



Dear dual credit student,

Welcome to Dakota College at Bottineau (DCB)! We are excited that you are leaping ahead on your college education by participating in the DCB Dual Credit Program. Dual credit is an opportunity for high school students to earn college credit now, while still in high school. Eligible students can take college courses to meet both college and high school requirements at a reduced rate. This resource document provides an overview of student expectations, procedures, and general information. Please let our office know if you have any questions, thank you.

Important Things to Remember:

- *Dual credit courses are college courses* and are of the same high quality, cover the same content, and have the same rigor as courses offered at the campus.
- *DCB awards the college credit.* The high school awards high school credit, per high school approval.
- Final grades are *PERMANENT* and will be on the college transcript *forever*.
- Students should expect to invest at least as much *time out-of-class as in-class* in reading, studying, and preparing for college course assignments.
- *A syllabus is the guide to a course* and outlines the expectations of the course.
- Students are expected to *attend and participate in every session of all classes*, for which they are registered. If students plan to miss class for numerous high school activities, they may benefit from taking regular high school classes rather than college classes due to the academic rigor and expectations for college courses.
- Students need to *inform your instructor* when they have a necessary *excused absence*, prior to the absence.
- If students have questions or concerns in a Dual Credit course, it is their *responsibility to ask the instructor* to determine what they need to improve to succeed in the class.
- There are *no parent/teacher conferences*.
- Parents should not contact instructors regarding course related information or issues, Instead, *students are encouraged to communicate* with the course instructor when questions or concerns come up.
- DCB is part of the North Dakota University System (NDUS), which has established the *General Education Requirement Transfer Agreement (GERTA)*. This is an approved



set of general education courses that are *transferable* between North Dakota University System institutions, North Dakota's five tribal colleges, and one North Dakota private university. The *transfer agreement* is designed to improve student access to institutional degrees and avoid course duplication or loss of credit when students transfer within North Dakota. The agreement is located here: <https://ndus.edu/lets-get-started/transfer-to-a-different-campus/gerta/>.

Student Readiness

- Dual credit is a great fit for most students who show *interest, maturity, and academic readiness*, but it may not be a perfect fit for every student.
- Students enrolled will be *required to attend and participate in their college-level courses*. The academic work required will be demanding and professors will expect dual credit students to perform at the level of any other college student.
- Online dual credit courses require students to have *strong organization* and *time management skills, self-discipline* and *motivation*, and *computer skills*.
- If students do poorly on a test or assignment, they should *not expect to repeat the work* to improve their grade.
- In addition, instructors *may not allow students to do extra work* to bring up a poor grade.
- Students need to *advocate for themselves*. They should be encouraged to communicate with the course instructor or seek out academic support services as needed.

Important Dates

- **Class Start Dates:**
 - Online classes officially open on Monday, August 24th at 4:00 PM.
 - ITV classes that are offered on a Tuesday will begin on Tuesday, August 25th.
 - All other ITV classes will begin on Wednesday, August 26th.
- **September 2** – Last day to add classes
- **September 2** – Last day to **drop a class for a 100% refund** (a class dropped after this date will not be refunded, unless a student drops ALL classes – these dates are below)
- **September 7**– Labor Day observed; Campus Closed
- **September 9** – Tuition/Fee payment deadline
- **October 9** – Last day to **drop ALL classes for a 75% refund**
- **October 12** – Professional Development Day



Important Dates Continued...

- **October 19** – Registration opens for Spring 2027
- **November 1** – Last day to **drop ALL classes for a 50% refund**
- **November 11** – Veteran’s Day; Campus Closed
- **November 13** – Last day to **drop ALL classes – no refund**
- **November 25-27** – Thanksgiving break; no classes, Campus Closed Thursday
- **December 14-18** – Finals Week
- **December 21 – January 10** – Winter break; Campus Closed Dec 24 (Noon), Dec 25, Jan 1
- **January 19** – Incomplete fall grades change to “F”

Academic Resources

- Academic Resources are *available for all dual credit students*. Please refer to the Student Support Services flyer below.

Books

- Books are *required for most dual credit courses*. A complete book listing and ordering information is located through the DCB Bookstore, at www.dakotacollege.edu/bookstore.

College Identification & System Access

- **EMPL ID:** This is also known as the *Student 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.
- **Campus Connection:** The ND University System platform for *registration, bills, grades, transcripts*, and more. www.dakotacollege.edu > Campus Connection (top of page).
- **Blackboard:** The Learning Management System that houses *all the online courses*. Most ITV courses utilize Blackboard as a component to the course. www.dakotacollege.edu > DCB Online (top of page) > Blackboard Login.
- **Student Email:** All *official communication* will be conducted through *DCB student e-mail*. Every student is assigned an e-mail address: www.dakotacollege.edu > Email (top of page).

Complaint Process

- *Students* need to *initiate communication* with their *instructor* regarding any concerns or questions.



- If the concerns are not addressed, *students* should *contact* their *high school counselor or principal*.

Dropping a Class

- Any student wishing to drop a course *must complete the “Course Change Form.”* Students must have their signature, a parent or guardian signature, and a high school administrator signature.
 - College Credit in High School – Click on “Course Change Form” and complete it.
- There is a *deadline* to receive a *100% refund*. Refer to the dates listed above.
- 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.

FERPA

- FERPA stands for Family Educational Rights and Privacy Act of 1974, as amended.
- It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records.
- FERPA calls for the protection of student records once they turn 18 or attend a school beyond the high school level.
 - Dual Credit students fall under this classification.
- Students must *complete a release form for records to be released* to parents/guardians.

Midterm & 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 counselors or principals*.
- *Final grades* are *PERMANENT* and will be on the college *transcript forever*.

Student Handbook

- Outlines expectations, policies, and procedures for students:
www.dakotacollege.edu/handbook.

Tuition & Fees

- **2026-2027 Tuition: To Be Determined**
- **Previous semester rates for 2025-2026 were as follows:**
 - Unsubsidized Rate - \$159.90 per credit (Qualified instructor paid in full by DCB)
 - Subsidized Rate - \$92.78 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 Plan Options](#)**
- **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