



Dual Credit Agreement

1. Proctor (if required for your specific course)

- a. Only a certified teacher employed by the Oakes School will be allowed to proctor you.
- b. You will have to schedule with your proctor when it works for them, not when it works for you. We do NOT expect a teacher to stay beyond their contract in order to proctor you. Plan in advance.
- c. You will not be excused from one class to be allowed to test.
- c. Consider having the librarian, counselor, or a certified teacher whose schedule matches your free time proctor your exams.

2. Attendance (if not an online only course)

- a. Some instructors do not require attendance. However, we expect you are in attendance for every class period.

3. Grades

- a. OHS staff (including myself) do not oversee your dual credit grades throughout the semester. Therefore, if you fall behind or are failing you will not have one of us physically there to constantly remind you to keep/get your grades up. This is because NDSCS and UJ only send us your final semester grades after grades are posted. Get in the habit of checking your dual credit grades. If you do not know how to do this, contact your professor. If your professor is not communicating with you, please see me promptly so we can fix this issue before it is too late. Parents, you can sign a FERPA which will allow the college to communicate your student's grades, finances, etc. with you.
- b. If you fail this course, you may retake it to replace the grade, but it will still show on your college transcript as "repeat excluded".

4. Books

- a. Students can choose to rent or purchase textbooks.
- b. You must go to the NDSCS online bookstore first to find out which books and/or codes are required.
- c. Be advised: if a code is required (typically for math), it's my understanding you must order from NDSCS for this (verify this with your professor or the book store).
- d. U of Jamestown: Your instructor will have a list of required books that you may order through their bookstore or online.
- e. Please see guide regarding ordering books through NDSCS Bookstore at <http://www.oakes.k12.nd.us/dual-credit-course-information/>.

5. Free Tuition

- a. If you are eligible for free or reduced lunch, then you are eligible to receive 2 dual credit classes per year that are paid for by the Bank of ND. See Mrs. Wibstad for the application.
- b. If you don't know if you are eligible for free/reduced lunch, please see Mrs. Carlson or the main office and you can apply to find out.

6. Billing

- a. You will receive your financial statement in the mail approximately 1 month after classes have started.
 1. If applicable - at first the amount will be high, but they will then apply the "SEEC grant money" which will then lower it, which is why you get the bill about a month after classes start. Please note: There are limited amounts for this grant so only limited students will receive this (typically the first 5 students to register for selected DC class).
 2. If you fail to pay your bill, you will not be able to register for any further dual credit courses until it has been paid.

7. Eligibility

- a. Eligibility will count the same for all dual credit/center for distance education classes as it does for all regular education classes at OHS. If you have questions here please contact Mr. Bata or your coach.

8. Taking a dual-credit course is a large responsibility.

- a. You must be able to work independently, troubleshoot, and take accountability when websites don't work. Utilize the helpdesk when needed. Mrs. Wibstad can assist you with contacting the helpdesk. This is a huge skill to learn before going off to college.
- b. I strongly urge you to upload homework and create your account several days before it is due in case your computer malfunctions or there are problems on their side.
- c. Be aware your professor may not answer his/her email in the same day you sent it. College professors often only respond during their preset office times. This is when you should aim to call/email your professor. This is a major difference between high school and college classes.
- d. This is a college class where the instructor holds you to the highest standard. If you are not mentally or emotionally able to cope with the demands placed on a college-aged student, I do not recommend you take this course.
- e. Mrs. Wibstad is here to help you! Please contact me with any further concerns/questions. Be advised I will be assisting you with these issues, instead of simply taking care of things for you (depending on the circumstance). As a college student I want you to learn how to advocate and communicate for yourself. It will greatly benefit you in the future to have these skills!

I have read, understand, and accept that I am responsible for setting up, maintaining, and the outcome of my dual credit courses.

Student Name (printed): _____ Date: _____

Student Signature: _____

Parent Name (printed): _____ Date: _____

Parent Signature: _____