



# DAKOTA COLLEGE AT BOTTINEAU

FALL 2022, SPRING 2023, SUMMER 2023

## 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

- **2022-2023 Tuition:**
  - Unsubsidized Rate - \$153.96 per credit (Qualified instructor paid in full by DCB)
  - Subsidized Rate - \$89.43 per credit (Qualified instructor is paid by the high school)
  - 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.**
  - *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.**
- **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.
- There is a deadline to receive a 100% refund, and the student will have no charges for the class(es). Refer to the academic calendar for this date.
- If a student only drops one course after the 100% refund date, 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 the deadline, may be eligible for a partial refund, depending on the date the courses were dropped.

## 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 Associate Dean for Academic Affairs.