

# EARLY COLLEGE HANDBOOK

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Welcome to the Bethel University Early College Program (<https://www.bethel.edu/undergrad/admissions/apply/early-college/>)! Bethel University provides opportunities for students to experience college coursework while completing high school. These programs are available to high school juniors and seniors through Dual Enrollment or PSEO. Our online and on-campus program options make this opportunity accessible to you wherever you live.

PSEO and dual enrollment students can enroll in most classes at Bethel, giving you the flexibility to work on general education credits and a college major all in your final years of high school. Residents of Minnesota should apply for PSEO (<https://www.bethel.edu/undergrad/admissions/apply/early-college/pseo/>), while those who live outside of Minnesota should apply for dual enrollment (<https://www.bethel.edu/undergrad/admissions/apply/early-college/dual-enrollment/>).

Students can participate in courses on campus, online or both. A separate application is not required to change format after you are accepted.

## About Bethel University

Bethel University is a leader in Christ-centered higher education with nearly 4,700 students from 50 states and 10 countries enrolled in undergraduate, graduate, seminary, and adult education programs. Based in St. Paul, Minnesota, Bethel offers bachelor's and advanced degrees in more than 100 fields. Educationally excellent classroom-based and online programs equip graduates to make exceptional contributions in lifelong service to God and the world.

## Admission Standards

To apply for dual enrollment courses at Bethel, you must:

- Be a junior or senior in high school by the time you start classes
- Either have a GPA of at least 3.0 or submit a qualifying test score (ACT composite score of 24+ or 75th percentile on a standardized test)

## Accreditation

Bethel University is accredited by the Higher Learning Commission and is a member of the North Central Association ([www.hlcommission.org](http://www.hlcommission.org); 312.263.0456). The academic program at Bethel University is enriched by its membership and participation in programs of the Christian College Consortium and the Council for Christian Colleges and Universities. Bethel University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

## Degree Details

Early College students can see how a BA/BS degree is completed with an A.A. through contacting an Early College Advisor for a plan. A.A. degrees are only awarded after Bethel receives a transcript from the high school stating the high school diploma has been awarded.

Below are the Associate of Arts Degree Requirements. Early College students are exempt from the transfer level requirements as part of the Associate of Arts (A.A.) requirements: 2b.

## Associate of Arts (A.A.)

1. A cumulative GPA of at least 2.0.
2. A minimum of 60 semester credit hours. Of these, the following must be taken in programs that meet Bethel residency requirements:
  - a. at least 28 credits.
  - b. SOCS110 for students in Transfer Level A.
  - c. Specific courses in a program may be required to be taken in residence.
3. Completion of required courses, lower-division general education curriculum and electives, distributed as indicated.
4. Upon completion of requirements 1–3, participation in a commencement ceremony is expected. The Application for Commencement must be submitted to the College of Adult & Professional Studies.

### General Requirements

General requirements allow for inclusion of credits from a higher level. Students graduate under the requirements of the most current catalog at the time they enter Bethel for the last time. Any substitutions are determined by the College of Adult & Professional Studies.

A bachelor's degree will not be awarded until at least one academic term after an associate's degree has been awarded.

Courses must meet the Goal Area requirements (<http://catalog.bethel.edu/adult-professional-studies/academic-information/caps-courses-goal-area/>) below:

Goal Area 1: Communication	8 credit minimum: including an Academic Research Writing course (Category R)
Goal Area 2: Critical Thinking	6 credit minimum: SOCS 110 is required in residence for Transfer Level A
Goal Area 3: Natural Sciences	8 credit minimum
Goal Area 4: Mathematical/Logical Reasoning	3 credit minimum
Goal Area 5: History and the Social and Behavioral Sciences	9 credit minimum
Goal Area 6: The Humanities and Fine Arts	6 credit minimum

## Degree Requirements

### Associate of Arts Degree

Requirements for the degree (60 semester credit hours in total) include 40 semester credits of general education courses and 20 semester credits of elective courses. These requirements can usually be met in two years of full-time study, and they meet the requirements of the Minnesota Transfer Curriculum. Students transferring in 45 credits or fewer are required to take SOCS 110.

General Education requirements for the A.A. degree. (<http://catalog.bethel.edu/adult-professional-studies/academic-information/general-education-requirements-associate-arts-degree/>)

Code	Title	Credits
<b>General Education (See below for more details)</b>		<b>Credits</b>
Goal Area 1: including an Academic Research Writing course		8
Goal Area 2		6
Goal Area 3		8
Goal Area 4		3

Goal Area 5	9
Goal Area 6	6
<b>General Education Total</b>	<b>40</b>
<b>Elective Courses</b>	<b>20</b>
<b>Total Credits</b>	<b>60</b>

A list of the courses which fulfill each Goal Area is available on the CAPS Courses by Goal Area page (<http://catalog.bethel.edu/adult-professional-studies/academic-information/caps-courses-goal-area/>).

## Academic Policies

The below academic policies are linked to the catalog. Some additional information to these policies for Early College students will supplement the policy topics below.

- Academic Honesty (<https://catalog.bethel.edu/arts-sciences/general-information/academic-honesty/>)
- Academic Progress (<https://catalog.bethel.edu/arts-sciences/general-information/academic-progress-probation-dismissal/>)
- Course Policies, Grades & Concerns (<https://catalog.bethel.edu/arts-sciences/general-information/course-policies-grades/>)
- Drop/Withdraw Dates (<https://catalog.bethel.edu/arts-sciences/academic-calendar/>)

Online 8 week courses may have slightly different breaks and deadlines. Reach out to Early College Advising for specific details.

- PSEO Student housing (<https://www.bethel.edu/undergrad/student-life/residence-life/sign-up/new-students/pseo/>)
- Summer School and non-PSEO reimbursable courses

Students are able to participate in summer school between their junior and senior year of high school. Classes are billed to the student at a rate similar to the PSEO rate reimbursed by the state of Minnesota. See more about Summer Term on the PSEO website (<https://www.bethel.edu/undergrad/admissions/early-college/pseo/>).

Students may also participate in theology and Bible courses throughout the school year at the summer school rate. Since these courses are not reimbursed by the state of Minnesota, students will be billed.

- Textbooks

Students are not charged for the cost of books. Online courses will have texts loaded into the Moodle course site. On campus classes will have their textbooks available in the campus bookstore prior to the start of the semester. These texts do need to be returned to the bookstore or you will be charged for them.

It is industry standard that used texts have a maximum of 5 pages with highlighting or writing in them. Students are encouraged to use post it notes on pages for note taking. Students will be charged if there are more than 5 pages with writing on them. This does not include workbooks.

## Online Courses

These may vary by semester. (on campus courses are listed online and students can participate in most courses as long as they meet the prerequisites)

### **BIO 120 • Introduction to Molecular and Cellular Biology** 3 Credits

An introduction to cellular and subcellular aspects of living organisms. Includes a study of basic chemistry, biological molecules, cells, enzymes, metabolism, classical genetics, and molecular genetics.

*Corequisites: Concurrent registration in BIO 120D is required. Offered: Fall, Spring. Special Notes: This course is intended for nursing and other science related majors.*

### **BIO 120D • Introduction to Molecular and Cellular Biology Lab** 1 Credit

Laboratory experience accompanying BIO 120.

*Corequisites: Concurrent registration in BIO 120 is required. Offered: Fall, Spring.*

### **BUS 101 • Introduction to Business** 3 Credits

Introduction to business and business strategy within the global economic environment. Identification of business structures, market strategies, and the concepts of leadership and management.

Exploration of key business functions, typical roles, entry points, and career paths. Application of business evaluation and problem-solving within a Christian worldview.

*Offered: Occasionally.*

### **BUS 130 • Business Problem Solving** 3 Credits

A foundation for understanding and solving business and economic problems. Introduction to business and economic concepts, terminology, and problems along with the mathematical skills needed to solve problems. Emphasis on understanding problems, solutions, and decision making, as well as developing critical-thinking skills needed for success in business and economics.

*Offered: Fall, Spring.*

### **BUS 213 • Personal Financial Literacy** 3 Credits

Exploration of fundamental personal financial management topics. Learners make values-based financial decisions. Using a variety of tools to evaluate risk and make choices regarding debt management, savings, budgeting, investing, and long-range personal financial planning.

*Offered: Occasionally.*

### **BUS 285 • Information and Organizations** 3 Credits

Examination of both information and information systems including their use in making knowledge based decisions and analyzing strategic organizational goals. Identification of quality information that is required for organizations, as well as applicable ways to store, organize, and retrieve this information securely. Consideration and discussion around the ethical issues and policies organizations face.

*Offered: Occasionally. Special Notes: This course carries cross-credit in CAPS.*

### **CHE 101 • Introduction to Chemistry** 3 Credits

Overview of atoms—their composition, ability to form bonds, and ability to interact as molecules. Open to all students but tailored for nursing and allied health fields.

*Corequisites: Concurrent registration in CHE 101D is required. Offered: Fall, Spring.*

### **CHE 101D • Introduction to Chemistry Lab** 1 Credit

Laboratory experience accompanying CHE 101.

*Corequisites: Concurrent registration in CHE 101 is required. Offered: Fall, Spring.*

### **CHL 110 • Introduction to Healthcare** 3 Credits

An introduction to various health professions and the healthcare system in the United States.

Emphasis on understanding the healthcare system, current issues in healthcare, and healthcare career paths. Development of healthcare literacy and navigating healthcare culture. Students examine education, training, and licensure and/or certification requirements for potential careers.

*Offered: Fall, Spring.*

**COM 122 • Conflict Management and the Social Scientific Perspective 3 Credits**

Applies samples of social scientific reasoning and research in psychology, sociology and social work to the challenges of conflict management, forgiveness, and reconciliation. Students reflect on the relevance of social scientific models as they relate to their own lives and consider applications in their workplaces, families, and social spheres.

*Offered: Annually.*

**COM 164 • Basic Communication Skills 3 Credits**

An examination of the fundamentals of the human communication process. Emphasis on communication in these areas: interpersonal, small group, public speaking, and computer mediated. Concentration on how meaning is created, communicated, and transformed within personal, professional, and global contexts.

*Offered: Occasionally.*

**ECO 202 • Principles of Microeconomics 2 Credits**

An introductory course in microeconomics that helps students understand how economic decisions are made by individuals and firms and how these decisions affect the overall functioning of the economy. Topics include: supply and demand, elasticity, government policies, production and cost, market structures, and market failure.

*Offered: Fall, Spring. Special Notes: It is expected that students take ECO 202 and ECO 203 in the same term.*

**ECO 203 • Principles of Macroeconomics 2 Credits**

An introductory course in macroeconomics that helps students understand how the economy as a whole functions and how government policies can affect economic outcomes. Topics include: measures of economic aggregates like GDP, inflation, and unemployment, the study of concepts like aggregate demand and supply, and monetary and fiscal policy.

*Offered: Fall, Spring. Special Notes: It is expected that students take ECO 202 and ECO 203 in the same term.*

**ENJ 100 • How Stories Change the World: How to Read & Why 4 Credits**

Introductory exploration of great stories (both poetry and prose) and their power to illuminate the human experience, connect with readers' minds and hearts, and portray great ideas, hopes, joys, and sorrows. Students gain experience interpreting literature with greater comprehension and pleasure.

*Offered: Fall or Spring.*

**ENJ 104 • Successful Writing 3 Credits**

Development of skills necessary for expressing oneself competently through writing. Emphasis on the writing process, critical thinking, sensitivity to audience, core documentation skills and responsibilities, and revision (with peer and instructor feedback).

*Offered: Occasionally.*

**GES 112 • College Composition 3 Credits**

Development of skills necessary for expressing oneself competently through writing. Emphasis is on the writing process, critical thinking, sensitivity to audience, core documentation skills and responsibilities, and revision (with peer and instructor feedback).

*Offered: Occasionally.*

**ENS 100 • Environmental Studies 3 Credits**

Examination of how science, engineering, and economics work together to address and solve environmental problems. Exploration of the importance of the scientific method as it relates to the environment, conservation of resources, and energy. Evaluation of case studies will develop a deeper sense of stewardship to our planet.

*Offered: Occasionally.*

**GES 112 • College Composition 3 Credits**

Development of skills necessary for expressing oneself competently through writing. Emphasis is on the writing process, critical thinking, sensitivity to audience, core documentation skills and responsibilities, and revision (with peer and instructor feedback).

*Offered: Occasionally.*

**GES 125 • Introduction to the Creative Arts** 4 Credits

Highlights the crucial experience of the creative arts; develops literacy in artistic language. Art forms may include dance, film, literature, music, theater, and visual arts. Stylistic, social, and historical contexts examined in light of various themes: death/despair, humor, relationships, and religion. Critical interaction and reflection from a variety of perspectives.

*Offered: Fall, January, Spring.*

**GES 141 • Physical Wellbeing** 3 Credits

Synthesis of current evidence-based knowledge empowering healthy decisions around nutrition, fitness, emotional, and spiritual well-being. Identification of patterns of stress reduction through spiritual and physical health. Explanation of biological processes in the body. Analysis of the influence of culture, media, technology, and other factors on health.

*Offered: Occasionally.*

**GES 150 • Responding to the Arts** 3 Credits

Cultivation of critical reading and writing skills through examination of artistic “texts” from a variety of genres: literature, drama, cinema, music, or the visual arts. Discernment of rich dimensions of the texts—technique, genre, social-historical context—and reflect on their spiritual signification.

*Offered: Occasionally.*

**GES 160 • Inquiry Writing Seminar** 3 Credits

While exploring a topic of interest, students learn college-level skills in research, writing, and presentation. Collect, summarize, and evaluate sources. Formulate, develop, and support a thesis; document; plan, draft, edit. Consideration of rhetorical situation (purpose, audience, message). Develop, organize, and deliver oral presentations. Formative feedback from peers and instructor.

*Offered: Fall, Occasionally January, Spring.*

**GES 163 • Academic Research and Writing** 3 Credits

Development of core academic skills in research and writing. Critical evaluation of rhetorical persuasion, forming and answering research questions, testing theses through consultation of scholarly sources, and formal documentation of research sources.

*Offered: Occasionally.*

**HIS 200L • History of the United States** 3 Credits

An exploration of United States history from early Native American communities to the present. Particular attention paid to primary sources that allow for an examination of the interaction of social, cultural, economic, political, and religious movements.

*Prerequisites: GES 130 and GES 160 (may be taken concurrently) or GES 244 (may be taken concurrently).*

*Offered: Fall.*

**LEA 100 • Emerging Leaders** 3 Credits

An introduction to leadership with a focus on effective characteristics and practices of leadership theories, leadership styles, core leadership competencies, individual self-discovery, management, followership, and integration of faith and leadership. Opportunities given for students to identify, clarify, and develop individual leadership skills and abilities.

*Offered: Summer.*

**LEA 101 • Personal Mission and Leadership Development** 3 Credits

Development of an understanding of personal mission and a study of the application of that mission to leadership. Emphasis on identifying personal talents and gifts, and developing leadership goals for future roles.

**MAT 101M • Mathematics for the 21st Century** 3 Credits

Mathematical ideas that a liberally educated person should be familiar with in order to function well in a technological society.

*Prerequisites: Two years of high school algebra, including logarithms and exponential functions. Special*

*Notes: This course carries cross-credit with MATH 180. Offered: Fall, Spring.*

**MAT 124M • Calculus 1** 4 Credits

A mathematical foundation for future college courses and beyond. Introduces the concepts and methods of the derivative and the integral, demonstrating how they are applied in real-world modeling situations. Topics are examined graphically, numerically, and algebraically, including using a symbolic computer algebra system to aid with understanding.

*Prerequisites: Satisfactory completion of the Math and Computer Science department placement exam or MAT 123M and Satisfactory completion of the Math and Computer Science department placement exam or Equivalent high school or college course(s) and Satisfactory completion of Math and Computer Science department placement exam. Offered: Fall, Spring. Special Notes: For Placement information, see: <https://www.bethel.edu/undergrad/academics/math-cs/placement-exams>*

**POS 100 • American Politics and Government** 3 Credits

Structure and workings of major parts of the United States national government, such as the Constitution, the presidency, Congress, the courts, the electoral process, and others. How these institutions help Americans deal with significant current issues.

*Offered: Fall, Spring.*

**PSY 100 • Introduction to Psychology** 3 Credits

Methods, theories, and principal findings of psychological investigation.

*Offered: Fall, Spring.*

**PSY 215 • Social Psychology** 3 Credits

Behavior and experience of individuals and groups in relation to other individuals and groups. Theory, method, and findings in areas such as conformity, persuasion, social cognition, attraction, altruism, aggression, prejudice, group behavior, and applied topics.

*Prerequisites: PSY 100. Offered: Fall, Spring.*

**SOC 255 • Introduction to American Culture** 3 Credits

Exploration of various diversity issues within the United States, particularly as they impact personal experience, identity, relationships, and opportunity. Examination of personal values, assumptions, and perspectives as they relate to diversity and strategies for approaching diverse or conflicted settings with a biblical, peacemaking stance.

*Offered: Occasionally.*

## Student Resources

Bethel University will grant students enrolled in Early College a student email account which will grant them access to Bethel Professors, the Bethel library and IT Support, when needed. Course syllabi and Moodle sites will have links to extensive resources, from technology to academic support.

Moodle and MyBethel are the online platforms Bethel uses for online courses, access to Bethel library and textbooks. Students will be given login information to have their individual Moodle accounts.

Bethel also has an online academic resource center (<https://www.bethel.edu/graduate/academics/support/>) that students may be able to utilize for math and writing as a student enrolled at Bethel. Student on Bethel's main campus can also access Academic Enrichment and Support Center (<https://www.bethel.edu/undergrad/academics/support/>)