



UNITED TRIBES  
TECHNICAL COLLEGE

# Early College

## DUAL CREDIT & EARLY ENTRY PROGRAMS



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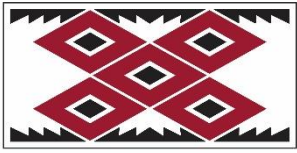
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## Current Participating High Schools

- Bismarck High School, Bismarck ND
- Century High School, Bismarck ND
- Legacy High School, Bismarck ND
- Mandan High School, Mandan ND
- Solen High School, Solen ND
- South Central High School, Bismarck ND
- \* Standing Rock High School, Fort Yates,

\*Students attending Standing Rock High School will apply through Sitting Bull College





UNITED TRIBES®  
TECHNICAL COLLEGE

### ***Mission***

United Tribes Technical College provides quality post- secondary education and training to enhance knowledge, diversity, and leadership for all indigenous nations.

### ***Vision***

Striving to build cultural, educated, and healthy leaders who empower their communities.

### ***Motto***

Leadership Begins Here

### ***Accreditation***

Accreditation is a voluntary process of external review that evaluates programs, colleges and universities to ensure they provide high-quality education and services and continuously seek to improve. This process provides assurance to the public that United Tribes Technical College (UTTC) meets, and will continue to meet, clearly communicated criteria and regulations. Accreditation also ensures faculty and students are eligible for federal grants and other funding. UTTC was granted candidacy status for accreditation by the North Central Association of Colleges and Schools in 1978. In 1982, UTTC was granted full accreditation status and has maintained continuous accreditation status since that time. The most recent comprehensive evaluation was October 2020. The next comprehensive evaluation is scheduled for 2030-2031.

UTTC also has programs that are individually accredited by the following discipline-specific accrediting bodies:

- ASE Education Foundation
- North Dakota Education Standards and Practices Board (ND ESPB)

## **United Tribes Technical College Institutional Learner Outcomes**

Graduates of UTTC will...

1. Exhibit effective oral and written communication.(Communication)
  - a. Organize various types of communication
  - b. Articulate content knowledge
  - c. Demonstrate appropriate delivery (i.e. body language, tone, voice)
  - d. Apply mechanics of writing (standard grammar, punctuation, spelling)
2. Employ critical thinking skills in the processes used to identify and solve problems. (Critical Thinking)
  - a. Identify and define key issues
  - b. Determine information needed, find and cite relevant information
  - c. Integrate other relevant points of view of the issue
  - d. Evaluate supporting information and evidence
  - e. Construct appropriate and defensible reasoning to draw conclusions
3. Develop solutions to mathematical and scientific problems (Quantitative & Scientific Reasoning)
  - a. Interpret data from a variety of sources
  - b. Demonstrate hypothesis-based problem solving
  - c. Estimate answers for reasonableness
  - d. Communicate quantitative information
4. Demonstrate skills necessary for living and working in a global society. (Personal & Social Responsibility)
  - a. Identify themselves as contributing members of the campus community
  - b. Demonstrate they are prepared to learn, regularly attend class, complete assignments on time, and demonstrate other positive work habits that contribute to achieving career pathway goals
  - c. Model confidence and the ability to work through life challenges through effective planning and prioritizing
  - d. Believe in their ability to accomplish challenging tasks and that with effort, their ability can grow
  - e. Exhibit knowledge of diverse cultures, identities and societies

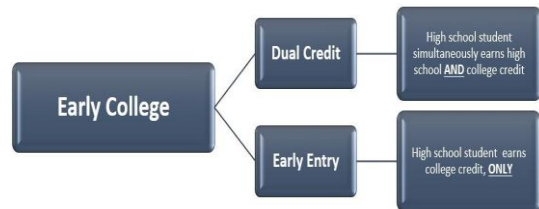
## Early College at United Tribes Technical College - Dual Credit & Early Entry

The Early College Program provides high school students the opportunity to simultaneously take credit-bearing college courses while in high school.

The *Dual Credit* program invites students to earn high school AND college credit by taking academically challenging and culturally relevant college courses in various contexts.

The *Early Entry* program provides high school students the opportunity to take academically challenging and culturally relevant college courses for college credit.

*Both Dual Credit and Early Entry program participation require approval from a high school administrator and the student's parent/legal guardian.*



Early College programs are offered for eligible high school students through:

- Asynchronous online courses during the fall and spring semesters.
- Face-to-face/hybrid course(s) in the summer (*Monarch Project students are eligible*).

There are several advantages to participating in an Early College Programs:

- Equips students with necessary tools and knowledge which builds college-readiness skills.
- Increases the likelihood a student will complete high school and enroll in college.
- Decreases cost of tuition and fees for students by accelerating time to degree.
- Courses are affordable, convenient and accessible.
- Contributes to the goals of closing the education gaps through greater participation and increased college academic awareness.
- Increases enrollment in state and tribal colleges and universities.

### How the Programs Work

Early College students complete the UTTC application process with the help of their designated *High School Advocate* (Advocate) or *Monarch Student Success Coach* (Success Coach). Once students are admitted to United Tribes Technical College (UTTC), the student will be registered for courses with the assistance of the College's *Early College Coordinator* (Coordinator). Students will access courses through the College's campus portal, complete all the coursework, and adhere to course schedules and academic standards as outlined by the instructor and Student Handbook.

Upon completion of a dual credit course, students receive a grade report from UTTC. Students who complete the course with a "C" or higher will earn the designated credit hours of the course from UTTC and ½ High School credit.

***It is the student's responsibility to verify the transferability of courses with their perspective higher education institution of choice.***

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 UTTC policies. They should be in conversation with their Advocate or Success Coach prior to the decision is made to drop a course. The Advocate or Success Coach will assist the student with the process and will contact the UTTC Coordinator if additional assistance is needed.

## **Dual Credit Eligibility Requirements**

To be eligible to participate in the Dual Credit program at UTTC, students must meet the following criteria:

- Be a student from a current participating high school (see Table of Contents page)
- Be a sophomore, junior, or senior
- Have a 2.0 cumulative GPA
- Approval from high school administrator/designee for student to take dual credit courses
- Approval from parent or legal guardian to take dual credit courses
- Completion of the UTTC Early College: Dual Credit and Early Entry application and submission of required admissions documents
- Upon College acceptance, completion of the Early College: Dual Credit and Early Entry orientation

## **Early Entry Eligibility Requirements**

To be eligible to participate in the Early Entry program at UTTC, students must meet the following criteria:

- Be a student from a current participating high school (see Table of Contents page)
- Be an incoming junior, junior, or senior
- Have a 3.0 cumulative GPA
- Successfully completed 18 high school credits
- Approval from high school administrator/designee for student to take early entry courses
- Approval from parent or legal guardian to take early entry courses
- Completion of the UTTC Early College: Dual Credit and Early Entry application and submission of required documents
- Upon College acceptance, completion of the Early College: Dual Credit and Early Entry orientation

## **Early College Admissions Policy**

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

- Completed UTTC Early College: Dual Credit and Early Entry Application
- Certificate of Indian Blood (copy), if applicable
- High School Transcript (copy)
- Signed Student, Parent/Guardian, & High School Administrator Consent Form
- FERPA Release of Information Form

## **Early College Academic Policies**

In order to select appropriate classes, students admitted to the College are advised by the designated High School Advocate (Advocate) or Monarch Project Student Success Coach (Success Coach) and the UTTC Early College Coordinator (Coordinator). The Coordinator will be your College advisor and will be in communication with you throughout your Early College experience and will work closely with your Advocate or Student Success Coach.

## **Minimum Requirements to Access Early College Courses**

Students are required to have regular access to a computer with reliable Internet connectivity, word processing, presentation, and spreadsheet software. Access to a printer, copying machine, and a scanner will also aid the student. Students will be provided a UTTC email student account.

Once the student is fully accepted into the College ALL email communication will be sent to the student's college email and, it is expected, that all communication from the student is sent via the student's UTTC email account.

## **Dual Credit**

Dual Credit courses offered during the summer are only available for students enrolled in the Monarch Project. Learn more about the Monarch Project by clicking [here](#). The summer dual credit term is five weeks in length. The course is offered in a face-to-face format.

One dual credit course per semester is recommended; registering for more than one class may be permitted but will require approval from the Advocate or Success Coach and the Coordinator. Course selection for Dual Credit requires initial approval of the Advocate or Success Coach. Final approval will be given by the Coordinator who registers and advises all Early College students.

Credits earned through Dual Credit are eligible for conversion to regular undergraduate credits (at no cost) upon the College's receipt 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.

***It is the student's responsibility to verify the transferability of courses with their perspective higher education institution of choice.***

## **Early Entry**

Students who elect to take a college course for college credit only (Early Entry) are limited to two courses in the fall and spring semesters. If the student would like to enroll in more than two courses per semester, consultation and final approval will be given by the Coordinator. Course selection for Early Entry students requires initial approval of the Advocate or Success Coach. Final approval will be given by the Coordinator who registers and advises all Early College students.

Credits earned through the Early Entry program will only appear on the student's UTTC transcript. Early College credits will generally transfer to other institutions; however, the receiving institution will decide how the credits will be accepted.

***It is the student's responsibility to verify the transferability of courses with their perspective higher education institution of choice.***

*All the academic policies of UTTC apply to Early College students, in addition to the academic policies specifically referring to Early College students.*

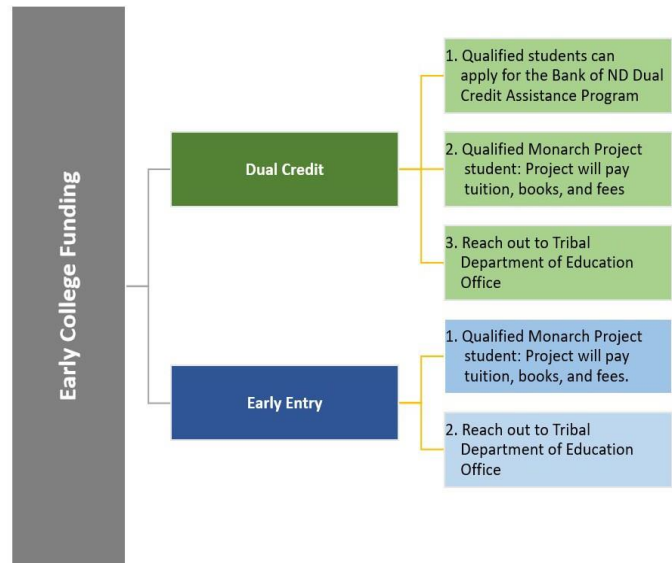
## Early College Financial Aid

Funding for Dual Credit courses is often available through such entities as the Bank of North Dakota Dual Credit Assistance Program, state supported Dual Credit Assistance Programs, tribal education programs, or grant programs such as the Monarch Project.

High school Early College 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 UTTC scholarships.

Early College students are charged the \$115 per credit tuition rate and are also responsible for fees and textbooks. Dual credit and Early Entry students, along with their parent(s) or legal guardian(s), are responsible for payment in full of all charges incurred at the College. Any financial assistance the student is receiving will be applied with the final balance due being displayed in the student's student account balance which can be accessed in my.UTTC.edu upon the student's login.

Students with unpaid bills will be ineligible to register in subsequent terms and receive official copies of their transcripts until past bills are satisfied.



## Services for Early College Students

Students taking Early College courses at UTTC 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 Early College courses.
- ❖ Early College Coordinator to help with registration and assist with questions throughout your academic journey.
- ❖ A high school appointed Advocate or Monarch Student Success Coach.
- ❖ Smarthinking professional tutoring program, and
- ❖ A wealth of library resources available which are accessible online.

## Disability Services

Federal law requires high school districts to provide disability services for individuals with a documented disability through either an IEP or 504 accommodation plan, including those who are taking Early College courses.

## Available Courses

Students may enroll in General Education, or "Gen Ed", courses only. These courses can be applied to nearly every degree program at UTTC and may meet general elective requirements at other colleges and universities. It is the student's responsibility to verify the transferability of courses with their prospective higher education choice.

<b>Course Code and Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Semester(s) Offered</b>
COM 110	Fundamentals of Public Speaking	3	Spring
CSC 101	Introduction to Computers	3	Fall
ENG 110	**Composition I	3	Fall
ENG 120	Composition II	3	Spring
	*Pre-requisite course: ENG 110		
HIS 104	U.S. History	3	Spring
HUM 101	Introduction to Humanities	3	Spring
HUM 105	Readings in Native American Literature	3	Spring
MTH 103	**College Algebra	4	Fall
PHI 210	Ethics	3	Spring
POL 115	American Government	3	Fall
PSY 111	Introduction to Psychology	3	Fall
PSY 251	Developmental Psychology	3	Fall
	*Pre-requisite course: PSY 111		
PSY 270	Abnormal Psychology	3	Fall
	*Pre-requisite course: PSY 111		
SOC 110	Introduction to Sociology	3	Fall/Spring
SOC 275	Native American Studies	3	Fall

\*\*ACT/SAT or ACCUPLACER test scores required prior to course enrollment

ENG 110 – ACT subscore requirement is 18

MTH 103 – ACT subscore requirement is 21

**Please note:** The list of available courses may be subject to change. Not all courses on the approved list may be available in a given enrollment semester.



## How to Get Started

Early College students must do the following:

1. Contact your designated *High School Advocate* (Advocate) or *Monarch Project Student Success Coach* (Success Coach) to receive their initial approval for you to start the UTTC Early College process; at this time you will need to let them know if you intend to apply to UTTC as either a dual credit or early college student.
  - The Advocate or Success Coach may need to visit with high school administration first before giving you their initial approval.
    - Once their approval is granted, they will make sure you meet the specific Early College eligibility requirements (high school year, GPA, etc.)
    - They will assist you in looking at your financial support options.
      - Monarch Project
      - Bank of North Dakota Dual Credit Assistance Application
      - Tribal Department of Education
    - Next, set up a time to meet with your Advocate or Success Coach again to start the online application process. At minimum, you will need at least 30 minutes to complete the online application using a reliable Internet connection. They will give you a checklist of information you will need to bring with you to start the online application process.
      - Student's full social security number
      - Student's Tribal enrollment number, if available
      - Physical mailing address
      - Parent/Legal Guardian contact information
        - Telephone number (can use Advocate/Success Coach number if not available)
        - Email, if available
2. Once the online application is submitted, the following message will appear:

*Yes, your application has been submitted successfully. The next step to complete this process is to work with your designated high school advocate or Monarch Project Student Success Coach.*
3. Make sure you check your email often after this point as the next email you should receive will come from the UTTC Admission's office, [admission@uttc.edu](mailto:admission@uttc.edu). The email should state the following:

*Yes, your application has been submitted successfully. The next step to complete this process is to work with your designated high school advocate counselor, or Monarch Project Student Success Coach. If you have any questions about the application process, please contact the UTTC Early College Coordinator by calling 701-221-1380 or emailing [lhamann@uttc.edu](mailto:lhamann@uttc.edu)*

\* If you do not receive a response right away contact the UTTC Admissions Office.

4. Right after you submit your online application, the next step is to complete and send the list of documents below to the UTTC Admissions Office via email attachments.
  - Certificate of Degree of Indian Blood (copy), if applicable
  - Signed Student, Parent/Guardian & High School Administrator/Designee Consent form
  - High School Transcript
  - FERPA Release of Information Form
5. Placement scores are required for enrollment in entry level, college credit math and English courses. Students who have not taken or achieved the required ACT score will need to take a placement test to qualify to be registered in these courses. If needed, set up a time to take the Next Generation ACCUPLACER placement test (see Laura Leingang's contact information on page 10).

The ACT subscore requirement for College Algebra is 21.

The ACT subscore requirement for Composition I is 18.

### **Almost there!**

Keep checking your email, once all required Admissions documents are received, the Early College student will be notified of their admissions' status and be provided guidance on the next step in registering for their UTTC course(s).

More than likely the Early College Coordinator has been in communication with the student, their Advocate or Coach about getting registered. Once everything is in place, the Coordinator will register the student, send them their course schedule, and direct them to the UTTC Bookstore to order their textbooks.

### **General Admissions Office Information**

Toll Free: 888-643-8882

Fax: 701-530-0640

Email: [admissions@uttc.edu](mailto:admissions@uttc.edu)

Location: Jack Barden Center, 2nd Floor

3315 University Drive

Bismarck, ND 58504

Ramona Schell  
Admissions Administrator  
701-221-1860

Michelle Wise Spirit  
Admissions Advisor  
701-221-1877

## **UTTC Contacts**

Leah Hamann  
Early College Coordinator  
Monarch Project Building, 1B Main Floor  
701-221-1380  
lhamann@uttc.edu

Ramona Schell  
Admissions Administrator  
Jack Barden Center, 2nd Floor  
701-221-1860  
admissions@uttc.edu

Aja Baker  
Registrar  
Jack Barden Center, 2nd Floor  
701-221-1871  
registrar@uttc.edu

Laura Leingang  
Disabilities Coordinator/ACCUPLACER  
Wellness Center  
701-221-1456  
lleingang@uttc.edu

Michelle Wise Spirit  
Admissions Advisor  
Jack Barden Center, 2nd Floor  
701-221-1877  
admissions@uttc.edu

Assistant Registrar  
Jack Barden Center, 2nd Floor  
701-221-1870  
registrar@uttc.edu

## **Monarch Project Contacts**

Kayla Alkire-Stewart  
Monarch Project Director  
Monarch Project Building, 1B Main Floor  
701-221-1538  
kstewart@uttc.edu

Rob McClain  
School Engagement Liason  
Monarch Project Building, 1B 2nd Floor  
701-221-1789  
rmclain@uttc.edu

McKayla Howling Wolf  
Monarch Project Success Coach  
Century High School  
701-890-2136  
mhowlingwolf@uttc.edu

TBA  
Monarch Project Success Coach  
Mandan High School  
Phone:  
Email:

Sandra Keith  
Monarch Project Administrative  
Assistant Monarch Project Building, 1B  
Main Floor 701-221-1313  
skeith@uttc.edu

Summer Taken Alive  
Monarch Project Student Success Coach  
Bismarck High School  
701-595-1718  
stakenalive@uttc.edu

Suzie Golus  
Monarch Project Success Coach  
Legacy High School  
701-595-1966  
sgolus@uttc.edu

TBA  
Monarch Project Success Coach  
Standing Rock High School  
Phone:  
Email:



**Early College Checklist: Dual Credit**

Use this checklist if you intend to take Early College courses for **BOTH** high school and college credit.

*Dual Credit eligibility requirements:*

- Be a student from a current participating high school
- Be a sophomore, junior, or senior
- Have a 2.0 cumulative GPA
- Approval from high school administrator/designee for student to take dual credit courses
- Approval from parent or legal guardian to take dual credit courses

- 1. Contact your designated High School Advocate or Monarch Project Student Success Coach to receive their initial approval to start the UTTC Early College application process.
- 2. Once their approval is granted, they will make sure you meet the specific Early College eligibility requirements (high school year, GPA, etc.)
- 3. They will assist you in looking at your financial support options.  
*Monarch Project  
Bank of ND Dual Credit Assistance Application  
Tribal Department of Education*
- 4. Next, set up a time to meet with your Advocate or Success Coach again to start the online application process.  
What you will need for the meeting:
  - Minimum of 30 minutes
  - Reliable Internet connection.
  - Student's full social security number
  - Student's Tribal enrollment number, if available
  - Physical mailing address
  - Parent/Legal Guardian contact information
    - Telephone number
    - Email, if available

- 5. Then, complete and send the list of documents below to the UTTC Admissions Office at admissions.uttc.edu via scanned and/or attached emails.
  - Certificate of Degree of Indian Blood (copy), if applicable
  - Signed Student, Parent/Guardian & High School Administrator/Designee Consent form
  - High School Transcript
  - FERPA Release of Information Form

- 6. If you intend to take ENG 110 or MTH 103 and do not have an ACT score, set up a time to take the Next Generation Accuplacer test with Laura Leingang at lleingang@uttc.edu or 701-221-1456

- 7. Keep checking your email several times a day, once all required Admissions documents are received, the Early College student will be notified of their admissions' status and be provided guidance on the next step in registering for their UTTC course(s) via the Early College Coordinator.

**Early College Checklist: Early Entry**

Use this checklist if you intend to take Early College courses for **ONLY** college credit.

*Early Entry eligibility requirements:*

- Be a student from a current participating high school
- Be an incoming junior, junior, or senior
- Have a 3.0 cumulative GPA
- Successfully completed 18 high school credits
- Approval from high school administrator/designee for student to take dual credit courses
- Approval from parent or legal guardian to take dual credit courses

- 1. Contact your designated High School Advocate or Monarch Project Student Success Coach to receive their initial approval to start the UTTC Early College application process.
- 2. Once their approval is granted, they will make sure you meet the specific Early College eligibility requirements (high school year, GPA, etc.)
- 3. They will assist you in looking at your financial support options.  
*Monarch Project  
Tribal Department of Education*
- 4. Next, set up a time to meet with your Advocate or Success Coach again to start the online application process.  
What you will need for the meeting:
  - Minimum of 30 minutes
  - Reliable Internet connection.
  - Student's full social security number
  - Student's Tribal enrollment number, if available
  - Physical mailing address
  - Parent/Legal Guardian contact information
    - Telephone number
    - Email, if available

- 5. Then, complete and send the list of documents below to the UTTC Admissions Office at admissions.uttc.edu via scanned and/or attached emails.
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