

# Dual Credit Parent Information Guide

2022-23

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 37602  
701-845-7602



**VALLEY CITY**  
STATE UNIVERSITY

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## Parents of Dual Credit Students

Dear Parents,

Valley City State University is offering high school students the opportunity to take dual-credit college courses where students may get credit for high school and college. To enroll, your student must meet the minimum GPA requirement and test scores for some courses. Dual Credit classes are real college classes and therefore, students will receive only semester grades that will appear on their official Valley City State University transcript. (and their high school transcript)

This handbook will provide information for you and your student to select dual credit coursework to meet anticipated college career pathways. The pathways have been designed to reduce potential duplication of course requirements and select a potential focus area for their college career.

When considering dual credit enrollment, parents and students should review the following options:

- Taking 6 or less courses in specific content areas of general education
- Completing the College Studies Certificate – 8 courses (24 credits)
- Completing the full General Education Block – 13 to 16 courses (39 or more credits)
- An Associate of Arts pathway may also be available – 60 credits

Dual credit coursework serves as both high school credit and college credit, which can provide your student with an accelerated path to college, saving time and money. The courses are conveniently offered on the high school campus (unless otherwise noted).

If you have questions, please contact the Valley City State University Office at 701-845-7602.

Dr. James Boe  
Valley City State University

# Valley City State University Dual Credit

## Application and Approval Process

### Application Process

- Your school will provide a list of acceptable dual credit courses that align with VCSU and the dual credit program.
- 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 Next Gen
<b>English</b>	English sub test	Writing	Writing Skills	English sub test	Write Placer	Writing
English 110	18	430	77	15	5	256
	ACT	SAT	COMPASS	PLAN	ACCUPLACER	ACCUPLACER Next Gen
<b>Math</b>	Mathematics sub test	Reading + Math	Algebra	Mathematics sub test	Elementary Algebra	Q.A.S.
Math 103	21	990	49	19	76	255

### Accuplacer Testing

Your high school is administering the Accuplacer. Please contact the high school counselor for information on how to register for an exam.

- Cost for first Accuplacer test: \$12. Pay with credit card through [VCSU Dual Credit Accuplacer Store](#).
- Cost for second Accuplacer test and retakes: \$12 per test.
- Computer, pencils, and scratch paper will be provided.

A printout of scores will be provided immediately after the test is completed. No calculators, cell phones, jackets, calculators, computers, notes or other sources of outside information are allowed in the testing environment. Students will be asked to leave these items in a secured area before testing.

### 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.

**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.**

## Dual Credit Pathways



**VALLEY CITY**  
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### Dual Credit College Studies Certificate (No Summer) – 24 credits

	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Summer
Sophomore			
Junior	2 classes	2 classes	
Senior	2 classes	2 classes	

### Dual Credit College Studies Certificate (with Summer) – 24 credits

	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Summer
Sophomore	1 class	1 class	1 class
Junior	1 class	1 class	1 class
Senior	1 class	1 class	

### Dual Credit General Education Block – 39 to 44 credits (13-16 classes)

	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Summer
Sophomore	1 class	1 class	1 class
Junior	2 classes	2 classes	2 classes
Senior	2 classes	2 classes	2 classes

### Dual Credit AA Degree – 60 credits (22 classes)

	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Summer
Sophomore	2 classes	2 classes	2 classes
Junior	3 classes	3 classes	2 classes
Senior	3 classes	3 classes	2 classes

### Alternate Path (lighter sophomore year) Dual Credit AA Degree – 60 credits (22 classes)

	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Summer
Sophomore	1 class	1 class	2 classes
Junior	3 classes	3 classes	2 classes
Senior	4 classes	4 classes	2 classes

## Dual Credit Pathways by Focus Area

### Elementary Education Pathway for AA Degree (Elementary Ed focus)

College Studies Certificate		Finish General Education Block		Complete AA Degree	
• ENG 110	3	• MUS 100, 101, 207, or ART 110	3	MATH 277	3
• COMM 110	3	• GEOG 111	3	EDUC 210	2
• ENG 220	3	• Chemistry	4	EDUC 240	3
• ENG 120 or 125	3	• Biology	4	PSYC 250	3
• HIST 103	3	• Earth Science	4	MATH 278	2
• CIS 170	3	• HPER 100	2	EDUC 283 or 330	3
• MATH 104 or higher	3	• EDUC 251 (Senior year)	2	EDUC 252	2
• PSYC 111	3				

### Dual Credit Pathway for Business focus

College Studies Certificate		Finish General Education Block		Complete AA Degree	
• ENG 110	3	• Humanities Art & Music	3	21 Credits in Content Area	
• COMM 110	3	• Lab Science	4		
• Humanities-Literacies	3	• Lab Science	4		
• ENG 125	3	• HPER 100	2		
• ECON 201	3	• Additional Soc Sci or Hum.	2		
• CIS 170	3				
• MATH 103/107/210	3				
• ECON 202	3				

### Dual Credit Pathway for Social Science focus

College Studies Certificate		Finish General Education Block		Complete AA Degree	
• ENG 110	3	• Humanities Art & Music	3	21 Credits in Content Area	
• COMM - Any	3	• Lab Science	4		
• Humanities-Literacies	3	• Lab Science	4		
• ENG 120 or 125	3	• HPER 100	2		
• HIST/SOC SCI - Any	3	• Additional Soc Sci or Hum.	2		
• CIS 170	3				
• MATH 210	3				
• PSYC 111	3				

### Dual Credit Pathway for STEM focus

College Studies Certificate		Finish General Education Block		Complete AA Degree	
• ENG 110	3	• Humanities Art & Music	3	21 Credits in Content Area	
• COMM 110	3	• Lab Science	4		
• Humanities-Literacies	3	• Lab Science	4		
• ENG 120 or 125	3	• HPER 100	2		
• HIST/SOC SCI - Any	3	• Additional Soc Sci or Hum.	2		
• CIS 170	3				
• MATH 107, 146 or 165	3				
• PSYC 111	3				

### Dual Credit Pathway for Humanities/Fine Arts focus

College Studies Certificate		Finish General Education Block		Complete AA Degree	
• ENG 110	3	• Humanities Art & Music	3	21 Credits in Content Area	
• COMM 110	3	• Lab Science	4		
• Humanities-Literacies	3	• Lab Science	4		
• ENG 120 or 125	3	• HPER 100	2		
• HIST/SOC SCI - Any	3	• Additional Soc Sci or Hum.	2		
• CIS 170	3				
• MATH 104 or Higher	3				
• PSYC 111	3				

## Dual Credit & Early Entry Checklist

### Application for admission

Go to [vcsu.edu](http://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 with your High School Counselor

\$20 for one test - \$5 for additional test or re-takes

### 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 - Contact the Business Office at 701/845-7236 for options

-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

BANK OF NORTH DAKOTA  
COLLEGE PLANNING CENTER  
SFN 60348 (08-2021)

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. **See Page 2 for eligibility, instructions and application process, and other important information.**

**Important: Complete all fields for course(s) taken or processing will be delayed!**

### STUDENT INFORMATION

Student Legal Last Name	First Name	Middle Initial	
Mailing Address	City	State	ZIP Code
Email Address	Student Telephone Number (include area code)		
Year in School ( <i>grade when class will be taken</i> ) <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Date of Birth (mm/dd/yyyy)		
Name of High School Attending*			
Mailing Address	City	State	ZIP Code
Student Signature		Date (mm/dd/yyyy)	
Parent/Guardian Signature		Date (mm/dd/yyyy)	

\*If student is completing a home education program, please list "Home Educated" or name of home school in this field.

### COURSE 1

College Course Title	College Course Number	College Semester Hours ( <i>check one</i> ) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of College/University Where Course is to be Credited			
Mailing Address	City	State	ZIP Code
School Semester Course is Taken ( <i>check one</i> ) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	School Year Course will be Taken (example: 2021-2022)		

### COURSE 2

College Course Title	College Course Number	College Semester Hours ( <i>check one</i> ) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of College/University Where Course is to be Credited			
Mailing Address	City	State	ZIP Code
School Semester Course is Taken ( <i>check one</i> ) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	School Year Course will be Taken (example: 2021-2022)		

### TO BE COMPLETED BY SCHOOL OFFICIAL

Certify Applicant is ELIGIBLE for Free or Reduced Price Lunch ( <i>check one</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Superintendent or Designee Name	Title of Designee
Telephone Number (include area code)	Email Address
Superintendent or Designee Signature	Date (mm/dd/yyyy)



### **Eligibility and Assistance Highlights**

To be eligible, a student must:

1. Be a current sophomore, junior or senior attending a North Dakota high school, or student completing a North Dakota home education program.
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.

Costs covered by assistance:

1. Application fee (if applicable)
2. Tuition and fees
3. Books (with shipping costs, if applicable)
4. Assistance will be reduced by waivers or other assistance student receives.
5. ***Student may not receive assistance to retake a course.***

### **Instructions and Application Process**

1. Student attending a North Dakota high school work with a school official and/or or parent/guardian to complete the application.
2. Student completing a North Dakota home education program work with a parent/guardian to complete the application. To verify eligibility, submit the first two pages of parent/guardian's federal tax return.
3. ***Important: Complete all fields for course(s) taken or processing will be delayed!***
4. Submit application for assistance to BND during the course enrollment process and meet the fall, spring and summer submission application deadlines to BND (see below).
  - Fall - January 31\*
  - Spring - June 30\*
  - Summer - September 30\*

\* Note: If the deadline date falls on a weekend, the Friday prior to that date is the deadline date.

#### **5. Mail, fax or email completed application to:**

Bank of North Dakota  
Dual Credit Assistance  
PO Box 5509  
Bismarck, ND 58506-5509

FAX: 701.328.5629

Email: [cpcgrp@nd.gov](mailto:cpcgrp@nd.gov)

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

6. After applications are received at BND, student will be sent notification of approval or denial for assistance.
7. The college campus will be notified to bill BND directly for application fee, tuition, fees and books less waivers or other assistance.
8. 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 student will not be asked to repay funds.***

## Campus Contact Information

<p><b>OFFICE OF GRADUATE STUDIES</b>  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><b>DEAN OF GRADUATE STUDIES AND EXTENDED LEARNING</b>  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><b>ENROLLMENT SERVICES</b>  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><b>REGISTRAR</b>  Shannon Hone  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><b>BUSINESS OFFICE</b>  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>	