

# Dual Credit Handbook

High School and VCSU Faculty

2022-2023

Office of Graduate Studies  
101 College St SW  
Valley City, ND 58072  
[www.vcsu.edu/graduate](http://www.vcsu.edu/graduate)  
1-800-532-8641 ext 37303  
701-845-7303



**VALLEY CITY**  
STATE UNIVERSITY

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# Valley City State University Mission Statement

*Valley City State University prepares people for life through visionary leadership and exemplary practices in teaching, learning, and service.*

## Valley City State University Dual Credit Policy

### 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 meals 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

A 3.0 cumulative GPA is required to be admitted. Colleges use the ACT (preferred), SAT, COMPASS, PLAN, or CollegeBoard Accuplacer scores for student dual credit placement in English and Mathematics. Scores for admittance are:

	ACT	SAT	COMPASS	PLAN	ACCUPLACER	ACCUPLACER
English	English sub test	Writing	Writing Skills	English sub test	Write Placer	Next Gen Writing
English 110	18	430	77	15	5	256
Math	ACT	SAT	COMPASS	PLAN	ACCUPLACER	ACCUPLACER
	Mathematics sub test	Reading + Math	Algebra	Mathematics sub test	Elementary Algebra	Next Gen Q.A.S.
Math 103	21	990	49	19	76	255

- 2 - 4 semester hour college classes will be awarded 1/2 unit of high school credit
- 4 credit courses + a 1 credit lab course and 5 semester hour college courses will be awarded 1 unit of high school 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. However, a school may elect to offer the first semester of the course for high school credit only and then enroll students in the second semester for dual credit.

#### Traditional schedule

- 2–5 semester hour college classes will be taught for one period a day each day for one semester

#### Block schedule

- 2–5 semester hour college classes will be taught for one block period a day for 9 weeks

#### Modified block schedule with A/B classes

- 2–5 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

#### 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 of Public Instruction 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 Ryan Townsend, NDDPI (srtownsend@nd.gov or 701-328-2629) or NDUS Academic Affairs (ndus.office@ndus.edu or 701-328-2960) for further clarification.

*Revised July 24, 2013*

## Dual Credit Timeline

<u>When</u>	<u>Task</u>	<u>Who</u>
January	Create spring classes in campus connection	Registrar
March-April	Contact high schools to update/create MOA's	Graduate
March-April	MOAs signed & returned	High School
March-April	Create registration forms based on MOA's	Graduate
March-April	Determine which students will take DC courses and sign them up in the HS system. Collect necessary documentation and send to VCSU.	High School
March-May	Continue to guide HS staff and answer questions focusing on getting documents in the spring.	Enrollment
April-Aug	Scan incoming documents. Enter applications, review transcripts, and approve dual credit enrollment. Route registration forms to Registrar's Office in imaging system.	Enrollment
April	CoursEval distribution for dual credit students	Graduate
April	CoursEval results posted to sharepoint for department chairs and DC teachers	Graduate
June	Assessment Alignment meeting for teachers and content specialists	Graduate
June	Pay DC & content specialists \$50 for ½ day from Instructional Support budget	Graduate
May-June	Faculty Qualification documentation and Background check/employment papers	Graduate
June-August	Guide HS teachers to learn Campus Connection to see their VCSU class roster	Graduate
July	Create & disperse contracts for dual credit teachers.	Graduate
July-August	Register students for correct courses based on registration form in imaging system	Registrar
July-August	Add enrollment hold to each student's campus connection to prevent further registration	Registrar
August	Make sure all contracts are turned in before the alignment meeting.	Graduate
August	Syllabus alignment and course alignment agreement meeting for teachers and content specialists	Graduate
August	Pay DC & content specialists \$50 for ½ day from Instructional Support budget	Graduate
September	HS staff reconcile HS class roster with VCSU class roster	High School
November	CoursEval distribution for dual credit students	Graduate
November-December	CoursEval results posted to sharepoint for department chairs and DC teachers to review to complete the AA-29 forms before the start of the Spring semester	Graduate

## DC Faculty Information Sheet

1. Dual credit faculty are paid \$30 per student per credit at the end of each term
2. The last day for your high school students to add a dual credit course is:
  - a. 10<sup>th</sup> Day of the Fall Semester
  - b. 11<sup>th</sup> Day of the Spring Semester
3. Evaluations are completed annually for each dual credit faculty member.
  - a. Fall semester evaluations – January
  - b. Spring semester evaluations – June
4. All dual credit courses must have a course alignment agreement filed with the Graduate Studies & Extended Learning. See *the course alignment agreement in this handbook*
5. A syllabus alignment meeting will be held each May/June to work with a VCSU content specialist to ensure the syllabus matches the VCSU equivalent course and student expectations.
6. An assessment alignment meeting will be held each August to work with a VCSU content specialist to ensure the course outcomes match the VCSU equivalent course and student expectations.
7. Dual credit faculty are paid a \$50 stipend for the alignment meeting times and meeting with your VCSU content specialists. They are typically paid in June and August once documentation is uploaded and verified in SharePoint.
8. Dual credit faculty along with the high school administration are responsible to reconcile midterm rosters high school rosters using campus connection. Any discrepancies need to be reported as quickly as possible to avoid issues with registrations at grading time.

# Dual Credit Memorandum of Agreement

**REVISED MEMORANDUM OF AGREEMENT**  
**Between Valley City State University and the [ ] Public School**

For delivering high school courses to which college credit will be applied, Valley City State University will pay the High School Instructors for instructional services rendered in accordance with the VCSU adjunct faculty employment/payment procedures. The instructor will be paid \$30 per student per credit. This MOA is for the 2021-2022 academic school year.

Courses delivered at [ ] Public School and their VCSU equivalencies are as follows:

**Fall Semester**

[ ] Course	VCSU Course	Instructor Name

**Spring Semester**

[ ] Course	VCSU Course	Instructor Name

Students who complete the dual credit EDUC 251 & EDUC 252 course through VCSU will still be required to complete the application for admission to the teacher education program. \*\*Instructors for this course will be required to submit copies of practicum/field experience evaluations to VCSU for documentation of the 40 hours.

Signed:

\_\_\_\_\_  
[ ]: Principal,

Date

\_\_\_\_\_  
Dr. James Boe; Dean of Graduate Studies and Extended Learning, Valley City State University

Date

# Faculty Qualifications Audit

VALLEY CITY STATE UNIVERSITY

## Faculty Qualifications Audit

Date of Review:

**Faculty Name**  
**Department**

**Faculty Rank**

### The Higher Learning Commission defines "Qualified" faculty as follows:

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than what he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program. (Higher Learning Commission: Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices, March 2016)

Check One

Tenured  Probationary  Special Appointment  Adjunct  Teaching Assistant

VCSU uses HLC's Assumed Practice B. Teaching and Learning: Quality, Resources, and Support to establish baseline qualifications as outlined below. At time of hire, faculty must meet either A or B, below.

Name:		
	<u>Yes</u>	<u>No</u>
A. All faculty should have a master's or doctorate degree in their teaching field <i>List degrees below:</i>		
•		
B. Individuals holding a master's or doctorate <b>not</b> in field must meet one of the following additional criteria:		
	<u>Hrs/Yrs</u>	<u>Credits</u>
1. Academic Qualifications—18 graduate credits in teaching field. <i>List courses below:</i>		
•		
2. Professional Experience—		
A. Work experience: minimum of 8,000 hours in relevant, non-academic professional work related directly to coursework being taught. (total hours x .002) <i>List Experiences Below:</i>		
•		
B. Faculty Teaching Education courses: minimum of 8,000 hours of professional work experience in k-12 school at the level of program being taught (2.25 cr per 1000 hours or total hours x .002) <i>List Experiences Below:</i>		
•		
3. Professional Engagement (must meet 3a OR 3b):		
A. Advanced, nationally recognized certificate in professional field (e.g., CPA, SHRM, ERMS, Microsoft Suite, CAT, etc.). Certification must be maintained to qualify. <i>List Certifications Below:</i>		
•		
B. A combination of the following items, to equal 18 credits:		
i. Up to 9 graduate credits of transcribed professional development credits (continuing education credits in field 1 credit for every 2 earned) <i>List courses below or attach transcript:</i>		
•		



ii.	Presentations and/or publications completed relevant to courses taught (1 credit each for up to three credits) <i>List below or attach CV:</i>		
	•		
iii.	Teaching experience in field (1 credits/5 years; up to 3 credits total) <i>List experiences below:</i>		
	•		
iv.	Equivalent of college level teaching experience: AP, senior level high school courses, dual credit (2.25 credits/1000 hours) <i>List experiences below:</i>		
	•		
v.	Graduate coursework in the field of teaching. <i>List courses below:</i>		
	•		
vi.	<b>Other Relevant Scholarly Activities.</b> <i>List activities below:</i>		
	•		
4.	Life Experience—		
i.	For language teachers: cultural and language fluency. <i>List experiences below:</i>		
	•		
ii.	For music, art, coaching: 5 year history of performance. <i>List experiences below:</i>		
	•		

Are you teaching any courses for which you are not qualified as defined by the HLC? If so, please list course/s taught Not Covered by "Qualified:"

Provide the rationale for teaching these courses:

Signatures:

X \_\_\_\_\_ X \_\_\_\_\_  
Faculty Member Department Chair

X \_\_\_\_\_ X \_\_\_\_\_  
Vice President for Academic Affairs University President

## Hiring Process and Contracts

### Hiring process by Graduate Studies & Extended Learning

- Graduate Studies & Extended Learning notified of new faculty with contact information and which course/s they will teach
  - Full name, phone, email, mailing address
- DC Faculty complete the part time faculty application at [vcvu.edu/jobs](http://vcvu.edu/jobs), faculty can upload
  - Copies of official transcripts and resume (required).
- Once these documents are returned signed to the Graduate Studies & Extended Learning office the request for approval to faculty will be sent.
- The background check is sent to Employee Services by the Graduate Studies & Extended Learning office.
- After notification of the results of the criminal background check (from Employee Services) and approval from faculty is clear then the Graduate Studies & Extended Learning office will send the following to DC faculty to review, sign, and return
  - Oath for teachers
  - Criminal records disclosure
  - Contract
- Once the documents are returned Graduate Studies & Extended Learning will inform them that Employee Services will contact them regarding the completion of the essential hiring documents.
- Employee Services sets the processes in motion for ID, email etc...
  - A new employee cannot/should not be entered into the system until the results of the background check is complete and all other documents are received.
  - If a DC faculty has not worked and has not received pay in 12-18 months, the criminal background check will need to be repeated.
  - Since DC faculty may come to campus for meetings during a time that they are not teaching they are not terminated in HRMS.
- Graduate Studies & Extended Learning house the documents.
- If the faculty earns an additional degree Graduate Studies & Extended Learning should be notified and provided a copy of the official transcripts.

### Annual/semester contracts sent by Graduate Studies & Extended Learning

- Graduate Studies & Extended Learning notified of faculty with contact information and which course/s they will teach
  - Full name, phone, email, mailing address
- Annually a letter of appointment listing the High School and the DC courses teaching is sent to the DC faculty to review, sign, and return to the Graduate Studies & Extended Learning office.
- Each semester all syllabi are uploaded to the DC Faculties folder.
- After grades are due, before payroll, Chasity Lovell (grad) to make sure the DC faculty submitted syllabi, course alignment and any other needed documents.
- After the grades are posted in campus connection a payroll is calculated on the number of students graded \$30 per student per credit. PAF or payroll document is completed, approved, and forwarded to the VCSU Payroll Office.
- Faculty evaluation is required per policy V605.01.02 – Completed by Department Chair

# Course Alignment Agreement

AA-49-2017  
NDUS 402.3.2

Valley City State University

## Dual Credit Course Alignment Agreement (for a course taught in the high school by a high school teacher)

This agreement aligns the course \_\_\_\_\_ (course name) taught at \_\_\_\_\_ (name of High School) in \_\_\_\_\_ (City, State) with the course \_\_\_\_\_ (prefix, number, course title) taught at Valley City State University in Valley City, North Dakota.

By SBHE policy (Procedure 402.3.2), the teaching of this course in the high school must be monitored by the institution granting the dual credit, which includes use of VCSU's course evaluation process and oversight by the Department chair.

The instructor at the high school agrees to provide a copy of his/her transcript and resume at the start of the program (and updates upon request) to the VCSU Academic Affairs office.

At the beginning of each year the course is taught, the instructor will submit a syllabus to the VCSU Academic Affairs office, detailing the alignment of the high school course with the university course, as described below:

1. Course title at High School: \_\_\_\_\_
2. Is this course a one semester or full year course? \_\_\_\_\_
3. Course prefix, name, and title at VCSU: \_\_\_\_\_
4. VCSU Course Description: \_\_\_\_\_
5. Number of credits \_\_\_\_\_ Is this a ND Common Course description? \_\_\_\_\_
6. General Education Transfer Agreement designation \_\_\_\_\_
7. Comments regarding delivery, seat time, or other criteria that must be met: \_\_\_\_\_
8. Tools/process used to align content: \_\_\_\_\_
9. Assessment(s) used to demonstrate equivalent learner outcomes: \_\_\_\_\_

Signatures verifying agreement of course equivalency:

	X	
Print name	High School Instructor	Date
	X	
Print name	VCSU Course Instructor or Department Chair	Date

## VCSU Email Forwarding

1. Log into VCSU web mail client <http://email.vcsu.edu> (firstname.lastname@ndus.edu)
  - Some usernames will have an additional number or middle initial like john.a.doe@ndus or john.doe.4@ndus
2. Click the Options icon (round gear) at the top right.
3. Click Mail in the lower right of your window.
4. Click Mail again on the left options menu to expand if it is not already.
5. Click Accounts, to expand the menu if it is not already.
6. Select Forwarding to show the forwarding dialog
7. In the Forwarding dialog, click the radio button to start forwarding and enter your email address. You can decide to keep copies of forwarded messages. Do not do this unless you log in occasionally to clear out your mailbox.

### Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages

Stop forwarding

8. Once you have completed entering the information, remember to click Save. Your email will now be forwarded to the address you provided.

## Accessing Dual Credit Folders through VCSU's Office 365

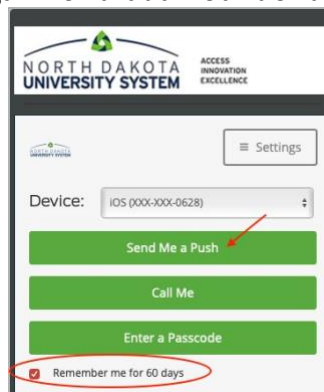
*Microsoft Teams will be used to store the items for Dual Credit instructors and the Dual credit program. To access Teams, please use the instructions below. Although any browser should work for this site, Google Chrome and Firefox seem to be the most dependable for uploading and working in browser-based storage.*

*\*Note: You must have Duo Mobile configured to access Office 365 at VCSU. See setup instructions if you do not have it.*

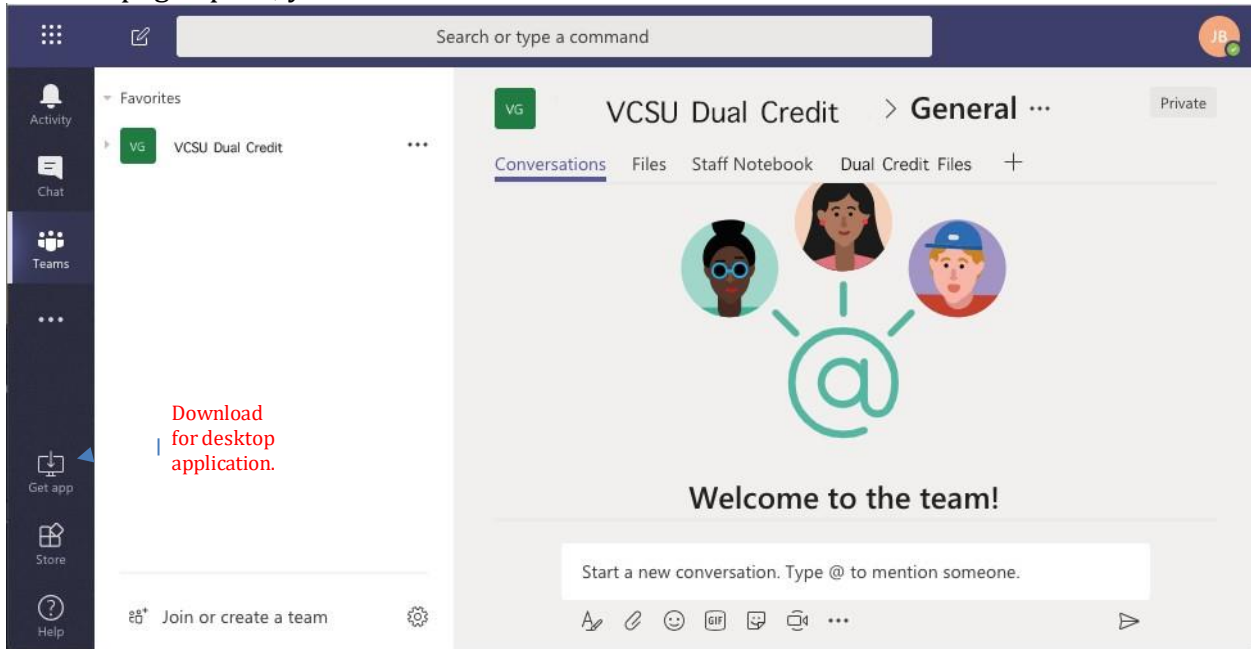
1. There are two ways you can access Microsoft Teams:
  - a. Log into Microsoft Teams online using a web browser
  - b. Download the Microsoft Teams application and log into it directly
2. The following instructions are for accessing through your browser. Once you have accessed Teams for the first time, you can download the application if you prefer.
3. Log into the Blackboard portal and click on the email link or go to <http://teams.microsoft.com> and enter your username. Example - john.doe@ndus.edu You will be asked to enter it on two different screens.



4. You will be asked to authenticate with Duo Mobile. If you check the box to remember you for 60 days, you won't have to use Duo again for that amount of time.





5. When the page opens, you will see the VCSU-Dual Credit team in the list of Favorites.



6. Within the dual credit Team you will see four tabs across the top:
- Conversations – we likely won't use it, but it logs all changes and conversations
  - Files – common shared files for all users
  - Staff Notebook – Online notebook for meeting minutes and other materials
  - Dual Credit Files – Your private folders are stored here for syllabi, alignments, and evaluations
7. Inside the folder with your name on it, you should be able to see the folders for each type of documentation.

Name	Modified	Modified By
Alignment Agreements	January 28, 2019	Boe, James
Assessment Alignment	June 8, 2018	Boe, James
Evaluations	June 8, 2018	Boe, James
Syllabus Alignment	June 8, 2018	Boe, James
AA-49_Dual_Credit_Course_Alignment_Agre...	June 8, 2018	Boe, James
READ ME.rtf	June 8, 2018	Boe, James

8. You can always access teams from any other Office 365 application. As an example, when working online in email you will see a series of icons in the top left side of your browser.

Office 365 Outlook  Click on the icon that looks like a waffle  and then select "Teams" from the app launcher.

## Dual Credit/Early Entry Checklist for Students

### Application for admission

Go to [www.vcsu.edu](http://www.vcsu.edu), then click Apply Now

Choose Undergraduate, then create an account - Remember these credentials

Go back to Apply Now, sign in, and complete your application for admission

Admit Type: Early Entry      Major: Non-degree

### \$35 application fee

Pay online at the end of the application or send a check later

Mail check to: VCSU Enrollment Services, 101 College St. SW, Valley City, ND 58072

Does not need to be paid if done previously

### High school transcript

Electronic transcripts are accepted directly from the high school

Or mail to: VCSU Enrollment Services, 101 College St. SW, Valley City, ND 58072

### ACT and/or Accuplacer scores

For English courses, an 18 is needed on the ACT English sub-score.

For Math courses, a 21 is needed on the ACT math sub-score.

If no ACT score is available or if the required score is not met, an Accuplacer test can be taken

Accuplacer is available by your high school counselor or administration.

### Registration Form

Make a copy for your records if you choose

Turn form in to the Dual Credit/Early Entry contact at your high school

### Payment

A paper bill will be mailed to you a month after classes start each semester Financial Aid Options

-Payment Plan Enrollment Form (if you choose) -Bank of ND Dual Credit Assistance Program

*Billing questions: Business Office, 701-845-7232*

*Enrollment questions: Enrollment Services, 701-845-7101*

*Or email us at: [enrollment.services@vcsu.edu](mailto:enrollment.services@vcsu.edu)*

## Dual Credit Assistance Application


**DUAL CREDIT ASSISTANCE APPLICATION**  
 BANK OF NORTH DAKOTA  
 COLLEGE PLANNING CENTER  
 SFN 60348 (09-2015)

Bank of North Dakota (BND) is accepting applications from eligible students for financial assistance to pay for Dual Credit courses. Funding may be limited. Applications will be considered by date submitted. Approved students may receive assistance for up to two (2) courses per academic school year. **Students may not receive assistance to retake a course.**

To be eligible, a student must:

- 1) Be a current sophomore, junior or senior attending a North Dakota high school.
- 2) Receive authorization from High School to take approved dual credit course.
- 3) Qualify for Free or Reduced Price Lunch.
- 4) Submit application for assistance to BND during the course enrollment process.

Mailing address: Bank of North Dakota  
 Dual Credit Assistance  
 PO Box 5524  
 Bismarck, ND 58506-5524

Fax number: 701.328.5629

Call 800.554.2717 or email [cpcgrp@nd.gov](mailto:cpcgrp@nd.gov) if you have questions.

Costs covered by assistance:

- 1) Application fee.
- 2) Tuition and fees.
- 3) Book (with shipping costs if applicable).
- 4) Assistance will be reduced by waivers or other assistance student receives.

After applications are received at BND, students will be sent notification of approval or denial for assistance. The college campus will be notified to bill BND directly for application fee, tuition, fees and book less waivers or other assistance. All assistance will be paid directly to the college campus through which the dual credit course is being taken. In the event of an overpayment to the college, any funds will be returned to BND. Assistance is not a loan; therefore, approved students will not be asked to repay funds.

Section 326 of the USA PATRIOT Act<sup>1</sup> requires us to ask for your Social Security Number. The principal purpose and routine uses of this information are to verify your identity, provide for the servicing of your account or loan, including communications with consumer reporting agencies, and in the event it is necessary, to locate you and collect on your loan(s). Providing any requested information is mandatory in order to receive the requested service. We may not be able to grant the service if the requested information is not provided.

**STUDENT INFORMATION** (Please print)

Student's Legal Name (Last, First, Middle Initial)		Social Security Number	
Mailing Address		City	State ZIP Code
Email Address		Student Telephone Number (include area code)	
Date of Birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Year in School (grade when class is taken) <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Parent/Guardian Signature	Date (mm/dd/yyyy)	Student Signature	Date (mm/dd/yyyy)

**COURSE 1** (Please print)

High School Course Title			College Course Title (if this is an AP class, leave this section blank)		
High School State Course Code Number (MIS03)			College Course Number	College Sem. Hours (check one) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of Attending High School			Name of College/University Where Course is to be Credited		
Mailing Address			Mailing Address		
City	State	ZIP Code	City	State	ZIP Code
School Semester Course is Taken (check one) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			School Year Course is Taken (example: 2013-2014)		



Student's Legal Name (Last, First, Middle Initial)
--

**COURSE 2 (Please print)**

High School Course Title			College Course Title (if this is an AP class, leave this section blank)		
High School State Course Code Number (MIS03)			College Course Number		College Sem. Hours (check one) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Name of Attending High School			Name of College/University Where Course is to be Credited		
Mailing Address			Mailing Address		
City	State	ZIP Code	City	State	ZIP Code
School Semester Course is Taken (check one) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			School Year Course is Taken (example: 2013-2014)		

**TO BE COMPLETED BY SCHOOL OFFICIAL**

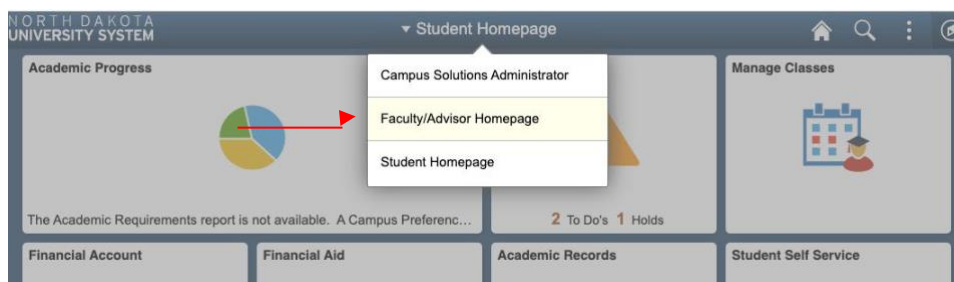
Check Box to Certify Applicant is Eligible for Free or Reduced Price Lunch <input type="checkbox"/> Yes <input type="checkbox"/> No		
Superintendent or Designee Name (please print)	Superintendent or Designee Signature	Date (mm/dd/yyyy)
Telephone Number (include area code)	Email Address	

## Campus Connection

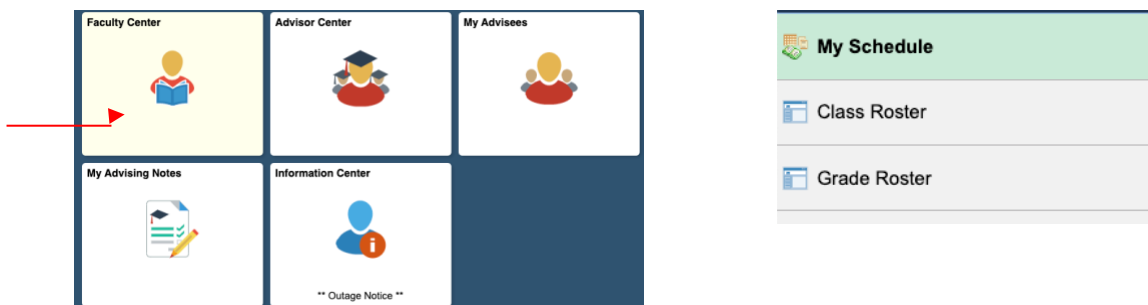
<https://studentadmin.connectnd.us/psp/NDCSPRD/?cmd=login&languageCd=ENG&fmode=1&>

### **ENTERING GRADES and LAST DATE ATTENDED on the FINAL GRADE ROSTER for **FACULTY****

1. To enter grades on the Final Grade Roster, log in to Campus Connection. You will be required to respond to a Duo push notification or call.
2. Campus Connection may open to the default "Student Homepage" when you log in. Click the menu navigator to switch to the Faculty/Advisor Homepage.



3. Navigate to Faculty Center using the tiles on the homepage. When the new page opens you will see Class Roster and Grade Roster as menu options on the left side of the screen.



4. Check the **Term**

2013 Fall | Valley City State University [change term](#)

[View Personal Data Summary](#)  
[My Exam Schedule](#)

5. Select a **Grade Roster**

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

6. Verify the **'Final Grade'** grade roster type is selected

My Teaching Schedule > 2013 Fall > Valley City State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ENGL 480-01 (12216)	Shakespeare (Lecture)	9	TBA	VCSU Online	Aug 26, 2013 - Dec 20, 2013

2013 Fall | Regular Academic Session | Valley City State University | Undergraduate

**ENGL 480 - 01 (12216)** [change class](#)

Shakespeare (Lecture)

Days and Times	Room	Instructor	Dates
TBA	VCSU Online		08/26/2013 - 12/20/2013

Display Options:

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status: Not Reviewed [save](#)

7. From either the **'Student Grade'** tab or the **'Last Date Attended'** tab, select a Grade for each individual student from the **Roster Grade** drop-down or select the check boxes to use the 'add this grade to selected students' button

Student Grade Last date Attended [...]

ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/> 1		<span style="border: 1px solid #ccc; padding: 2px;">▼</span>			GRD	English Education - English Education	Senior

**Federal regulations require a last date of attendance (LDA) when a student has a failing grade and stopped attending.**

Student Grade Last date Attended [...]

ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Note
<input type="checkbox"/> 1		F - Failure - Attended			Note
<input type="checkbox"/> 2		FN - Failure - Stopped Attending		11/08/2013	Note
<input type="checkbox"/> 3		FNN - Failure - Never Attended			Note
<input type="checkbox"/> 4		A - Excellent			Note
<input type="checkbox"/> 5		B - Good			Note
<input type="checkbox"/> 6		C - Average			Note
<input type="checkbox"/> 7		D - Passing			Note
<input type="checkbox"/> 8		F - Failure - Attended			Note
		FN - Failure - Stopped Attending			Note
		FNN - Failure - Never Attended			Note
		I - Incomplete			Note

When you attempt to approve a grade roster without LDA for 'FN' and 'UN' grades, a message will appear directing you to the LDA field(s). Once the LDA is entered, you must "save" before approving the roster.

**All failing or unsatisfactory grades will convert to appear as 'F' or 'U' on the official transcript and academic record.**

8. After all grades and the last date attended (LDA) for 'FN' and 'UN' grades are entered, you need to change the **Approval Status** from Not Reviewed to **'Approved'**, then click **'save'**

Grade Roster Action:

\*Approval Status

## What is Two-Factor Authentication?

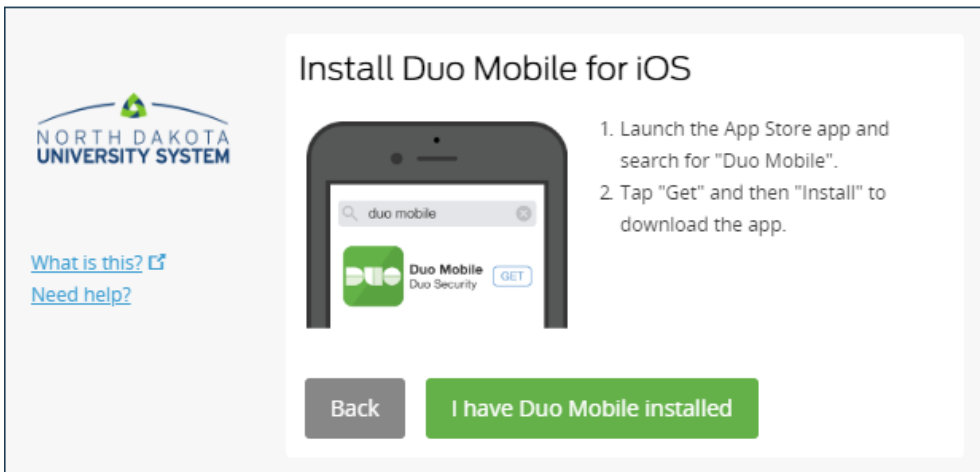
### DUO Two-Factor Authentication

Two-factor authentication adds a second layer of security to your online accounts. Verifying your identity using a second factor (like your phone or other mobile device) prevents anyone but you from logging in, even if they know your password. VCSU has implemented this security on Office365 Applications which includes email.

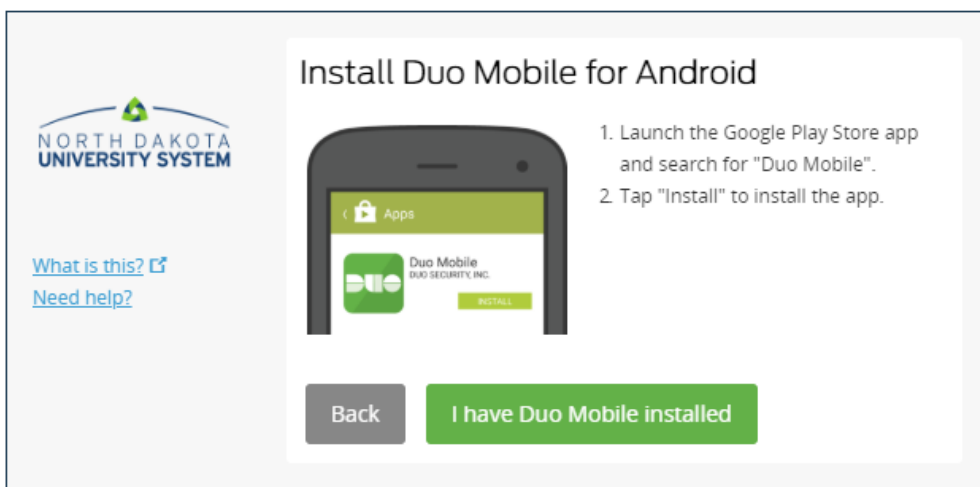
#### How It Works



1. If you have an Apple Device, Launch the App Store app and search for Duo Mobile.
2. Tap "Get" and then "Install" to download the app.



3. If you have an Android Device, Launch the Google Play Store app and search for Duo Mobile.
4. Tap "Install" to install the app.



**Make sure you have installed Duo Mobile on your iPhone before you begin and make sure you allow push notifications and access to the camera .**

**1. Start by going to <https://2fa.ndus.edu> and login using your NDUS/VCSU username and password.**

**NORTH DAKOTA UNIVERSITY SYSTEM**

### Duo Device Management

Requires authentication using your NDUS dotted identifier.

User ID

Password

Sign In

### Trouble Logging In?

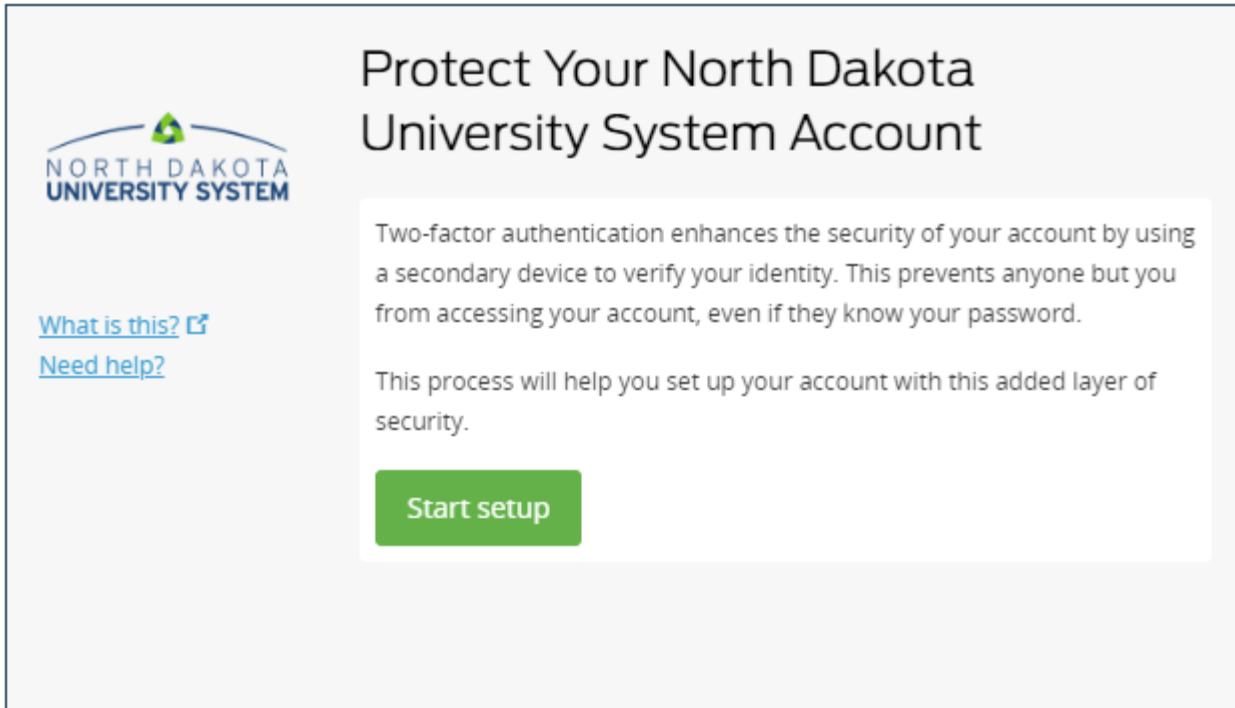
If you are experiencing any difficulties, please use the links below.


User ID and Password Help

Send email to Help Desk

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Duo Device Manager v1.2.0

2. Below are the screens you will see during the enrollment process. Click on Start setup to begin.



 NORTH DAKOTA UNIVERSITY SYSTEM

## Protect Your North Dakota University System Account

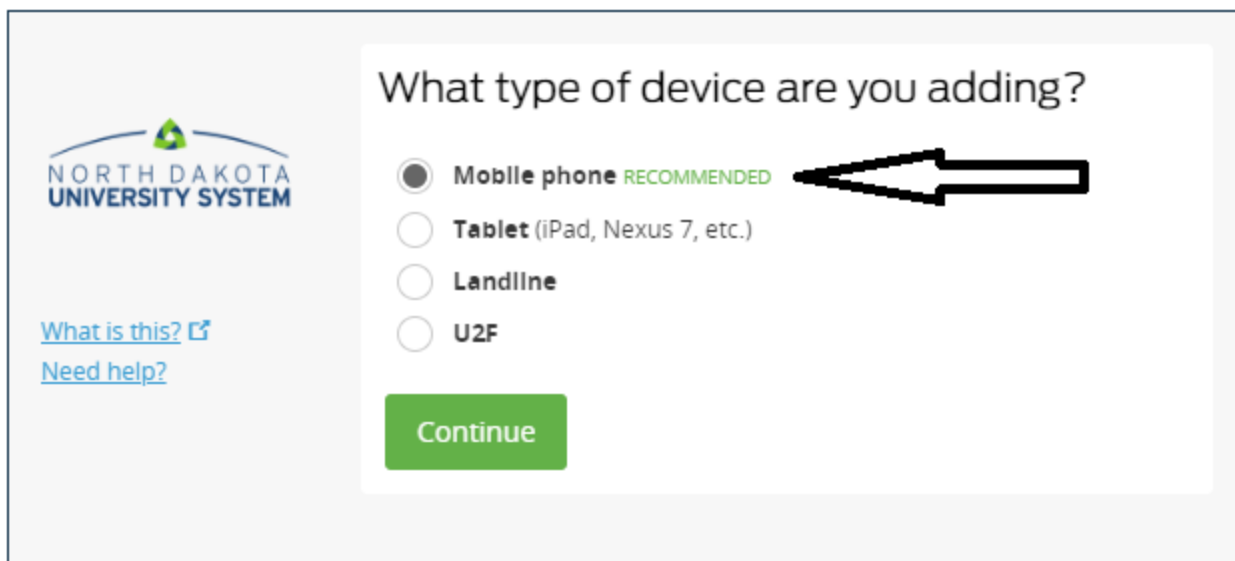
Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.


This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

[Start setup](#)

3. Select the Mobile phone radio button and click Continue.



 NORTH DAKOTA UNIVERSITY SYSTEM

## What type of device are you adding?

**Mobile phone** RECOMMENDED

**Tablet** (iPad, Nexus 7, etc.)

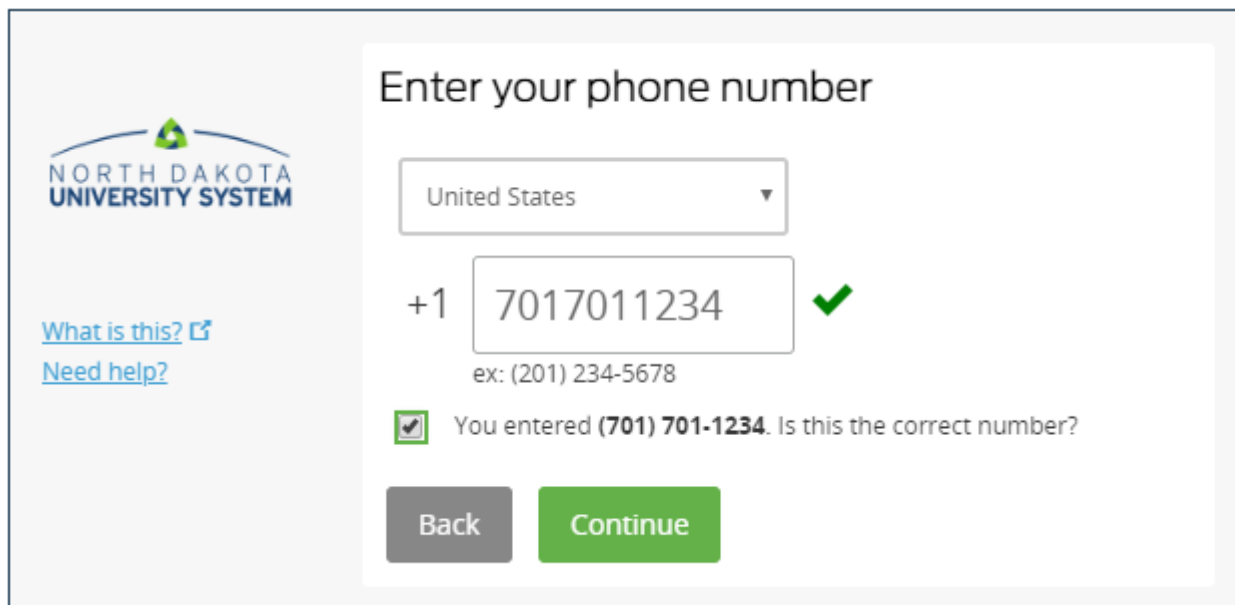
**Landline**

**U2F**

[What is this?](#) [Need help?](#)

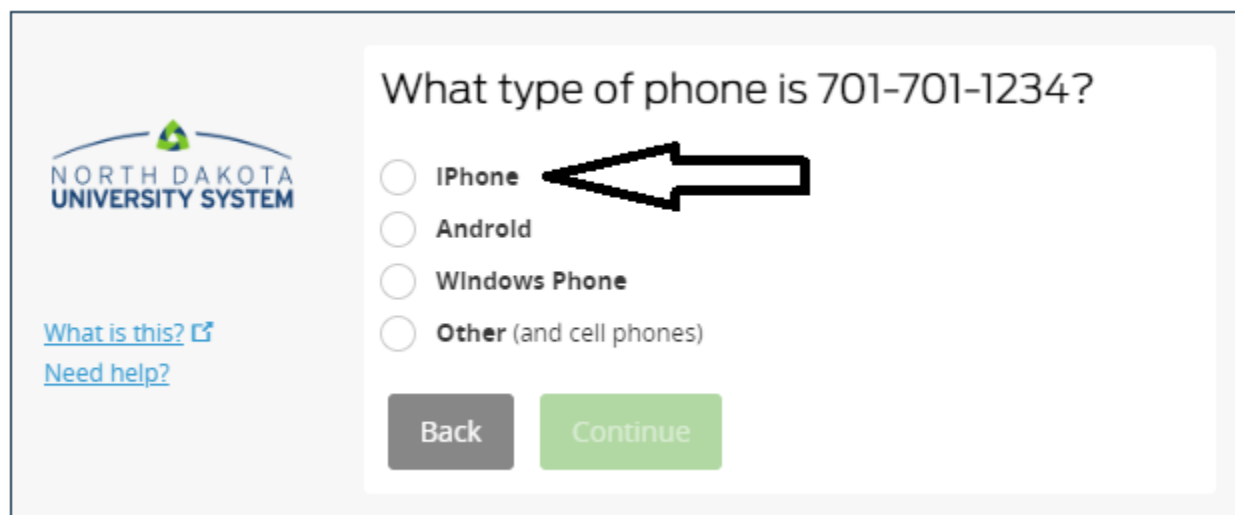
[Continue](#)

4. Enter your cell phone number, check the box to assure it is correct and click Continue.



The screenshot shows a web form titled "Enter your phone number". On the left is the North Dakota University System logo and two links: "What is this?" and "Need help?". The form contains a dropdown menu for "United States", a text input field with "+1 7017011234" and a green checkmark, and an example "ex: (201) 234-5678". Below is a checked checkbox with the text "You entered (701) 701-1234. Is this the correct number?". At the bottom are "Back" and "Continue" buttons.

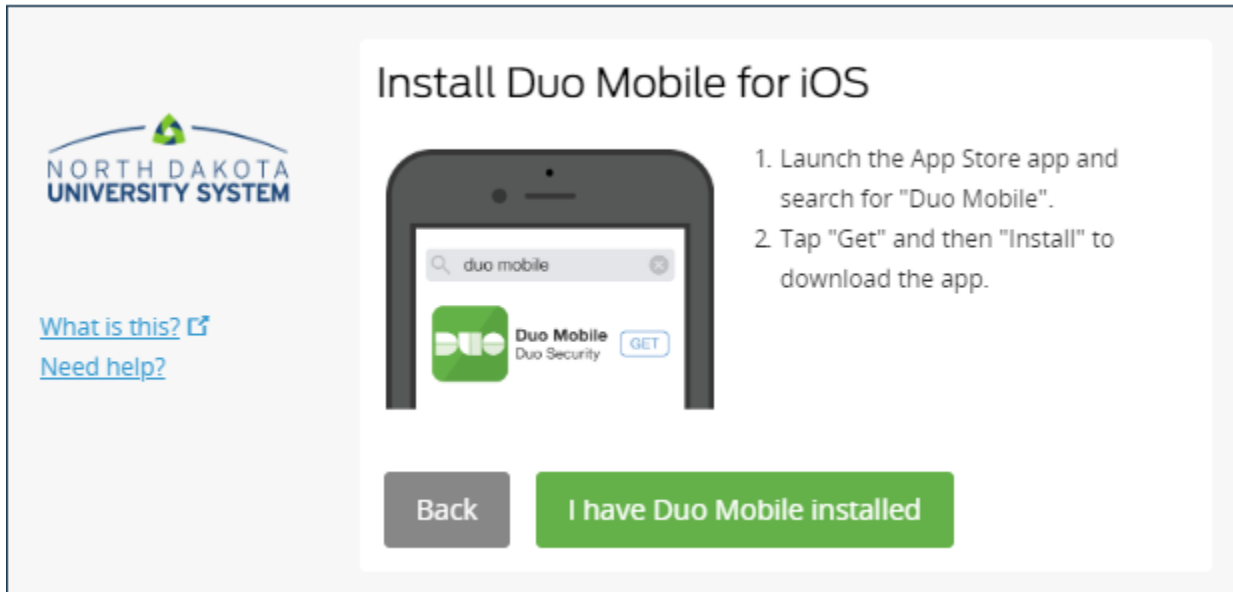
5. Click on the iPhone radio button and click Continue.





The screenshot shows a web form titled "What type of phone is 701-701-1234?". On the left is the North Dakota University System logo and two links: "What is this?" and "Need help?". The form contains four radio button options: "iPhone", "Android", "Windows Phone", and "Other (and cell phones)". A large black arrow points to the "iPhone" radio button. At the bottom are "Back" and "Continue" buttons.




6. Make sure you have installed Duo Mobile on your iPhone as instructed then click on I have Duo Mobile installed.



  
NORTH DAKOTA  
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[What is this?](#)   
[Need help?](#)

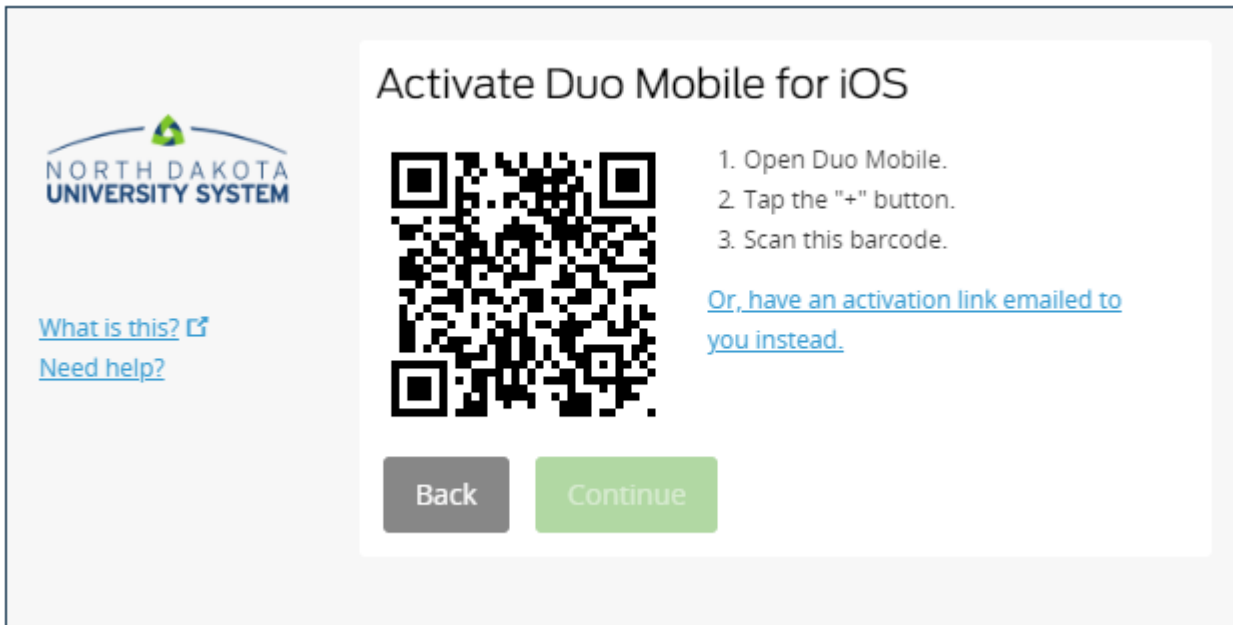
## Install Duo Mobile for iOS





1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

[Back](#) [I have Duo Mobile installed](#)


7. When installing Duo Mobile, make sure you allow push notifications and access to the camera. Then scan the QR code with your phone which will complete enrollment.



  
NORTH DAKOTA  
UNIVERSITY SYSTEM

[What is this?](#)   
[Need help?](#)

## Activate Duo Mobile for iOS



1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

[Or, have an activation link emailed to you instead.](#)

[Back](#) [Continue](#)

## Campus Contact Information

<p>OFFICE OF GRADUATE STUDIES  Chasity Lovell, Administrative and Assessment Assistant  Office of Graduate Studies  1.800.532.8641 extension 7602  <a href="mailto:chasity.lovell@vcsu.edu">chasity.lovell@vcsu.edu</a>  <a href="http://www.vcsu.edu/graduate/">http://www.vcsu.edu/graduate/</a></p>	<p>Dean FOR GRADUATE STUDIES  Dr. James Boe, Dean  1.800.532.8641 extension 7304  701.845.7304  <a href="mailto:jim.boe@vcsu.edu">jim.boe@vcsu.edu</a></p>
<p>ENROLLMENT SERVICES  Bridget Blunck  701.845.7112  <a href="mailto:bridget.blunck@vcsu.edu">bridget.blunck@vcsu.edu</a>  <a href="https://www.vcsu.edu/enrollmentservices/">https://www.vcsu.edu/enrollmentservices/</a></p>	<p>REGISTRAR  1.800.532.8641 extension 7295  701.845.7295  <a href="mailto:registrar@vcsu.edu">registrar@vcsu.edu</a>  <a href="http://www.vcsu.edu/registrar/">http://www.vcsu.edu/registrar/</a></p>
<p>BUSINESS OFFICE  1.800.532.8641 extension 7232  701.845.7232  <a href="mailto:business.office@vcsu.edu">business.office@vcsu.edu</a>  <a href="http://www.vcsu.edu/businessoffice/">http://www.vcsu.edu/businessoffice/</a></p>	