TMCC
Dual Credit Handbook

Welcome to Turtle Mountain Community College! The administration, faculty, and staff are delighted that you have chosen to begin your college career with TMCC. Whether a student, parent, or secondary school administrator or staff, we are excited to have you as part of the Dual Credit/Early Entry Program!

This handbook has been prepared for high schools that are interested in creating partnerships for student success. It is a great resource of our program's policies and procedures for not only the high school student but also parents and school administrators.

8-31-2020

Contents

Turtle Mountain Community College Dual Credit and Early Entry Policy

This Guide supplements the Dual Credit/Early Entry program agreements between Turtle Mountain Community College (TMCC) and local school systems. It describes the terms under which TMCC grants **college credit** for courses taken by high school students. **High school credit** for the same courses is governed by policies of the students' high schools.

All students who enroll at TMCC should be familiar with the current TMCC catalog, the schedule of classes, and the student handbook. Upon termination of Dual Enrollment status students who wish to pursue a degree must comply with the general admissions requirements as stated in the *catalog* (i.e., new application for admissions, diploma from an approved accredited high school/GED, Tribal Enrollment verification (card or form 2232) if applicable, and signed FERPA document).

Purpose

The purpose of the Dual Credit and Early Entry program is to allow eligible high school students to enroll in college classes concurrently with high school classes and to receive both high school and college credit.

Description of a Dual Credit Student

A "Dual Credit" student is enrolled in courses on the TMCC campus either in person or online, or at an approved high school, and earns credits that count toward high school graduation as well as toward a college certificate or degree. A dual credit student is a current high school student who has earned 6 or more units of high school credit. Credits earned by "Dual Credit" will be banked at TMCC until all admissions requirements are satisfied. A student who wishes to apply for dual credit must get written approval of a high school principal/superintendent and registrar prior to registration. A dual credit student may enroll for a maximum of 8 semester hours per semester.

Description of an Early Entry Student

An "Early Entry Student" is a high school student who has earned at least 20 or more units of high school credit and who has a High School cumulative GPA of at least 3.00, and be recommended by the high school principal or his or her official designee. An early entry student may enroll for a maximum of 8 semester hours per semester

Student Responsibilities

It is the responsibility of any student who is seeking admissions in either the "Dual Credit" or "Early Entry" program to follow all TMCC policies and procedures. The basic policies and procedures are outlined in this document but the student is also responsible to review the TMCC catalog on a periodic basis to ensure the students is meeting all standards set forth.

Admission Policy

Dual Credit Student

An applicant wishing to be considered for admission for "Dual Credit" must have the following documents on file:

- A complete application for admission; (must apply online for admission to TMCC at www.tm.edu)
- An official transcript from an accredited or approved high school showing proof that the student has earned 6 or more units of high school credit.
- Have a Cumulative High School GPA of 3.00 or higher, unless approved by a designated high school administrator.
- A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe (if applicable).
- A completed FERPA (Family Educational Rights Privacy Act) form.

Early Entry Student

An applicant wishing to be considered for admission as an "Early Entry Student" must have the following documents on file:

- A complete application for admission; (must apply online for admission to TMCC at www.tm.edu)
- An official transcript from an accredited or approved high school showing proof that the student has earned 20 or more units of high school credit.
- Letter of recommendation from high school principle or his or her official designee.
- Have a Cumulative High School GPA of 3.00 or higher, unless approved by a designated high school administrator.
- A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe (if applicable).
- A completed FERPA (Family Educational Rights Privacy Act) form.

Student Responsibility:

- All students must be familiar with the TMCC catalog and student handbook, these documents can be found on the TMCC website at www.tm.edu. All students are considered TMCC students and must adhere to the policies of TMCC.
- All students are responsible for their own transportation if they are enrolling in classes that are held on the TMCC campus.
- All students are responsible for internet access if they are taking online classes from TMCC.

Registration

Students are required to submit all information required to register for a course.

Placement

TMCC requires all students who enroll to take placement test in the areas of Math and English. Students wishing to participate in dual credit or early entry program will be required to take a placement test if they are wishing to enroll in any courses within the above departments. Students can contact the Registrar to arrange an appropriate time to take the test.

Tuition and Fees Payment

Students enrolled in a dual credit or early entry program are considered "special students" and are not fully admitted to our campus. Because of this, most students are not eligible for financial aid and students themselves are responsible for the cost. Students will pay the tuition rate per credit hour as outlined in the TMCC catalog. Students who qualify for free and reduced lunch should fill out the Bank of North Dakota Dual Credit form through North Dakota College Access Network (NDCAN)-applications can be found online at www.nd-can.com.

Drop/Withdrawal

All students are responsible to file the required paperwork for withdrawing from their class(es) if the need to should arise. All students must withdraw in accordance to the dates shown in the academic calendar which can be found on the TMCC website.

Grades

The grade reported on the high school transcript will be identical to the grade reported on the college transcript. A high school operating under a weighted grading scale may assign a higher point value to the grade for calculating GPA but may not assign a higher grade to the course. All grades will be submitted according to the TMCC academic calendar.

Dual Credit Courses

Students choosing the dual credit program have two delivery methods to choose from, they are outlined as follows:

- Classes offered at the high school. The students attends regular class at their high school. Contact the Dean of Academics for a list of dual credit courses.
    - Additional course as articulated between Turtle Mountain Community High School and
    - Turtle Mountain Community College.
- Class offered at Turtle Mountain Community College: Requirements are as follows:
    - Students can take any course offered by TMCC.
    - Students will need to get prior approval from the school administration to take a course offered at TMCC. Please use the attached Dual Credit/Early Entry Registration Form. All signatures are required prior to enrollment.

Reminder: regardless of which delivery method chosen, all students need to meet the admissions guidelines. No exceptions will be allowed.

Turtle Mountain Community High School Policies

The following is the Turtle Mountain Community High School policy on post-secondary enrollment.

Post-Secondary Enrollment (GACCA) (Proposed)

The District shall comply with state law concerning dual enrollment. Student must be eligible, under state law, to enroll in dual credit courses in order to participate in the program. The Superintendent shall make a determination of the number of college credits for which an eligible student is permitted to enroll on a case-by-case basis based on, but not limited to, the following:

1.   The student's grade point average, which is recommended as 3.0 or above for academic courses and 2.5 for CTE courses.
2.   A recommendation by counselor or principal.

In addition to allowing students to enroll in college-level courses taught by post-secondary institutions, the District may offer courses that qualify for dual credit in cooperation with eligible institutions. Students enrolled in these courses may apply to TMCC for dual credit. Information about the requirements set forth by TMCC will be available from the high school counselors, high school teachers of qualified courses and the Dean of Academics.

North Dakota Department of Public Instruction Policy

The following is the North Dakota Department of Public Instruction Policy on Dual Credit.

CHAPTER 15.1-25 Postsecondary enrollment

15.1-25-01-Postsecondary enrollment options program
Any North Dakota student enrolled in grade ten, eleven, or twelve in a public high school is eligible to receive high school and postsecondary credit for the successful completion of an academic course offered by any postsecondary institution accredited by a regional accrediting organization or a career and technical education course offered by a postsecondary institution in a program accredited by a national or regional accrediting organization recognized by the United states department of education.

15.1-25-2 Permission to enroll-notification-Credits
Before enrolling in a course for credit under this chapter, the student must obtain written permission from the student's school district superintendent. The student's school district superintendent shall determine the number of credits for which the student is eligible and shall include the number of credits on the document granting permission required by this section. For purposes of determining credit, a three-semester-hour course offered by a postsecondary institution is equivalent to a full semester high school course offered by a postsecondary institution is equivalent to a full semester high school course. Upon the student's successful completion of the course, the postsecondary institution shall notify the student's school district superintended of the fact.

15.1-25-03 Costs of attendance-Responsibility of the student
The student and the student's parent or legal guardian are responsible for all costs of attendance at a postsecondary institution under this chapter. For purposes of this section, "costs" includes tuition, fees, textbooks, materials equipment, and other necessary charges related to the course in which the student has enrolled.

15.1-25-04 Transportation-Responsibility of the student
The student and the student's parent or legal guardian are responsible for transportation arrangements and all costs of transportation associated with a student's attendance at a postsecondary institution under this chapter.

15.1-25-05 Per Student payments-Extracurricular activities
A student attending a postsecondary institution under this chapter is deemed to be in attendance at the student's school district of residence for the purposes of calculating per student payments and for purposes relating to the student's eligibility to participate in high school extracurricular activities.

15.1-26-06 Courses-Statutory and regulatory exemption
The courses for which dual high school and postsecondary credit are available under this chapter are postsecondary courses and are exempt from any statutory or regulatory provisions otherwise applicable to high school courses and to the individual by whom high school courses are taught.

Dual Credit Policy-Application and Approval Process
The following is the North Dakota Department of Public Instruction Application and Approval Process.

Application Process
- Schools should produce a list of acceptable dual credit courses or a student should OK the classes they wish to take for dual credit with their local school administrator if they are not on the list.
- Student applies for college admission, completing college application for enrollment. This is turned in to the student's college.

- Students who qualify for free and reduced should fill out the Bank of North Dakota Dual Credit Form and mail the completed form to: Bank of North Dakota, PO Box 5509, Bismarck, ND 58506-5509.

Entrance Requirements

Colleges use the ACT (preferred), SAT, COMPASS, PLAN, or College Board Accuplacer scores for student dual credit placement. Scores for admittance are:

	ACT	SAT	COMPASS	PLAN	ACCUPLACER
ENGLISH	English sub Test	Writing	Writing Skills	English sub Test	Write Placer
English 110	18	430	77	15	5

	ACT	SAT Critical	COMPASS	PLAN	ACCUPLACER
MATH	Math sub test	Reading+ Math	Algebra	Math sub test	Elementary Algebra
Math 103	21	990	49	19	116

Credit

- 3 - 4 semester hour college classes will be awarded ½ unit of high school credit
- 5 semester hour college classes will be awarded 1 unit of high school credit
- Rarely, a 2 semester hour college class will be offered. This equates to ¼ unit of high school credit. **BE CAREFUL – ¼ credit does not cover the scholarship requirement of ½ credit. ¼ credit also does not help when taking a math credit beyond Algebra II since the student would still need ¾ of a credit.**

Duration of course

A dual credit course must be, at maximum, a semester in length. A dual credit course taught in a high *school may not exceed a semester* in duration.

Traditional schedule
- 3–4 semester hour college classes will be taught for one period a day each day for one semester
- 5 semester hour college classes will be taught for two periods a day each day for one semester

Block schedule
- 3–4 semester hour college classes will be taught for one block period a day for 9 weeks
- 5 semester hour college classes will be taught for one block period a day for 18 weeks

Modified block schedule with A/B classes

- 3–4 semester hour college classes taught in an A/B class under block scheduling will be taught every other day for one block period for 18 weeks
- 5 semester hour college classes may be taught in an A/B class under block scheduling for two block periods every other day for 18 weeks

Grades

- The grade reported on the high school transcript will be identical to the grade reported on the college transcript.
- A high school operating under a weighted grading scale may assign a higher point value to the grade for calculating GPA but may not assign a higher grade to the course**.**

Mixed enrollment in dual credit classes

It is the strong recommendation of the Department that only students enrolled for dual credit are placed in a dual credit course taught in the high school. The ND University System may dictate policy relative to this enrollment.

A student enrolled in a dual credit class (college class for which a student receives both high school and college credit) is enrolled in a COLLEGE class. All policies relative to attendance, curriculum, grading, etc. are determined by the college. The geographical location of the course (college campus, ITV, high school classroom, online/computer, etc.) may not pose justification for deviation from the college regulations and policies.

The ND Department of Public Instruction (NDDPI) and the ND University System (NDUS) would like to thank all of the North Dakota educators who contributed to the development of this unified policy and guidelines. It is our sincere hope that this policy definition will provide greater clarity in the operation of our state's dual credit programs.

If you have further questions regarding the revised process, please contact either Davonne Eldredge, NDDPI (deldredge@nd.gov or 701-328-4525), Claire Gunwall, NDUS (claire.gunwall@ndus.edu or 701-328-4140) for further clarification.

NDPI Policy-Revised April 17, 2013

Turtle Mountain Community College Responsibilities

Turtle Mountain Community College will have the following responsibilities.

Admissions
- The TMCC Admissions Office Staff will work directly with students, parents and school administrators with the full admissions process.
- It will be the effort of the Admissions Office staff to complete all applications for admissions in a timely manner, please allow up to three workdays for notification of missing documents or if you are accepted to take dual credit or early entry courses.
- The Admissions Office Staff will notify students in writing of their admittance status at TMCC.

Registration
- The TMCC Registrar will work directly with students, parents and school administrators through the full registration process.
- Once all admissions requirements have been met, the registrar will process the student's application to enroll in Dual Credit or Early Entry courses.
- The student will be notified by the Registrar of their enrollment status through a student course schedule report.

Grades
- The TMCC Registrar will process grades according to the TMCC academic calendar.
- Any student who has a hold will not be allowed to receive their Official Academic Transcript.

Business Office
- The TMCC Business Office Staff will notify the student of their tuition and fees statement in a timely manner, the first statement for the semester is printed after the last day to add a class.
- Tuition and Fees statements will be mailed to the students mailing address on file with the student services department.
- If the student receives funding assistance from the Bank of North Dakota NDCAN program, the business office will submit all required tuition statements to the Bank of North Dakota in a timely manner.

Required Tuition and Fees Schedule

Tuition and Fees Per Credit Hour 2020-2021

Credits	Tuition	Student Activities	Technology Fees	Total
1 Cr	$74.00	$9.00	$0.00	$83.00
2 Cr	$148.00	$18.00	$0.00	$166.00
3 Cr	$222.00	$27.00	$0.00	$249.00
4 Cr	$296.00	$36.00	$0.00	$332.00
5 Cr	$370.00	$45.00	$0.00	$415.00
6 Cr	$444.00	$54.00	$2.00	$500.00
7 Cr	$518.00	$63.00	$2.00	$583.00
8 Cr	$592.00	$72.00	$2.00	$666.00
9 Cr	$666.00	$81.00	$2.00	$749.00
10 Cr	$740.00	$90.00	$4.00	$834.00
11 Cr	$814.00	$99.00	$4.00	$917.00
12 Cr	$888.00	$108.00	$4.00	$1,000.00

Additional Costs

A $25.00 Registration fee will be charged each semester to all students regardless of the number of credits enrolled.

Transcript Fee

The Turtle Mountain Community College has authorized the National Student Clearinghouse to provide official transcript ordering via the Web. Transcripts are transmitted through Pick-up, US Mail, Clearinghouse Electronic Exchange, or Secure Electronic PDF. Unofficial transcripts can be printed through a student's single sign on account, under Jenzabar > Students > Academic Information > Unofficial Transcript, then select PDF on the bottom section to print.

You will need a valid major credit card and an e-mail account to order a transcript online. Your card will only be charged after your order has been completed. The cost per transcript is $5. There is an additional charge Clearinghouse Electronic Exchange and Secure Electronic PDF.

Textbooks

A Textbook/Supplies usage fee will be assessed based on the number of credits enrolled. All students will be assessed the fees regardless of whether textbooks are required in the class or not (example: CD's). The chart below specifies the rate assessed.

Books will be provided on a textbook usage basis ONLY. All students will be charged a textbook usage fee based on the table below.

Textbook Usage fee table based on credit hours enrolled per semester	
1-3 (credits)	$25 or buy the book(s) whichever is less
4-6 (credits)	$50
7-11 (credits)	$75
12 and above (credits)	$100

If the textbook includes a cd and the student loses the cd, or it is returned damaged, the student will be assessed a replacement fee.

Textbooks can also be purchased if the student decides to do so.

Textbooks must be returned within five days of the end of the semester. Students who do not return textbooks will be billed the full price of the textbooks.

Students that return textbooks damaged will be assessed the full price of the textbook.

Other Course Costs

For some courses, a fee is charged to cover rental of equipment and facilities or for materials that student will need. However, a student can fulfill their requirements without enrolling in a class that requires a fee. The fee is variable depending on the class.

Application for Admissions   **Turtle Mountain Community College**
                                    PO Box 340, Belcourt ND 58316
                                    Phone: (701) 477-7862 Fax: (701) 477-7892
                                    www.tm.edu

I am applying for admissions: [ ] First-Time Student [ ] Transfer Student   [ ] Returning Student   ( ) Dual Credit Student

*First-Time Student-never attended TMCC or any other college/university   *Transfer Student-never attended TMCC but did attend other college/university

*Returning Student-previously attended TMCC   * Dual Credit Student – Taking college courses through their high school

Have you previously applied at TMCC: [ ] Yes   [ ] No   If yes, what year: _____

What term are you entering: [ ] Summer Term [ ] Fall Term   [ ] Spring Term   Entering Year: _____

Enrollment Status: [ ] Full Time [ ] Part Time

Legal Name: (as appears on legal documents, i.e. social security card, birth certificate, court records)

Last Name	First Name	Middle
Maiden/Other Names		Social Security Number

Permanent Mailing Address: ****** Please state last name as the same on Social Security Card.**

Street or P.O. Box	City	State	Zip Code
Home Telephone	Cell Phone Number	Email Address	

In case of an Emergency:

Name	Telephone

Demographic Information:

Date of Birth: _____/_____/_____   **Gender:** [ ] Male   [ ]Female **Marital**

Status: [ ] Single [ ] Married [ ] Separated [ ] Divorced   **# of Dependent Children:** _____

Race/Ethnicity: [ ] American Indian   [ ] American Indian Descendent [ ] Asian   [ ] Black or African American

[ ] Hispanic   [ ] White   [ ] Native Hawaiian /Other Pacific Islander

Are you an enrolled member of a Federally Recognized Tribe: [ ] Yes   [ ] No

Are you a member of a Federally Recognized Tribe but not enrolled: [ ] Yes   [ ] No

*If descendant, must provide proof.

If you are a member of a federally Recognized Tribe, of your parents, who is an enrolled member? **Maternal, Paternal or Both. (Please circle)**

If you are an enrolled member of a Federally Recognized Tribe, what is your blood quantum? Example 15/32=.47, 1/4=.25) Please divide the top number by the bottom number to get your blood quantum.

High School/GED Information

Have you graduated from High School: [ ] Yes or [ ] No

_____

Name of High School   Address

Graduation Date from High School:_____(month/day/year)

Have you completed a GED: [ ] Yes   [ ] No   Date: _____/_____/_____   (Month/day/year)

State:_____

College or University Information:

*Failure to list any college, universities, and schools previously attended may result in denial of admission, dismissal, or loss of credit.

Have you ever attended another college or university: [ ] Yes [   ] No

_____

Name of College or University   City   State

_____

Name of College or University   City   State

_____

Name of College or University   City   State

Other Information

Are you a US Citizen: [ ] Yes   [ ] No

Are you a veteran: [ ] Yes   [ ] No   If yes, branch of service_____

Are you a Spouse or Dependent of Veteran/Active Duty: [ ] Yes   [ ] No

Are you a Spouse or Dependent of a deceased Veteran: [ ] Yes   [ ] No

Are you receiving military benefits: [ ] Yes   [ ] No

Are you responsible for caring for an elderly family member: [ ] Yes   [ ] No

Do you speak an American Indian Language: [ ] Yes   [ ] No

If yes, do you consider your language skills to be: [ ] Limited   [ ] Conversational   [ ] Fluent

Did you participate in a Head Start program as a child: [ ] Yes   [ ] No

Did your father earn a bachelor degree: [ ] Yes   [ ] No

Did your mother earn a bachelor degree: [ ] Yes   [ ] No

Which county do you reside in: [ ] Rolette   [ ] Bottineau   [ ] Other, please name:_____

                                        [ ] Not Applicable

Do you have access to a computer: {   } Yes   {   } No

Do you have internet: {   } Yes   {   } No

Turtle Mountain Community College

Programs of Study: Circle One   Pre-Wildlife Management   9 Month Electrical Technician

Bachelor of Art:

Ojibwa Language, Culture & History
Ogimaawiwin Leadership & Mgmt.

Certificate Programs Continued:

9 Month Heating, Ventilation & AC
9 Month Network Administrator
9 Month Patient Access Specialist
9 Month Phlebotomy Technician
9 Month Process Plant Technology
9 Month Web Design
9 Month Welding Technology

Associate of Applied Science:

Accounting Technician
Building Construction Technology
Business Administration
Cyber Security
Electrical Technician Health
Fitness Technician Heating,
Ventilation, & AC
Medical Administrative Assistant
Medical Lab Technician
Network Administrator
Pharmacy Technician
Process Plant Technology
Power Plant Technology
Web Design

Bachelor of Science:

Early Childhood Education
Elementary Education
Secondary English
LEAD-Leadership and Mgmt.
Secondary Science

Associate of Art
General Education
Anishinaabe Language
Education
Leadership

16 Week Certificate Programs:

16 Commercial Vehicle Operator
16 Coaching/Prevention & Care of Athletic
Injuries
16 Fitness & Wellness
16 Week Heavy Equipment Operator
16 Personal Training
16 Pipe Welding Technology –Summer
16 Plumbing Technology

Associate of Science:

General Education
Engineering
Natural Resource Management

Certificate Programs:

9 Month Accounting Technician
9 Month Building Construction Technician
9 Month Cyber Security
9 Month Entrepreneur

Non-Degree Seeking
Dual Credit Student

Certification of Information

I certify that all statements on this application are complete and correct to the best of
my knowledge. I give permission to release information (ex HS transcript) to
complete my file.

_____

Student Signature   **Date**

♦   Completed Application

♦   Copy of Tribal Enrollment

♦   GED Transcript or

♦   High School Transcript (*must be sent directly or in a sealed envelope to TMCC Admissions Office)

♦   Official College Transcripts (*transcripts must be official and sent directly to the TMCC Admissions Office)

♦   FERPA Form (*Family Educational Rights and Privacy Act)

Mailing Address: Turtle Mountain Community College
          Office of Admissions

PO Box 340
Belcourt, ND 58316