Dakota College at Bottineau

Spring 2020 Dual Credit Procedures

COLLEGE IDENTIFICATION & SYSTEM ACCESS

- **EMPL ID:** The first time a student applies for admission at a college within the ND University System, a unique identification number is generated for the student. The EMPL ID number is sent by e-mail to the address provided by the student when applying for admission for the first time. The student will then "Claim their Account" and will be assigned a username and password. Claim Account Website
- **Campus Connection:** The student's username and password are utilized to access the University System platform for registration, bills, grades, transcripts, and more. Campus Connection Login
- **Blackboard:** The Learning Management System that houses all the online courses. Most ITV courses utilize Blackboard as a component to the course. Blackboard Login
- **Student Email:** All official communication will be conducted through DCB student e-mail. Every student is assigned an e-mail address, which can be accessed here: DCB E-Mail Login

TUITION & FEES

- **Cost:** Tuition for Dakota College dual credit courses is $137.48/credit. This credit rate is subject to change based on the dual credit rate set by the state. Books are an additional cost.
- **Tuition is due on the first day of class. Tuition needs to be paid by January 29, 2020.**
  - *The college reserves the right to cancel a student's registration if tuition and fees are not paid by the date listed.*
- **Payment plans are available.** The deadline to setup a payment plan is January 14, 2020.
- **Payment Methods:**
  - Online in Campus Connection
  - Credit Card by phone: 1-701-228-5430
  - Mail to: Business Office, Dakota College at Bottineau, 105 Simrall Blvd, Bottineau, ND 58318

BOOKS

- **DCB Bookstore:** Books are required for most dual credit courses. A complete book listing and ordering information is located here: Bookstore Information

MIDTERM & FINAL GRADES

- **Midterm and Final Grades:** Midterm progress is reported in Campus Connection as a letter grade; however, the grade at the end of the semester is the one that is recorded on the student's college transcript.
- Midterm and Final Grades will be sent via a secure e-mail message to high school principals.

Dropping a Class

- Any student wishing to drop a course must complete the following steps:
  - Complete the Dual Credit/Early Entry Drop Form located on the DCB website. Students must have their signature, a parent or guardian signature, and a high school administrator signature.
  - Return the form to the Distance Education Office by email or fax.
- Any drops submitted before January 23, 2020, will result in a 100% refund, and the student will have no charges for the class(es). If a student only drops one course after January 23, 2020, but is enrolled in other courses, they are still responsible for the full amount of the dropped course. There is no percentage rate for a single dropped course while still enrolled in other courses.
- Any total withdrawals (**dropping all classes**) after January 23, 2020, will abide by the following percentage scale (full-term 16 week classes):
  - January 23, 2020 – last day to withdraw at a 100% refund
  - February 4th, 2020 – last day to withdraw at a 75% refund (student must pay 25%)
  - March 26, 2020 – last day to withdraw at a 50% refund (student must pay 50%)
  - March 26, 2020 – withdraw at a 0% refund (student must pay 100%)
- The last day to withdraw from school is April 9, 2020.

Complaint Process

- Students are encouraged to meet with the instructor regarding any concerns.
- If a student is not satisfied after contacting the instructor, the student may contact the Director of Distance Education.