



DAKOTA COLLEGE AT BOTTINEAU

DUAL CREDIT PROCEDURES

New Students:

All new and incoming students (students that have never taken dual credit with DCB before) need to complete the following steps in order:

1. Complete the Online Application for Admission into Dakota College.*
2. Pay the \$35 application fee.
3. Bank of North Dakota applications need to be filled out and faxed to The Bank of ND at (701) 328-5629. This should be done at the same time as the online application.
 - Students may qualify for Bank of North Dakota if they are on the Free or Reduced Meal Plan through their respective high schools.
4. Students who are eligible for Bank of North Dakota **must not** pay the \$35 application fee. Instead to ensure timely processing of the enrollments, BND students must submit their BND application to the bank as soon as possible, preferably the same day as they fill it out along with the online application.
5. Claim Your Account.** Students must wait 48 hours after submitting the online application for admission to complete this step.

Returning Students:

All returning dual credit students need to complete the following steps in order:

1. Claim Your NDUS Account.** If students have not done this already, they must do so before any other steps can be completed.
 - Log in to [Campus Connection](#).
 - Log in using the EMPLID from Claim Your Account, and the password that was chosen by the student when claiming their account.
 - If students do not remember their EMPLID or password or both, they must contact the NDUS Helpdesk at either (866) 457-6387 or ndus.helpdesk@ndus.edu.
2. Once in Campus Connection, the “Student Center” will appear in the center of the page. The students need to edit their personal information.
 - Update their “Home E-mail Address” to their most often checked personal e-mail. This must be the student’s personal e-mail.
 - Update their “Home Address”. They must update the “Mailing Address” to their current mailing address. We use these addresses for mailing purposes.
 - Check their “Student Center” for holds. The “Holds” section will be on the right-hand side. The hold will only state that a bill exists. This bill must be paid in full before the student is allowed to register for the upcoming semester. Contact the Business Office at (701) 228-5430 to pay any remaining balances.

*Instructions for how to “Complete the Online Application Process” will be included.

**Instructions on how to “Claim Your Account” will be included.

All forms must be completed by the student only.
All steps must be completed before enrollment is processed.

All Students:

All dual credit students must complete the following steps in order:

1. Navigate to DCB's "Early Entry/Dual Credit" webpage:
www.dakotacollege.edu/academics/dual-credit
2. Two forms must be completed: Financial Obligation Agreement (FOA) and FERPA Form.
 - The Financial Obligation Agreement states, in short, that the student is aware that they are responsible for their bill. The FOA will now be electronic. To complete the FOA, students must complete the following steps:
 - A. Log in to [Campus Connection](#).
 - B. The "Student Center" will appear in the center of the page.
 - C. Under the "Finances" section, under "My Account", there will be a link labeled "Financial Obligation Agreement".
 - D. Follow the link to fill out the FOA.
If the student is under 18, in previous semesters their parent or guardian had to sign the FOA. Now, with it being electronic, the student must fill it out regardless of age, but do so in knowing that they are responsible to inform their parent or guardian if they are under 18.
 - The FERPA form allows students to release information to whomever they choose. Students may fill this out to release information to their parents or guardians and school counselors.
 - A. Fill out the [FERPA Release Form](#).
 - B. Students must log in using their Campus Connection credentials, fill out the form, and click on submit.
Note: For students under 18, the FERPA form is not optional. For students over 18, choosing to release information to only their parents or guardians is optional.
3. Any students choosing to enroll in MATH 103 – College Algebra or ENGL 110 – College Composition I must provide appropriate test scores before they are enrolled.
 - MATH 103 – College Algebra requires an ACT Score of 21 or higher.
 - ENGL 110 – College Composition I requires an ACT Score of 18 or higher.
 - If these scores are not met, students have to take the Accuplacer test. They can take it through their school. They must set up and complete the test before the semester begins.
Note: Students are only allowed to take the Accuplacer a total of two times.
 - MATH 103 requires an Accuplacer Score of 76 or higher.
 - ENGL 110 requires an Accuplacer Score of 5 or higher.

Students may provide ACT Scores by either submitting a copy of their ACT Report or a copy of their high school transcript.

4. For all other courses, students must follow the required pre-requisites for each respective class listed in the Course Catalog found here: www.dakotacollege.edu/catalogs/18-20
5. The **Final** step is to fill out the Enrollment Form. Students can print this form from DCB's Dual Credit webpage:
 - Print the form.
 - Complete the form.
 - A. The Enrollment Form must be signed by the student, their parent or guardian, and their high school administrator.
 - B. When filling out the form, students must write the mailing address and current personal e-mail that they use. These must also be the same as the addresses entered for the Online Application for Admission.
6. **E-mail, Fax, or Mail** the completed form along with the appropriate test scores to:
 - Fax: (701) 228-5614
 - or
 - E-mail: whitley.wyciskalla@dakotacollege.edu
 - Or mail:
 - Dakota College at Bottineau
 - Attn: Whitley Wyciskalla
 - 105 Simrall Blvd
 - Bottineau, ND 58318
 - E-mail or fax is preferred.**

Enrollment forms will not be accepted or processed without completion of all steps.