

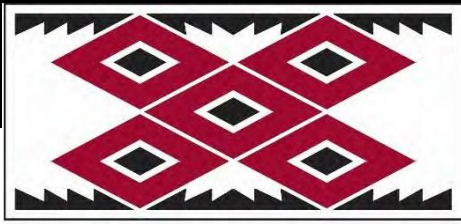


UNITED TRIBES  
TECHNICAL COLLEGE

# OFFICE OF EXTENDED LEARNING

## DUAL CREDIT PROGRAM





**UNITED TRIBES  
TECHNICAL COLLEGE**



---

---

**UNITED TRIBES  
TECHNICAL COLLEGE**



---

---

**OFFICE OF EXTENDED LEARNING**



---

---

**DUAL CREDIT PROGRAM**

---

---

# Table of Contents

Dual Credit at United Tribes Technical College.....	3
How the Program Works .....	3
Dual Credit Eligibility Requirements .....	3
Dual Credit Admissions Policy .....	4
Dual Credit Academic Policy.....	4
Minimum Requirements to Access Online Courses.....	5
Services for Dual Credit Students. ....	5
Available Dual Credit Courses .....	5
How to Get Started .....	6
Required Forms.....	6-10
Contact Information.....	11

## Dual Credit at United Tribes Technical College

The Dual Credit Program provides high school students the opportunity to simultaneously earn high school and college credit by taking academically challenging and culturally relevant college courses in an online format. There are several advantages to participating in the Dual Credit Program:

- Equips students with necessary tools and knowledge which assists in making students more college ready; increases the likelihood that a student will complete high school and enroll in college. (Native American students are among the nation's highest subgroup in school dropouts and lowest in entering postsecondary education.)
- Increases enrollment in not only state universities, many will choose to attend their local tribal college which will increase enrollment in those institutions.
- Decreases cost of tuition and fees for students by accelerating time to degree.
- New graduates enter the workforce sooner and begin to earn wages, benefiting themselves and the economy.
- The asynchronous format makes learning more convenient and accessible
- Contributes to the goals of closing the education gaps through greater participation and increased academic success.

### How the Program Works

Once student/s are admitted to United Tribes Technical College, they will register for one to two online courses per semester. Students will access courses through the Colleges campus portal, and be required to complete all of the coursework, adhering to the online course schedule and academic standards as outlined by the instructor.

Upon completion of the dual credit course, students receive a grade report from United Tribes Technical College. Students who have earned a "C" or higher receive 3 credit hours from UTTC in addition, they will receive 1/2 High School credit.

If a student decides to drop a course, they will be responsible for completing the appropriate add/drop form and submitting this to the College in accordance with United Tribes Technical College policies.

### Dual Credit Eligibility Requirements

To be eligible to participate in the Dual Credit Program at United Tribes Technical College, students must meet the following criteria:

- Junior or senior
- 3.0 cumulative GPA
- Recommended by their school counselor or principal
- Receive parent or legal guardian approval to take dual credit courses
- Completion of dual credit application
- **Exception**-10<sup>th</sup> graders going into their junior year are eligible to enroll if they are recommended by their school administrator/counselor and have demonstrated outstanding academic performance and capability.

### **Dual Credit Admissions Policy**

Students must submit the following documents in order to be considered for participation:

- UTTC Dual Credit Application
- Certificate of Indian Blood, if applicable
- Birth Certificate
- High School Transcript
- Parental Consent Form
- FERPA Release of Information
- Student Enrollment Agreement

### **Dual Credit Academic Policy**

In order to select appropriate classes, students admitted to the college are advised by a high school advocate and the Office of Extended Learning (OEL) staff. One course per semester is recommended; no more than two courses per semester are permitted, and are limited to online General Education "Gen Ed" courses only. Course selection requires approval of the advocate and/or OEL staff.

Credits earned through dual credit are eligible for conversion to regular undergraduate credits (at no cost) upon receipt by the College of proof of High School graduation or GED completion. Transcripts issued prior to High School graduation will indicate that credits are not yet eligible for treatment as undergraduate hours earned.

### **Dual Credit Financial Aid Policy**

Dual credit students along with their parent(s) or guardian(s) are responsible for payment in full of all charges incurred at the College according to terms of the Student Enrollment Agreement (Unless other provisions have been provided). High school dual credit students are not eligible for Federal Title IV financial aid programs, although they may be eligible for other aid programs. They are also generally not eligible for United Tribes Technical College scholarships. The Financial Aid office will process all funds received and they will be credited to the student's account for payment of charges. Students with unpaid bills will be ineligible to register in subsequent terms until past bills are satisfied, and will be unable to receive official copies of their transcripts.

### **Minimum Requirements to Access Online Courses**

Students will be required to have regular access to a computer with reliable Internet connectivity, also, word processing, presentation, and spreadsheet software. Students will be given and required to have a UTTC email student account.

### **Services for Dual Credit Students**

Students taking online courses at United Tribes Technical College will have access to a variety of resources to ensure success: Technical Support is available to assist with issues related to the campus portal and online courses; OEL staff to help with registration and assist with questions about the online courses; if possible, a high school appointed advocate; a Smart Thinking Professional Tutor program; and a wealth of library resources available which are accessible online.

### **Available Dual Credit Courses**

Students may enroll in General Education, or "Gen Ed" courses only. These courses can be applied to nearly every degree program at United Tribes Technical College, and may meet general elective requirements at other colleges and universities.

COM	110	Fundamentals of Public Speaking
CSC	101	Introduction to Computers
FND	108	Success Strategies for Online Learners
ENG	110	Composition I
ENG	120	Composition II
HIS	104	U.S. History
HUM	106	Readings in Native American Literature
MTH	101	General Math
MTH	102	Intermediate Algebra
PSY	111	Intro to Psychology
SOC	110	Introduction to Sociology

**Please Note:** Not all courses on the approved list may be available in a given enrollment period/semester, and the list of available course may be subject to change.

## **How to Get Started**

Dual credit students must do the following: 1) ensure their GPA meets the minimum eligibility requirements; 2) a signed Parental/Legal Guardian Consent Form indicating they have permission from their parent(s) or legal guardian(s) to take Dual Credit courses.

Once the initial getting started process has been completed students need to fill out the application forms and mail/fax all of the required documentation to the Office of Extended Learning. You will be notified of your admissions status and will be provided guidance on the next step in registering for a dual credit course/s.

## **Required Forms**

The following forms have been included in this packet for your convenience:

- Parent/Guardian Consent Form
- Student Enrollment Agreement
- Student Enrollment Financial Obligation Agreement
- FERPA Student Authorization Release Form
- United Tribes Technical College Admissions Form
- Birth certificate
- Certificate of Indian Blood
- Transcript



**UNITED TRIBES  
TECHNICAL COLLEGE**

**Parental/Legal Guardian Consent for Students Enrollment  
in Dual Credit Course**

Student's First Name: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

I, the undersigned, am a parent or legal guardian of the above student, and by signing this form consent to the student's enrollment in a dual credit course with United Tribes Technical College.

I understand that the student must receive a final grade of "C" or higher to earn college credit. Students who receive a "D", "F", "Withdrawal", or "Dropped" grade will receive a grade earned on their transcript; however, it will be below UTTC minimum passing grade standard and will not be given college credit.

If the high schools have a different grading requirement, that school has the authority to determine what a passing grade for their institution is.

For eligible students who receive financial assistance through BND/CPC, the student must earn a "C" or higher in their Dual Credit course to continue receiving financial assistance. College courses in which the student earned a "D" are generally not transferrable to other institutions.

Parent or Legal Guardian's First Name: \_\_\_\_\_

Parent or Legal Guardian's Last Name: \_\_\_\_\_





UNITED TRIBES  
TECHNICAL COLLEGE

## United Tribes Technical College Student Enrollment Agreement

Dual credit students are taking college courses and are subject to the same institutional requirements as regular college students.

Upon acceptance for admissions at United Tribes Technical College (UTTC), Bismarck, North Dakota, I, \_\_\_\_\_ understand and agree to the  
(name of student)

Following terms and conditions:

1. My purpose in enrolling at UTTC is to broaden my educational background and learn career and technical skills. With this purpose in mind, I will complete all responsibilities assigned in my online course.
2. I will apply myself to the course(s) offered to reach my educational goals, to maintain good standards of conduct, and to respect the rights of persons and property.
3. I will consult with my academic advisor and/or high school advocate before withdrawing.
4. I will abide by all UTTC rules and regulations which are stated in the UTTC Student Rights and Responsibilities handbook. I understand there are consequences if I do not adhere and follow the college's rules outlined in the handbook.
5. I understand that UTTC has a zero tolerance policy for illegal drugs and alcohol. I agree to abide by this policy. I agree to refrain from the use of any possession of illegal drugs and alcohol. I understand that I can face disciplinary action, including suspension and termination from UTTC if I violate this policy.
6. UTTC will make available online support services such as advising, tutoring, technical support to help me with my education and training and will enable me to accomplish my educational goals. These services will be offered in coordination with the high school advocate.



**UNITED TRIBES TECHNICAL COLLEGE  
ADMISSION APPLICATION  
DUAL CREDIT FOR HIGH SCHOOL STUDENTS**

**UNITED TRIBES TECHNICAL COLLEGE  
ADMISSION APPLICATION  
DUAL CREDIT FOR HIGH SCHOOL STUDENTS**

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Last First MI Former (if applicable)  
 Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  M  F  
Month Day Year  
 Are you a United States Citizen?  Yes  No If no, what is your home country? \_\_\_\_\_

**SECTION A CONTACT INFORMATION**

Parent/Guardian[s] Name[s]: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
Street Apt. # City State Zip Code  
 Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_  
 Student Email Address: \_\_\_\_\_  
 Parent/Guardian[s] Email Address: \_\_\_\_\_

**SECTION B APPLICATION INFORMATION**

Term applying (Please check one)  Fall  Spring  Summer Year Applying 20 \_\_\_\_\_  
 Deadlines to Apply for Dual Credit: Fall (July 15) Spring (December 1) Summer (April 15)  
 Home Tribal Agency (if applicable) \_\_\_\_\_ Enrollment # \_\_\_\_\_  
 Native American  Non-Native

**SECTION C EDUCATIONAL BACKGROUND**

High School: \_\_\_\_\_  
(Name, City, State)  
 Current Year in High School:  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup> Anticipated High School Graduation Date: \_\_\_\_\_  
Month/Day/Year  
 Current High School Cumulative GPA on a 4.0 scale: \_\_\_\_\_ Course you will be taking \_\_\_\_\_

**SECTION D SIGNATURES**

(1) I have read the above application and answered all questions to the best of my knowledge. Any false information given will be cause for my suspension or dismissal from UTTC. I agree to abide by the rules and regulations of United Tribes Technical College. I authorize UTTC to access my academic records and solicit information necessary for consideration of acceptance.  
 Student Signature: \_\_\_\_\_  
 Parent or Legal Guardian: \_\_\_\_\_

---

**SECTION E CHECKLIST FOR DUAL ENROLLMENT APPLICATION**

---

Include all of the items in the following list with this completed application:

- Certificate of Indian Blood, as Applicable
- Copy of Birth Certificate
- Official High School Transcript (must be mailed to UTTC by the High School)
- Parental Consent Form
- Release of Information Form (names, addresses, signed and dated)
- Student Enrollment Agreement (Must be signed and dated by student)

---

**SECTION F DIRECTIONS FOR SUBMISSION**

---

**Contact Information:** Send the completed application and the required documents to:

Julie Desjarlais, M.S.A.  
Dual Credit & Continuing Education Coordinator  
United Tribes Technical College  
3315 University Drive, Bismarck ND 58504  
Phone: 701-221-1374  
Fax: 701-224-7229  
jdesjarlais@uttc.edu

**OR**

Leah Hamann, M.S.  
Office of Extended Learning Director  
United Tribes Technical College  
3315 University Drive. Bismarck, ND 58504  
Phone: 701-221-1380  
Fax: 701-224-7229  
lhamann@uttc.edu





UNITED TRIBES  
TECHNICAL COLLEGE