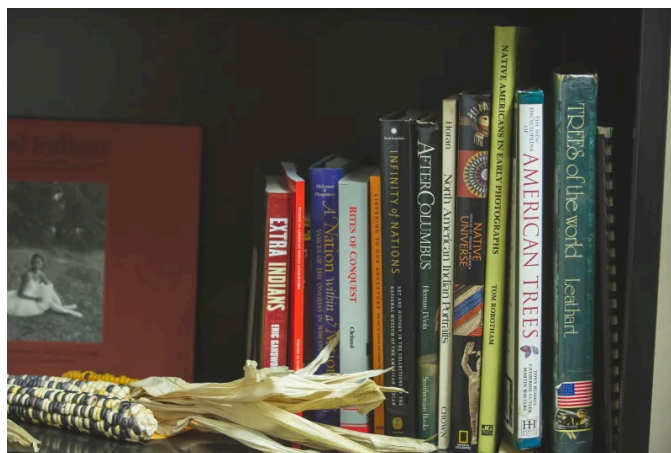
Benefits of the High School Pathways Program at CMN

- **College Credit Earned Early:** Students can earn college credits while still in high school, potentially shortening the time and cost required to complete a college degree.
- **Improved Academic Preparation:** Students gain exposure to college-level coursework, preparing them for the rigor and expectations of higher education.
- **Higher College Success Rates:** Research shows that students who participate in dual enrollment are more likely to enroll in college, persist, and graduate.
- **Enhanced Study and Time Management Skills:** Balancing dual enrollment courses with high school commitments builds essential academic and organizational skills.
- **Cost Savings:** Dual enrollment courses are often offered at a reduced cost or even free, providing a financial head start on college education.

- Supportive Environment: Smaller class sizes and a nurturing environment making it easier for students to succeed academically and personally.
 - Cultural Enrichment: Incorporate Native languages, traditions, and history into their curriculum, deepening students' understanding of their cultural identity.
-

Eligibility Requirements

- Actively attending high school, be home-schooled, and/or enrolled in an academy
- Successful completion of all Freshman and Sophomore-level high school courses
- Approval of their high school guidance counselor
- Submission of College of Menominee Nation Admissions application
- Student review and acknowledgment of the High School Pathways Handbook
- Parent and/or guardian review and acknowledgment of the High School Pathways Handbook
- Submission of the Learn and Earn Enrollment form



Note: Students may be eligible to take courses outside of the regularly scheduled school day without the approval of their high school counselor.

The steps for admission and enrollment are listed below.

Application and Enrollment Process

Students will be responsible for meeting all college deadlines and policies for admission and enrollment. These deadlines are set by the Academic Affairs Office and the Registrar. Dates are set one academic year in advance and the Academic Calendar can be found on our website by clicking Calendar on the homepage of the link listed below:

<https://www.menominee.edu/about-cmn/calendar>



Steps to Apply

1. Apply online at
<https://cmn.empower-xl.com/new/EMPOWER/authentication/applicationLogin.xhtml>
 - On your application, you will want to select “High School.”
2. Submit the required admission documents listed below:
 - Tribal ID or Certificate of Indian Blood (CIB) if applicable. This can be uploaded in your application or emailed to admissions@menominee.edu
 - Official High School Transcripts. These must be sent via an electronic transcript service (for example, Parchment) or mailed directly to CMN from the high school. CMN’s mailing address is listed below

College of Menominee Nation
Attention: Admissions Office
PO Box 1179
Keshena, WI 54135

Note: You can bring your transcripts to the school directly; however, they must be in a sealed envelope from the high school.

3. Submit the High School Course Enrollment Form. This can be found on our website on the Learn and Earn page or by following the link below.

<https://www.menominee.edu/admission-aid/high-school-learn-and-earn>

Required Documentation

Admissions Application: This will be submitted only at the time of admission. A student will only need to resubmit if they sit out for two consecutive semesters.

Tribal ID/CIB (if applicable): This will be submitted only at the time of admission.

Official High School Transcripts: This must be submitted each year before the start of the Fall semester.

High School Course Enrollment Form: This form must be completed each semester, along with the course the student plans on taking that semester.

Enrollment Confirmation

- Students will receive an automated email when their application has been submitted.
- The Admissions Office will review the application and the submitted documents.
 - If accepted, the student will receive an email to the email address they used on their admissions application, of the student's acceptance to that they have been accepted into the College of Menominee Nation's High School Pathways Program and to work with the Recruitment and Enrollment Manager to schedule an Accuplacer.
 - An official acceptance letter will also be sent in the mail to the home address listed on their admissions application.
- Before course registration, the student must take an Accuplacer Placement test.
- After completing the Accuplacer, the student will work with their High School Counselor and CMN Academic Success Coach to register for courses.



Available Pathways

Associate in Liberal Studies

Please see the tentative pathways program sequence, which includes seven core requirement courses, eight general education requirement courses, and five emphasis courses.

Summer Before Junior Year: 6 Credits
Course Name
Emphasis Requirement
Student Success Strategies (Core Requirement)

Junior Year Fall Semester: 12 Credits
Core Requirement
Core Requirement
General Education Requirement
Core Requirement
Junior Year Spring Semester: 12-13 Credits
Core Requirement
General Education Requirement
Core Requirement
General Education Requirement
Summer Between Junior and Senior Year 6-7 Credits
Emphasis Requirement
General Education Requirement
Senior Year Fall Semester 11-12 Credits
General Education Requirement
Emphasis Requirement
General Education Requirement
Senior Year Spring Semester 13 Credits
General Education Requirement
General Education Requirement
Emphasis Requirement
Emphasis Requirement
Student Portfolio Seminar (Core Requirement)

Available Courses

Students not wishing to pursue a specific pathway can take general education courses, certain elective courses, or enroll in a different program at CMN with the approval of their high school counselor and CMN's Recruitment and Enrollment Manager.

Note: When enrolling in a different program at CMN, students will need to follow that program's course sequence, with more courses being taken at CMN and not in high school.

All course descriptions can be found on our website in our Academic Catalog by clicking the link below:

<https://www.menominee.edu/academic-catalog/course-descriptions>

Advising Timeline/Checklist

Sophomore Year: The High School Counselor will be the student's primary point of contact.
February

- ☐ The student should meet with their high school counselor and CMN Admissions to discuss the High School Pathways Program.
- ☐ The student will obtain information on the admissions requirements, placement tests, and the deadlines for Summer enrollment.
- ☐ The student will submit the online admissions application.
- ☐ The student will submit the CMN Course Enrollment Form for High School Students. This can be found on our webpage or in the appendix of this handbook.



March

- ☐ The student will work with the Recruitment and Enrollment Manager to take the required Accuplacer Placement test. The student will work with their high school counselor and CMN's Academic Success Coach to register for summer courses.
- ☐ The students will learn to log into their CMN Student accounts (MyEmpower, Canvas, Navigate 360, Student email).

April

- ☐ The student will complete the High School Pathways Online Student Orientation course in Canvas to become familiar with CMN resources and support.

May

- ☐ The student should verify they have their textbooks for their Summer courses before courses start in June.
- ☐ The student will attend the in-person High School Pathways Student Orientation.

Junior Year**June and July**

- ☐ The student will meet with their High School Counselor and CMN Academic Success Coach weekly to discuss Summer course progress, potential issues, and potential referrals to other resources for success.
- ☐ The student will attend Summer courses regularly and have weekly mandatory study sessions.
- ☐ The student will discuss Fall semester courses with their High School counselor and work with CMN's Academic Success Coach to register for courses.

August

- ☐ The student will verify they have their textbooks for their Fall courses before the start of courses in September.
- ☐ The student will refer to the High School Pathways Online Student Orientation course in Canvas for updated information regarding resources and support.

September-December

- ☐ The student should meet with their High School Counselor and CMN Academic Success Coach weekly to discuss Fall course progress, potential issues, and potential referrals to other resources for success.
- ☐ The student will attend Fall courses regularly and have weekly mandatory study sessions.
- ☐ The student will discuss Spring semester courses with their High School counselor and work with CMN's Academic Success Coach to register for courses.
- ☐ The student will verify they have their textbooks for their Spring courses before courses start in January.

January-May

- ☐ The student will meet with their High School Counselor and CMN Academic Success Coach weekly to discuss Spring course progress, potential issues, and potential referrals to other resources for success.
- ☐ The student will attend Spring courses regularly and have weekly mandatory study sessions.
- ☐ The student will discuss Summer semester courses with their High School counselor and work with CMN's Academic Success Coach to register for courses.
- ☐ The student will verify they have their textbooks for their Summer courses before courses start in June.

Senior Year: CMN's Academic Success Coach will be the student's primary point of contact

June and July

- ☐ The student will meet with their High School Counselor and CMN Academic Success Coach weekly to discuss Summer course progress, potential issues, and potential referrals to other resources for success.
- ☐ The student will attend Summer courses regularly and have weekly mandatory study sessions.
- ☐ The student will discuss Fall semester courses with their High School counselor and work with CMN's Academic Success Coach to register for courses.

August

- ☐ The student will verify they have their textbooks for their Fall courses before the start of courses in September.
- ☐ The student will refer to the High School Pathways Online Student Orientation course in Canvas for updated information regarding resources and support.

September-December

- ☐ The student will meet with their High School Counselor and CMN Academic Success Coach weekly to discuss Fall course progress, potential issues, and potential referrals to other resources for success.
- ☐ The student will attend Fall courses regularly and have weekly mandatory study sessions.
- ☐ The student will discuss Spring semester courses with their High School counselor and work with CMN's Academic Success Coach to register for courses.
- ☐ The student will verify they have their textbooks for their Spring courses before courses start in January.

January-May

- ☐ The student will meet with their High School Counselor and CMN Academic Success Coach weekly to discuss Spring course progress, potential issues, and potential referrals to other resources for success.
- ☐ The student will attend Spring courses regularly and have weekly mandatory study sessions.
- ☐ The student will complete their graduation application with the assistance of their Academic Success Coach.

Credit Transferability

CMN is accredited by the Higher Learning Commission (HLC), and courses may be transferred to other University of Wisconsin (UW) and technical college systems. Students should check with the college they wish to transfer to for confirmation of credit transferability.

Program Costs and Financial Assistance

Tuition and Fees

The College's Board of Trustees sets all tuition and fees on an annual basis. For more information, consult with the CMN Finance Office at finance@menominee.edu

A detailed list of tuition and fees are available on our website under Student Billing or by following the link below:

<https://www.menominee.edu/student-portal/student-billing-office>

Scholarships and Funding Opportunities

College of Menominee Nation Work-Based Learning Grant

The College of Menominee Nation receives a grant from the Wisconsin Technical College Systems that supports the tuition of 1-2 college courses per semester for high school students. There is a limited amount of tuition dollars available. For more information on if the Work-Based Learning Grant and whether this is an option for your student's tuition, please contact admissions@menominee.edu

Payment Plans and Wage Assignments

In the event you do not qualify for the funding sources above or funding through your high school, the College of Menominee Nation does allow the opportunity for students to enroll in a payment plan and/or wage assignment.

All information regarding payment plans and wage assignments can be found on our website at <https://www.menominee.edu/student-portal/student-billing-office> or by emailing finance@menominee.edu



Academic Expectations

Student Expectations

Class Attendance and Communication

- Attend all courses regularly.
- Communicate promptly with your instructor in the event of an absence.

Assignment Completion

- Complete all assignments on time and to the best of your ability.
- Engage in required coursework and assignments outside of scheduled class hours.



Workshops and Events

- Attend workshops and events designed for dual enrollment students and their families, including orientation sessions and soft skills workshops.
- Attend the mandatory weekly study hall at the College of Menominee Nation.

Meetings and Advising

- Attend scheduled meetings with your Academic Success Coach, High School Counselor, and/or Parent/Guardian to discuss progress and goals.
- Maintain open and ongoing communication with your Academic Success Coach, High School Counselor, and instructor(s).
 - Juniors will work with their High School Counselor and transition to CMN for advising the summer before their senior year.
 - Seniors will work with CMN's Academic Success Coach.
- Continuing students are required to order their textbooks starting the Summer before their Senior year with the support of their Academic Success Coach.

Personal Responsibility and Support Utilization

- Proactively seek help when needed to address academic challenges or other concerns.
- Take advantage of available resources, including:
 - Tutoring services (virtual and in-person)
 - Virtual and in-person instructor office hours
 - Academic and career workshops
 - Library and study nights

- Career services and other support programs are offered by the high school and CMN.

Goal Setting and Planning

- Develop and actively work towards short-term and long-term SMART goals (specific, measurable, achievable, realistic, and timebound) related to academics and career.

Please note that the student must sign an expectations acknowledgment form at the end of the handbook before participating in the program.

Parent/ Guardian Expectations

Meetings and Communication

- Attend workshops and events specifically designed for dual enrollment students and their families, including orientation sessions and soft skills workshops.
- Participate in meetings with the student, Academic Success Coach, and/or High School Counselor to discuss the student's progress and goals.
- Maintain open communication with the Academic Success Coach and High School Counselor to stay informed about the student's academic journey.

Support and Encouragement

- Encourage and support the student in maintaining a consistent schedule for class time and assignments required outside of class.
- Familiarize yourself with CMN's and high school policies, expectations, resources, and deadlines.
- Be aware of the student's short-term and long-term academic and career goals to provide guidance and motivation.

Financial and Logistical Understanding

- Understand the funding sources and financial responsibilities associated with the dual enrollment program, including any fees, materials, or other obligations.
- Review and understand the expectations set for the student, ensuring alignment with the program's requirements and success strategies.

Please note that the student must sign an expectations acknowledgment form at the end of the handbook before participating in the program.

Staff Expectations



CMN and the high school

- Be knowledgeable of the systems students use.
- Be knowledgeable of the resources available for students.
- Meetings with counselors and advisors for student challenges and opportunities
- Understand CMN and high school policies and processes to guide students in their decisions.

CMN

- Maintain open communication with the high school counselor
- Send bi-weekly attendance, grades, and missing assignment reports by course to the high school counselor and instructor
- Use of our Learning Management System (Canvas), Student Information System (Empower), and Early Alert System (Navigate 360)
- Forward alerts issued for students to the high school counselor immediately when issued.
- Schedule check-ins with students (**Seniors**), High School Counselor, and Parent/Guardian.
- Coordinate and attend workshops/events for dual enrollment students and their families.
- Schedule half day/full day at the high school for drop-ins/appointments
- Order textbooks for the Junior students in bulk

MNHS

- Communicate with parent(s)/guardian(s) for progress

- Perform periodic checks for grades and attendance
 - Schedule check-ins with students (**Juniors**), High School Counselors, and Parent/Guardian.
 - Distribute textbooks to the Junior students.
-

Faculty Expectations

CMN and MNHS

- Ensure the curriculum follows CMN course outlines
- Ensure that rigor is at a college level
- Adhere to CMN and high school policies and processes
- Attend training and professional development events
- Set specific office hours or contact information for outside of the classroom
- Maintain accurate and timely records in the designated LMS, SIS, early alert system, and others that are assigned



CMN

- Utilize Canvas (CMN's Learning Management System) to update grade books weekly with current grades and due dates.
- Utilize Empower for attendance and midterm and final grades
- Utilize Navigate 360 for academic alerts

MNHS

- Maintain attendance and grades in the Skyward system
 - Utilize Empower for midterm and final grades
-

Administration Expectations

- Resource Sharing
 - Professional development
 - Use of our Learning Management System (Canvas), Student Information System (Empower), and Early Alert System (Navigate 360)
 - Textbooks and Open Educational Resources (OER)
- Schedules released at regularly scheduled times

- Annual budget for students/courses
 - Sharing of faculty files for qualifications at CMN and the high school and background checks
 - The program is evaluated annually, and results are shared with CMN and MIHS teams, administrators, and boards.
 - Feedback from faculty, students, and families
 - Changes made will be updated annually
 - Continued team meetings to discuss and align with the expectations of CMN and the high school.
 - Utilization of communication spreadsheet for questions/challenges between meetings
 - Adhere to local, state, and federal guidelines when applicable
-

Academic Rigor

All CMN courses are approved by the Committee on Academic Quality and the CMN Board Committee on Academics in compliance with the Higher Learning Commission and the Department of Education. All faculty members are vetted in compliance with the Higher Learning Commission and the Department of Education to ensure that CMN employs qualified faculty.

As an aspect of each course's rigor, students are required

to engage in at least 2 hours of study outside of each hour spent in class. This may include, but is not limited to, assignments, research papers, online work in the LMS, and studying for quizzes and exams.



Academic Policies

Attendance and Participation

All students are expected to meet the attendance requirements set forth based on the class type being offered. Below are the types of courses that the College of Menominee Nation offers.

- On-Campus Traditional
- On-Campus Distance Learning
- Hybrid
- Asynchronous Online

The attendance definitions and requirements can be found in our academic catalog or by following the link below:

[College Catalog/Student Rights and Responsibilities](#)

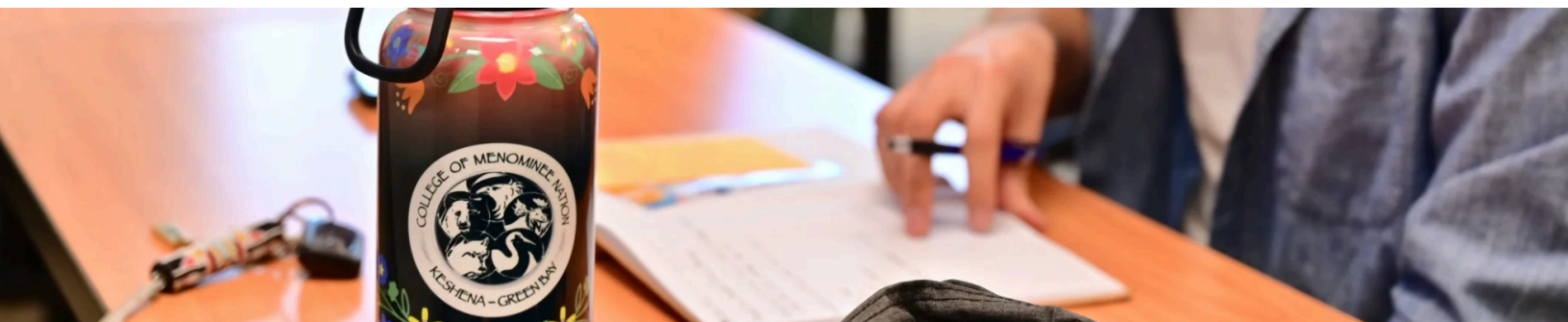
Grading Policies

Grades are assigned in each course and serve as a measure of students' academic achievement in their courses.

The grade point average (GPA) is computed on a 4.00 scale. Both current semester and cumulative GPA are calculated for each student. CMN does not award credit / no credit or pass/fail grades.

All high school pathway students will follow CMN's grading policies, which can be found in our Academic Catalog on our website or by following the link below:

<https://www.menominee.edu/academic-catalog/policies-and-requirements>



Students should become familiar with the following:

Dropping a course: A student can drop a course during the first week of courses. Dropping a course results in the student not being billed for the course and that course not appearing on their college transcript.

Withdrawing from a course: A student can withdraw from a course up until the withdrawal deadline on the Academic Calendar. Withdrawing from a course results in a “W” appearing on the student's college transcript. While a “W” does not affect the student's GPA, it may affect a student's Satisfactory Academic Performance (SAP), resulting in the student being placed on SAP probation or suspension and needing to complete a SAP Appeal for Financial Aid.

Incomplete grade request: Incomplete (“I”) grades are assigned at instructors' discretion when, due to extraordinary circumstances, students were prevented from completing coursework on time. If an incomplete grade request is approved, the student's grade will temporarily be an “I” until the agreed-upon work is completed, at which point the “I” will then be changed to their final grade.

All grading and academic policies can be found in our Academic Catalog on our website or by following the link below:

<https://www.menominee.edu/academic-catalog/policies-and-requirements>

Academic Honors

Academic Honors are awarded to students enrolled in 12 or more credits with outstanding GPAs based on term GPA.

Graduate Academic Honors

Academic Honors are awarded to students with outstanding GPAs based on cumulative GPA.

All grading and academic policies can be found in our Academic Catalog on our website or by following the link below:

<https://www.menominee.edu/academic-catalog/policies-and-requirements>



Academic Integrity and Student Conduct

College of Menominee Nation students accept responsibility for compliance with CMN's policies and expectations. Students are responsible for becoming familiar with these policies and the Standards of Student Conduct. Failure to be informed is not an excuse for inappropriate behavior related to the policies. The Standards of Student Conduct apply to student behavior on campus, in college activities, during internships, and on college-sponsored trips.

All policies related to student conduct, in addition to students filing academic and non-academic complaints, can be found on our website under "Student Rights and Responsibilities" or by following the link below:

<https://www.menominee.edu/academic-catalog/rights-responsibilities>

Support Services for High School Pathways Students

The College of Menominee Nation is pleased to be able to offer all high school pathways students the same academic support as our traditional students at no cost to them.

Below are some of the support services offered:

- Counseling Services
- Career Services and Placement Support
- Online Tutoring
- In-Person Tutoring
- Disability Services
- Transportation Assistance

Additional support services are continuously updated on our website and can be located on the Academic Support page, Student Resources and Disability Services page, and Career Services page or by following the links below:



Academic Support Page: <https://www.menominee.edu/student-life/academic-support>

Student Resources and Disability Services Page:

<https://www.menominee.edu/student-life/academic-support/student-resources-disability-services>

Career Services Page:

<https://www.menominee.edu/student-life/internships-and-student-employment/career-services>

Students can also email studentsupport@menominee.edu for additional support or questions.

Frequently Asked Questions (FAQs)

Why should I take dual credit courses?

Taking college courses early prepares students to make a smoother transition from high school to a four-year college or university.

Dual Credit offers students the opportunity to experience college before graduation from high school and refine skills necessary for continued success in collegiate work. Students are more likely to complete college and gain the technical skills necessary to get a job right out of high school.

Can I register myself for dual credit courses?

No. All Dual Credit students must have a high school official's approval for each term and course(s) they intend to enroll in. This ensures student success and high school graduation requirements are being met. Also, changes made to any schedules must also be approved by the high school official.

What if I'm a home school or private school student requesting to take college courses?

Home school students are eligible for Dual Credit courses when admission standards and requirements are met. For additional information, contact the Recruitment and Enrollment Manager at the College of Menominee Nation or email admissions@menominee.edu

Can I take courses online?

Most students are eligible to take courses online. The online learning environment is very different from the classroom. Successful students are self-motivated and determined. Your Academic Success Coach can help you determine if online courses are a good fit for you.

Can I take college courses during the Summer?

Yes! You may register for Summer courses through CMN's Academic Success Coach. It is important that your high school counselor approves your enrollment in these courses.

Will the grades I receive in dual credit appear on my high school transcript?

Yes, if the high school approves acceptance of the college credit. The student will receive a letter grade from the college, and the high school will assign a corresponding number grade for the high school portion of the course. Grades will appear on both high school and college transcripts.

Will my dual credit courses transfer?

Yes! Dual Credit Academic Core courses with a "C" or higher final grade are guaranteed to transfer to any Wisconsin Public College or University.



Contact Information

College of Menominee Nation Admissions

715-799-6226 ext. 3230
admissions@menominee.edu

College of Menominee Nation Disability Services

715-799-6226 ext. 3183
studentsupport@menominee.edu

Early College Credit Program: Department of Instruction (DPI) Contact Information

Karin Smith
608-267-3161
karin.smith@dpi.wi.gov