

CEP Guide for Student Success

P_NW



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Your Journey Starts Here





PURDUE UNIVERSITY NORTHWEST



On behalf of the Purdue University Northwest community, I would like to congratulate you on your acceptance into the Concurrent Enrollment Program (CEP).

You are now part of a nation-wide movement in education: high school students taking college courses while still in high school. The classes are taught at the college level by the high school instructors, using college syllabi, to teach the courses within their own classroom. The instructors are approved by PNW and have the same credentials as the on-campus faculty. The classes are recognized and accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) which allows students to transfer the courses to colleges and universities not only throughout Indiana, but also to many out-of-state institutions as well.

When you enroll in CEP at PNW, you become a member of the PNW student body, with the opportunity to access many university resources and take advantage of the many benefits PNW has to offer. Attend a campus event, take a campus tour to learn more about PNW, or visit the library. Our CEP program also offers college academic advising to high school students. No matter how many credits you're taking, your advisor will talk with you about your educational goals and how CEP can help.

As a student enrolled in a PNW dual credit class, you will work toward an actual letter grade which is recorded on a PNW transcript. Please note that academic scholarships, financial aid, and academic standing could be affected when you apply for admission to your college of choice based on those final CEP grades. Please be advised, as a college student, you alone will be in control of any additions or withdrawals on your schedule. Take these courses very seriously and do your best!

This presentation has been created to help you maximize your CEP experience. Please review this information to become more familiar with how the program works.

Wishing you a great year and an incredible CEP experience,
Rachel Meyers
Coordinator, Students & School Partnerships
Purdue University Northwest



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Student Benefits & Academic Resources

Student Benefits:

Save Money – An opportunity to earn college credit in high school at a reduced rate.

Challenge Yourself - Courses are college-level, so expectations may be higher.

Transferability – most courses will transfer to colleges and universities not only throughout Indiana, but also to many out-of-state institutions as well.
See [Indiana Course Transfer Equivalency Website](#)

Get your PNW ID – this will allow you to use on-campus resources and attend events.

Can help you get admitted to college - Grades earned become part of the student's permanent transcript, and can demonstrate your ability to be successful at the collegiate level

Get started on your degree from Purdue University Northwest - Credit earned is guaranteed to count at PNW

Academic Resources:

[PNW Library](#) - CEP students have full on-campus and online access to the PNW library. To access the online resources, you will need your myPNW info.

[Writing Center](#) - The PNW Writing Center supports student learning with one-on-one consultations on any writing project at any stage of the writing process.

[DegreeWorks \(myPNW plan\)](#) - A web-based program that enables CEP students to track academic progress toward degree completion at PNW.

[Tutoring](#) - Free academic assistance and tutoring is available to PNW students in a variety of locations and formats.

[Academic Advising](#) - As a CEP student, we want to ensure that you have the most accurate information on your courses, credits, and how enrollment in our program will have an impact on your future college plans.

Student Tip:

Think of college like your own adventure movie—and every hero needs a solid support team! Whether it's tutors, advisors, or campus services, don't hesitate to call in backup. Even Batman doesn't do it alone.

* Click on hyperlinks, for more information

Purdue Notice & Separation Policy

All students shall be placed on academic notice if his/her semester or cumulative Purdue GPA at the end of any semester is less than a 2.0.

A student may be removed from notice status at the end of the subsequent semester in which they achieve both semester and cumulative GPAs equal to or greater than 2.0.

If a student raises their semester GPA above a 2.0 but their cumulative GPA remains below, or vice-versa, they shall remain on notice.

A student on academic notice shall be academically separated from the University at the close of any semester in which both his/her semester and cumulative GPA is still less than a 2.0.

REMEMBER:
2.0, YOU'RE GOOD TO GO!

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Student Tip:

Expect the unexpected—and roll with it!
Schedules will change, plans might flop,
and surprises will pop up (some
awesome, some... less so).
Stay flexible, keep your sense of humor, and
treat every twist like part of the adventure.
You've got this!

myPNW Procedures



Activating myPNW

- Download the "DUO" app to your phone
- To activate the myPNW account for the first time, you will need to set up a password at password.pnw.edu using your PNW username (career acct) and PUID found in your email
- Fill in all 3 fields then activate.
- Once a password is created, go to www.pnw.edu and log in
- After logging in, it will show a prompt. You will need to select "Duo Mobile" for the authentication method, enter your phone number, and then a QR code will appear with instructions to scan it from inside the Duo Mobile app.
- Now you can log in at www.pnw.edu by using your career account/username and password. This will send a prompt to the DUO app. Enter the code and you will be signed in.
- If you run into any difficulty please contact our IS Helpdesk at 219-989-2888.

myPNW Procedures



Paying My Bill

Follow these steps:

Sign in to the student's myPNW account
In the Bills and Payments tab, click on Account Summary
Choose the payment option by clicking on the "Make a payment" button

If a parent or guardian is planning to pay, they will need to be designated as an Authorized User.

Adults can be given the ability to access account information.

In compliance with FERPA, student financial records may not be shared with a third party without written consent. Adding an authorized user is written consent that an individual may view account information and make payments on the your behalf. Please note that authorized users do not have access to their student's stored payment methods, academic records, or other personal information.

If you would like to pay via check, you can mail your check to:

Bursar Office

Purdue University Northwest

1401 S U.S. Hwy 421

Westville, Indiana 46391

If you would like to pay in person, with cash or check, payment can be made at the Bursar's office at either campus.

Student Tip:

Deadlines wait for no one—so don't ghost them!

Know when to drop, withdraw, and handle that tuition bill.

Future you will be chillin' stress-free and sending you a big high five.

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CONCURRENT ENROLLMENT STUDENT EXPECTATIONS & RESPONSIBILITIES

- 1 I understand that I will be admitted as a High School Non-Degree Seeking Student. To be considered for degree bound admission to PNW, I will need to apply as a degree seeking student with the [office of admissions](#).
- 2 I understand once my enrollment is complete, I will have access to the PNW Library and other on campus resources.
- 3 I understand any grades I earn as a concurrent enrollment partnership student through PNW will become part of my official, permanent college record. Any college course I take during high school will count towards my cumulative collegiate grade point average and could be considered in the future for scholarship purposes. My academic record could also be considered relevant as part of my degree-bound admission at Purdue University Northwest or any other institution.
- 4 I understand that if my tuition is not paid by the due date, I will be dropped from the course. No exceptions.
- 5 I understand that I must check [myPNW](#) account regularly to verify that my courses and payment records are correct.
- 6 I understand that I must order and send my transcripts and AP scores to the college of my choice.
- 7 I understand that I must follow the drop, withdraw and tuition payment deadlines.
- 8 I understand that regardless of my age or payment responsibility, only I will have access to my academic records at PNW. PNW will not share grades or other records with individuals, including parents and guardians, without my prior written consent.

Student Tip:

Life begins at the edge of your comfort zone—so go say hey! Try something new, strike up a convo, join a club... You never know when a “hi” might turn into a lifelong friendship or an epic memory!



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FAQs

What happens if I do not pay my tuition by the deadline?

If full payment is not received by the deadline, you will be dropped from the college credit portion of the class. This could affect your Academic Honors Diploma. Once dropped, a student cannot be reregistered. No exceptions!

How will I be billed?

You will only receive a payment notice through your myPNW student portal (and to the email of the authorized user).

How do I get a copy of my transcript

Effective January 13, 2025, Purdue University/PNW transcript services has transitioned to the use of Parchment for all your transcript needs.



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FAQs Cont.

If I do not attend PNW after high school, will these courses transfer?

PNW is fully accredited by the NACEP. Therefore, PNW credits are highly transferable to many other colleges and universities nationwide; however, credit transferability is ultimately at the discretion of the accepting institution. Concurrent Enrollment students will have access to an official PNW transcript with their courses and grades to send to any other college or university. The website transferin.net will allow you to see how your credits will transfer between Indiana institutions.

How do I know when deadlines are for each semester

Check on our [website](#) to stay up to date on all important information.

Student Tip:

School isn't just about textbooks and deadlines—make time for fun, friends, and recharging. Balance is your secret weapon to avoid burnout and keep the good vibes going!



PURDUE UNIVERSITY NORTHWEST (FAQs Cont.)

Do I need to fill out a new application if attending PNW after high school?

Yes.

If attending PNW after high school, a PNW undergraduate application needs to be filled out.

Find the application [here](#):

Are there scholarships available to PNW after high school?

Yes.

PNW offers a variety of scholarships to recognize student achievement and provide financial assistance to help with the cost of an education. CEP offers five \$1000 scholarships to anyone with 3 PNW credits, taken in high school, that plans on attending PNW after graduation. Find the CEP scholarship application [here](#):

Additionally, the Office of Financial Aid offers additional scholarships as well. Check out their [website](#) to see what they have to offer!

Accessibility Services

Students enrolled in concurrent enrollment courses who have an IEP or 504 plan in their school coursework are eligible for the same accommodations provided by the IEP/504 plan per Indiana State Law. It is prudent, however, to discuss the accommodations with the instructor of the course, the case manager, and the BSU Accessibility Services office to help prepare the student for post-secondary expectations. Some accommodations or modifications in coursework that are appropriate at the secondary level, are not appropriate at the college level and might not be available to you in college, after high school. To help you prepare for this transition, the BSU Accessibility Services office is available for consultation. Feel free to contact the Accessibility Services Office (accessibility@bemidjistate.edu) if you have any questions or concerns about your accommodations.

Student Tip:

Adulting 101: It's not scary, we promise! Learn how to conquer laundry, whip up some go-to meals, and keep your wallet from ghosting you. Future you will be so impressed.

Educational Rights and Privacy Act (FERPA)

According to the US Department of Education, the FERPA policy regarding concurrent enrollment students states: "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules." BSU's practice regarding FERPA is to exercise caution and we may request additional information from a student before talking with or releasing specific information to anyone other than the student themselves. Although you can sign a release so that your parent or someone else has access to your private information, most faculty prefer speaking with a student directly about course and grade concerns, rather than to parents. For additional information please see the US Department of Education website at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Go Pride!
We're glad you're here!

PNW



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