



DAKOTA COLLEGE AT BOTTINEAU

FALL 2021, SPRING 2022, SUMMER 2022

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 for the 2021-2022 is TBA. 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 Director of Distance Education.