



IMPORTANT PARENT AND STUDENT MESSAGE!

*In order to ensure the most successful and positive Dual Credit experience for you, it is most important that you read and understand **ALL** information and policies included in this packet. Please ensure that you familiarize yourself with all pertinent dates, deadlines and policies.*

High school students can take courses through multiple institutions for \$65 per credit.*

* Other course fees may apply and vary by course, institution and delivery system.

ASSOCIATES OF ARTS
College of Western Idaho will award students who receive 64 dual credits (in specific areas) an Associates degree. This takes an intense amount of work and planning, please contact your counselor as soon as possible if you are interested in this advanced program.



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General Information and Policies

Student Eligibility

Eligible students must have reached junior standing, the minimum age of 16 years prior to the end of the trimester in which the student enrolls, or successfully completed at least one-half of the high school graduation requirements as certified by the high school. Students who do not meet the above criteria can petition by completing the waiver specific to the institution issuing the dual credit.

Courses Offered

Students may take courses at the high school, available by Rigby High School staff, through the IEN (Idaho Education Network) or via online courses taken during the school day, with a facilitator.

COMPASS Testing

All English and Math Dual Credit courses require a placement test score that are used to ensure students are ready to take the high intensity of course work. If you do not have the minimum pre-requisite ACT/SAT or AP score you must to take the COMPASS before you are eligible to take the course. The test is available in the Counseling Office Career Center. The cost of \$2 must be paid to Tyree Fenton, the High School bookkeeper before the test can be taken.

Tuition and Fees

Each institution charges \$65 per credit for any dual credit course. Fees must be paid directly to the credit issuing institution. Scholarship opportunities are available. Students moving to Idaho from out-of-state will have to pay full price for dual credits for their first year.

Textbooks and Course Materials

Courses taught by Rigby staff should have books available. However, those courses available through the IEN, or other online Dual Credit opportunities may require the student to purchase or rent textbooks and other materials. Students who do not have computer or internet access at home may not be successful in the dual credit courses.

Student Attendance, Behavior and Performance

Students participating in Dual Credit courses are subject to the same attendance and behavior policies required of all regular College students. If you intend to request a Harvest attendance exemption, it is advised that you do not sign up for Dual Credits during the first trimester. Disciplinary matters will follow procedures outlined in each institution's Student Handbook. The College holds students to a high standard and students must follow the syllabi strictly, all questions must be directed to your instructor. In particular – Diana Cooley is a course facilitator she is not the instructor of the IEN courses, IDLA courses, or online courses.





IMPORTANT DEADLINES

Each Dual Credit issuing institution will have different deadlines for the below requirements. It is important that you pay strict attention to your instructor, facilitator and counseling office for specific deadlines for each course and institution.

TESTING

If test scores are not submitted to the counseling office by the first Friday of the trimester students will be removed from the dual credit course (this only applies to English and Math courses).

APPLICATION

The application requirements vary for each school; if you are taking multiple classes from different institutions pay strict attention to each document.

REGISTRATION

Registration must occur at the High School and College Level. If you are not registered by the College or University deadline, you will be unable to earn dual credit for the course and may have to be removed from the class, which could change a student's entire high school trimester schedule.



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Dual Credit Institution Application Process

COMPASS Testing

English and Math courses require a placement test score that are used to ensure students are ready to take the high intensity of course work. If you do not have ACT/SAT or AP scores, you will need to take the COMPASS before you are eligible to take the course. The test is available in the Counseling Office Career Center. The cost of \$3 must be paid to Tyree Fenton, the High School bookkeeper before the test can be taken.

- AP Calculus and AP English are available for those students who do earn the required score for Dual Credit entrance; however the AP test must be taken in May for those who wish to potentially earn college credit.

Application Process

Rigby High School offers courses through multiple institutions, each College and University have slightly different requirements. Most schools require that the student's social security number be listed on the application. If application paperwork is not completely filled out correctly by the institution assigned deadline students will not be accepted and will not be allowed to take the dual credit course.

- Once a student has been accepted to take dual credit courses from an institution they will not have to go through the application process again (students will be assigned a student identification number from the college or university it is vital that students keep track of this number)
- If the application process has not been started by the First Friday of the trimester then the student will be removed from the dual credit course.
- Students under the age of 16 may have extra documents or signatures required by the dual credit issuing institution.

Registration

Once a student has been accepted at the college they must register for the course with the college. Merely being scheduled in the course at the high school level will not guarantee you college credits. The registration process for each institution varies. Your instructor / facilitator are familiar with the process of registering for courses. The registration process can be completed before the trimester begins, and it is advised for those courses offered by North Idaho College (NIC) that the student does in fact register before the first day of the class. Those courses taught on campus by a Rigby teacher will most likely complete the registration process during a particular class period. Those students who do not register for the course must notify the RHS counseling office immediately.





IMPORTANT DEADLINES

COURSE MATERIALS

The instructors for the IEN dual credit courses will treat you as if you are on a college campus.

Students are expected to have all of their materials purchased before the first day of class. For those who do not get their books or materials before then may be quite behind in coursework by the time the textbook does arrive.

Textbooks and other required course materials are not included in most scholarships and are costs above and beyond tuition.

TUITION AND FEES

*The cost of all dual credit courses and additional fees that might be required by the college should be paid directly to the dual credit issuing institution, **NOT** to Rigby High School.*

Colleges and Universities will issue students' bills for their course fees before the Fast Forward money has been processed. Students/Families are only responsible for the funds not covered by the scholarships earned.



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Dual Credit Institution Application Process

Textbooks and Course Materials

For courses taught at Rigby High School, most of the textbooks are provided. However, those courses available through the IEN, or other Dual Credit Online opportunities may require the student to purchase textbooks and other materials. Books may be available for rent. For those students taking courses with Diana Cooley as the classroom facilitator the textbook or other required course materials may be required the first day of class.

If you are taking a course from the below list you are responsible for purchasing the textbook:

- ECON 201: Principles of Macroeconomics (IEN) - CSI
- PHYE 155: Health and Wellness (IEN) - CSI
- SPAN 101: Elementary Spanish I – CWI
- SOCY 102: Social Problems – CWI
- CSC 105: College Study Skills - NIC

Some courses the school may have copies of textbooks, however due to previous lack of proper care RHS has required that the students pay a rental fee and sign a separate contract with a partial reimbursement of the rental fee upon return of the book in the same condition:

- COMM 101: Fundamentals of Oral Communication (IEN) CSI
- PSYC 101: General Psychology (IEN) CSI
- ENGL 101: Literature and Composition – CSI/CWI
- Medical Terminology – IDLA
- MUSC 1100: Introduction to Music (IEN) - ISU

Tuition and Fees

Each institution charges \$65 per credit for any dual credit course. Your county of residency offsets the cost per credit (allowing students to only have to pay \$65 per credit). Students who have moved into our district from out-of-state will be required to pay a higher tuition, as they have not lived in the state of Idaho for at least one year.

- All institutions except ISU require a County of Residency form to be submitted so that Jefferson County off-sets \$150 of the original tuition cost. The \$65 per credit is the cost after this scholarship is applied.
- If a County of Residency Form is required students must turn it into their teacher or facilitator, who will in turn submit all of them to the County Court House. Failure to do so by the established deadline may require the family to submit it themselves or incur an additional \$150 course cost.
- Students' bills **will** indicate the full cost of the course, regardless of Fast Forward monies. You are only required to pay the post-scholarship amount. All payments for dual credit must be paid to the dual credit issuing institution (not Rigby High School).





SCHOLARSHIPS

FINANCIAL AID

**DO NOT LET FINANCIAL NEED
COME BETWEEN YOU AND YOUR
EDUCATION**

Scholarships for the cost of the credit are readily available, but there are many other opportunities to offset the cost of textbooks and other course materials

ADVANCED OPPORTUNITIES

<http://www.sde.idaho.gov/site/advancedOpp/>

8 in 6

Reimbursement for online courses taken as overload courses during the regular school year, or during the summer

Early Completer

Reimbursement for maximum of 12 credits per trimester, possible after students have earned Idaho graduation requirements

Fast Forward

Monetary deduction for cost of dual credit courses, college bearing exams, or professional-technical exams for Juniors and Seniors



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Dual Credit Financial Aid Opportunities

Financial Aid

Each institution may have individual scholarships available. Most scholarships are included in the application paperwork. It is the student's responsibility to ensure that all paperwork has been properly filled out and submitted to the correct person or department. There are many scholarships available if students are willing to put in the work to find and submit them. It is important that students recognize the cost that accrues when taking college courses as well as the opportunities students have to offset their cost.

- Dual Credit institutions have tuition scholarships available.
- Advanced Opportunity Scholarship money is available to all juniors and seniors. An informed representative will be coming to each dual credit course to assist students improperly applying for these funds.
- Cis.idaho.org – great scholarship search, also allows students to track their progress on scholarship applications and whether or not they have been awarded
- Scholar-box.org is also a great scholarship search website

Advanced Opportunities

Your school counselor will assist you in creating an Advanced Opportunities Portal and requesting this scholarship funding.

8 in 6 Program: Complete eight years of credit in six years

- Provides monetary reimbursement for credits of online coursework completed outside of the regular school day
- Will reimburse for up to 2 courses during the school year and up to 2 courses during the summer. The program will cover a maximum of 8 total credits taken between 7th – 12th grade
- Cost per course maximum reimbursement \$225 per course

Early Completer:

- Open to any student who has completed all state graduation requirements, excluding those mandatory for senior year (Senior Math and Government – due to Senior Project)
- Students will be given funds for 12 dual credits per trimester
- Students are required to be enrolled at the high school to have their college credits covered
- AP Exams can be reimbursed up to \$90 per exam

Fast Forward

- Juniors receive a maximum of \$195 (3 credits worth)
- Seniors receive a maximum of \$390 (6 credits worth)

All Advanced Opportunities deadlines will be strictly adhered to by the school district. Students must apply within their required timeframe.





ACADEMIC EXPECTATIONS

GRADES

Dual Credit courses expect high standards of effort from students. Student grades may not be listed in Powerschool if the course is

through the IEN or online systems and therefore the best way to view current grades is through the institution's website (which parents will only have permission to if they get the username and password from their children)

FERPA

This law protects your children's records for the duration of their education. However in the context of colleges and universities this removes parents' abilities to see current grades unless there is a release of information granted from the student. (Even if the student is under 18) This is a universal post-secondary policy. Rigby High School may not receive the grade information to inform the parents of student's current progress.



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Dual Credit Institution Student Privacy

Grades

Dual credit students will be held to the same standards as those students who are taking classes on the actual campus. Dual credit students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts. Postsecondary courses administered through the Dual Credit/Early College programs reflect the pedagogical theoretical and philosophical orientation of the sponsoring faculty and/or academic department at the credit issuing institution.

Any grade appeals must follow the policies of the credit issuing institution; this may be available in the course syllabus. However it is more likely found in student handbooks or course catalogs of the credit issuing institution.

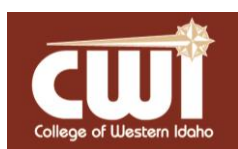
Students may view their grades on the student portal of the college or university website. If you are receiving high school credit your school may require an official transcript as record of your grade and credit hours.

Though the course is being taken on Rigby High School campus, it must be treated as a dual credit class because it is one, this grade not only goes on a high school transcript, but is also listed on the student's permanent academic transcript at the college or university.

On the application forms there is typically a box or reference to release of information (FERPA) please make sure that parents indicate that the student grants them permission to view current and past records, this is the most direct way of keeping track of student grades.

FERPA: Family Educational Rights and Privacy Act

Without a Dual Credit Student Records Release & Consent Form on file, the institution will not release academic information to parents. Though Dual Credit students are not necessarily 18, most institutions will not permit parents to view current or past grades. This also applies to release of information to Rigby High School. Certain institutions may not inform Rigby High School what a student's current grade is during the trimester (this strictly applies to "IEN" and online courses); therefore it cannot be put on Powerschool for students and parents to see notifications of student progress. Make sure that students and parents are viewing the grades posted on the college online system, which varies based on institution. Be aware, that professors will not be calling home in regards to failing grades.





IMPORTANT DEADLINES

DROP/WITHDRAW

Students who decide that the dual credit is ultimately not going to be taken after they have been registered must notify the College and the Counseling Office immediately!

Dual Credit courses are subject to the same Rigby High School attendance policies as all other courses. For those students who choose to drop a course they must do so before the 7th day of the course or they will lose credit in the course and whatever course takes its place.

TRANSCRIPTS/ TRANSFER OF CREDITS

Grades will go on student's permanent academic record.

Credits will transfer within Idaho Post-Secondary Institutions, though not all credits will transfer as the same course within the state. When entering Post-Secondary institutions all transcripts must be sent do the College or University the student is attending. To omit this information is considered academic dishonesty.



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Dual Credit Institution Transcripts

Drop and Withdrawal Procedures

Dual credit students can only drop/withdraw from courses by submitting an Add/Drop form directly to the credit issuing institution through a specified office. Students taking Dual Credit courses at a high school campus may have different drop and withdrawal deadlines than their on campus counterparts.

Students dropping courses prior to the drop deadline are entitled to 100 percent refunds of tuition and fees. A dropped course does not generate a permanent academic record. The College must officially record all class drops by completing an Add/Drop form and submitting it to the required office. Classes may NOT be dropped by telephone or e-mail.

If a student decides to drop the course, they must also notify the counseling office as the student's regular high school schedule must change to reflect this drop.

Failing to drop by the required method may result in an outstanding debt to the College as well as a permanent academic transcript record with a grade of "F". Once the drop deadline has passed, students may withdraw from courses.

A withdrawn course generates a permanent academic transcript record with a grade of "W". This is considered an unsuccessful attempt and can have impact on a student's financial aid eligibility. Students who withdraw from courses after the census date are NOT entitled to refunds and the full balance owed remains due and payable to the College or University.

Transcripts and Transfer of Credits

Rigby High School will accept Dual Credit courses as earning High School credit. If courses are taken outside the regular school day the counseling office must be notified that a course is being taken so that high school credit can be issued, and to ensure that all scholarship options have been established.

Courses taken at one institution may not transfer precisely as the same credit at another institution, to ensure what the credit will transfer as students must verify with the school that the credit will be transferring to, in regards to what the credit will be accepted as. Transcripts will have to be sent from the dual credit institution once the course is completed to Rigby Registrar to ensure high school credit is given, the High School cannot request transcripts from colleges, they must be requested by the student.





Rigby High School Dual Credit Registration Packet



DUAL CREDIT CHECKLIST

***Read this packet thoroughly
Submit signed document***

***Check with the counseling
office to answer questions***

***Register for courses at Rigby
High School***

***Take the Compass Test
(if applicable)***

***Verify if student is required to
supply textbooks or extra
materials for the course***

***Apply for acceptance to dual
credit institution(s)***

***Register for the course with
the credit issuing institution***

***Submit required financial aid
paperwork on time***

***Keep track of Fast Forward
money***

***Submit payment for credits to
the dual credit institution
Follow the course syllabus***

***Keep in constant
communication with
instructor***



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Dual Credit Institution Contacts

College of Southern Idaho

Dual Credit Program
315 Falls Avenue PO Box 1238
Twin Falls, ID 83303-1238

Karrie Hornbacher
Coordinator for Accelerated Learning
208-732-6276
khornbacher@csi.edu

Renee Turner
Dual Credit Office
208-732-6219
renee.turner@csi.edu

College of Western Idaho

Dual Credit Program
MS 2000
PO Box 3010
Nampa, ID 83653

Emily Newkirk
Dual Credit Advisor
208-562-3149
emilynnewkirk@cwidaho.cc

Kathy Culbertson
Administrative Assistant
208-562-3371
kathyculbertson@swidaho.cc

North Idaho College

Dual Credit Program
1000 West Garden Avenue
Coeur d'Alene, ID 83814

Marcy Hoggatt
Dual Credit Coordinator
208-769-3321
mlhoggatt2176@nic.edu

Dianne Holbart
Administrative Assistant
208-625-2329
dualcredit@nic.edu

Idaho State University

Early College Program
921 S. 8th Avenue, Stop 8057
Pocatello, ID 83209-8057

Chelsie Rauh
Early College Director
208-282-6067
rauchel@isu.edu

Suzanne Peck
Dual Credit Coordinator
208-282-6067
pecksuza@isu.edu





Rigby High School Dual Credit Registration Packet



Please submit signed form (you only need one form if taking multiple courses)

Your student has decided to take a dual credit course during their high school tenure. This is an important decision that once made requires dedication, persistence, and self-motivation to succeed. In signing this document you and your student acknowledge the following:

That you have read this packet thoroughly and understand all that is required of your student in order to earn college credit while in high school.

Due to FERPA laws once your student signs up for a Dual Credit online/IEN course that you as the parent have no access to their academic information unless your student grants you permission through the College.

Student acknowledges that if pre-requisite requirements (application to the institution; and if applicable the Fast Forward form and Compass Test scores) are not met before the first Friday of the trimester, then you are required to drop the dual credit course and your schedule at the high school must change.

That if you enroll in an IEN or online course that you may be required to purchase or rent course textbooks and additional materials prior to the student's first day in the course and that it is the student responsibility to do so. If materials are not acquired before their first day of class that the undersigned recognizes that the student may quickly fall behind in the course without the proper materials.

Students must recognize that IEN and online courses are held during the regular school day with a course facilitator. This person does not give you a grade for the course, nor is she your instructor. This person will enter grades in Powerschool when the course instructor gives them to the facilitator. It is the student's responsibility to track their own grades through the college website as they will be more up to date. This requires that constant communication occur via e-mail through the student and their instructor.

Students must submit all application, registration and financial aid paperwork by the required deadlines or the student is subject to removal from the dual credit course, may be fined for late payment, and could be subject to penalties at the college level. All dual credit courses require payment to the College or University failure to do so will negatively be reflected on both high school and college transcripts.

Students acknowledge that they are responsible for keeping track of their Fast Forward financial aid spending which they can track through their Advanced Opportunities account. Students will receive this information during the second week of the trimester; their login information will stay the same throughout high school.

Both students and parents recognize that it is the student who is ultimately responsible for being in class, submitting homework, and paperwork by the assigned deadlines and that the grade earned will follow the student through their academic career and could impact their financial aid.

Student Signature

Parent Signature

Date

Student Printed Name

Parent Printed Name

Date

