



# DAKOTA COLLEGE AT BOTTINEAU

## DUAL CREDIT PROCEDURES

**All students need to complete the application. All information must be the students' personal information, especially the personal email. All applications must be signed and submitted by the student. If a parent/guardian is completing the application for the student, the system will flag the application as fraudulent, which delays the application process.**

### **New Students:**

All new and incoming students (students that have never taken dual credit with DCB before) need to complete the following steps in order:

1. Complete the Online Application for Admission into Dakota College.\*\*
2. Pay the \$35 application fee.
3. Bank of North Dakota applications need to be filled out and faxed to The Bank of ND at (701) 328-5629. This should be done at the same time as the online application.
  - Students may qualify for Bank of North Dakota if they are on the Free or Reduced Meal Plan through their respective high schools.
4. Students who are eligible for Bank of North Dakota **should not** pay the \$35 application fee. Instead to ensure timely processing of the enrollments, BND students must submit their BND application to the bank as soon as possible, preferably the same day as they fill it out along with the online application.
5. Claim Your Account.\*\*\* Students must wait 48 hours after submitting the online application for admission to complete this step.
6. After completing Steps 1 through 5, all new students must e-mail Stacy Allard at [stacy.allard@dakotacollege.edu](mailto:stacy.allard@dakotacollege.edu) to inform her of their application and payment being submitted. The enrollment process **cannot** move forward without this step.
7. Complete the FERPA form. This form allows students to release information to whomever they choose. Students may fill this out to release information to their parents/guardians and schools.
  - Fill out the FERPA Release Form. Instructions will be provided.
  - Students must log in using their Campus Connection credentials. They must fill out all areas, including the who-to-release-to section and click submit.

**Note: For students over 18, releasing to their parents/guardians is optional.**

### **Returning Students:**

All returning dual credit students need to complete the following steps in order:

1. Claim Your NDUS Account.\*\*\* If students have not done this already, they must do so before any other steps can be completed.
2. Check for holds. Students can log in to [Campus Connection](#) and check in the "Tasks" box in their "Student Center" to see if they have an outstanding balance. If so, please call the Business Office at (701) 228-5430 immediately to pay off this balance, as students cannot register with this outstanding balance.

\* Email Policy Form is included along with a breakdown and instructions.

\*\*Instructions for how to "Complete the Online Application Process" will be included.

\*\*\*Instructions on how to "Claim Your Account" will be included.



**Do not move on until all steps on the first page have been completed.**

**All Students:**

All dual credit students must complete the following steps in order:

1. Navigate to DCB's "Early Entry/Dual Credit" webpage:  
[www.dakotacollege.edu/academics/dual-credit](http://www.dakotacollege.edu/academics/dual-credit)
2. Financial Obligation Agreement (FOA)
  - The Financial Obligation Agreement states, in short, that the student is aware that they are responsible for their bill. The FOA will now be electronic. Instructions will be provided.  
**If the student is under 18, in previous semesters their parent or guardian had to sign the FOA. Now, with it being electronic, the student must fill it out regardless of age, but do so in knowing that they are responsible to inform their parent or guardian if they are under 18.**
3. Any students choosing to enroll in MATH 103 – College Algebra or ENGL 110 – College Composition I must provide appropriate test scores before they are enrolled.
  - MATH 103 – College Algebra requires an ACT Score of 21 or higher.
  - ENGL 110 – College Composition I requires an ACT Score of 18 or higher.
  - If these scores are not met, students have to take the Accuplacer test. They can take it through their school. They must set up and complete the test before the semester begins.  
**Notes: The Accuplacer tests and scoring have both changed.  
Students are only allowed to take the Accuplacer a total of two times.**
  - MATH 103 requires an Accuplacer Score of 255 or higher.
  - ENGL 110 requires an Accuplacer Score of 256 or higher.

**Students may provide ACT Scores by either submitting a copy of their ACT Report or a copy of their high school transcript.**

4. For all other courses, students must follow the required pre-requisites for each respective class listed in the Course Catalog found here: [www.dakotacollege.edu/catalogs/18-20](http://www.dakotacollege.edu/catalogs/18-20)
5. The **Final** step is to fill out the Enrollment Form. Students can print this form from DCB's Dual Credit webpage found [here](#).
  - Print the form.
  - Complete the form.
    - A. The Enrollment Form must be signed by the student, their parent or guardian, and their high school administrator.
    - B. When filling out the form, students must write the mailing address and current personal e-mail that they use. These must also be the same as the addresses entered for the Online Application for Admission.



**New Form:** The E-mail Policy Form\* is now required for all dual credit students. Please submit this form to Stacy Allard along with the completed Enrollment Form.

6. **E-mail, Fax, or Mail** the completed form along with the appropriate test scores to:

Fax: (701) 228-5614

or

E-mail: [stacy.allard@dakotacollege.edu](mailto:stacy.allard@dakotacollege.edu)

Or

Mail:

Dakota College at Bottineau

ATTN: Stacy Allard

105 Simrall Blvd

Bottineau, ND 58318

**Please mail only if faxing or emailing is not possible.**

**Enrollment forms cannot be processed without completion of all steps.**

**Please note that the price per credit hour is \$137.48.**

\* Email Policy Form is included along with a breakdown and instructions.

\*\*Instructions for how to "Complete the Online Application Process" will be included.

\*\*\*Instructions on how to "Claim Your Account" will be included.