

**Tips for Becoming a Successful Dual Credit Student**  
**A Parent's Guide**

1. LEARN TO COMMUNICATE

If you are having difficulty in a course, communicate with your instructor either face to face or by email. Keep all communication professional! If communication is accusatory or negative in tone, you may not get the attention you need. In college, you should be learning how to advocate for yourself! Communicating with your counselor or parents about difficulties in college courses may not resolve issues. Communicating with your instructor is always the first step.

2. FERPA AFFECTS DUAL CREDIT STUDENTS

The Family Educational Rights and Privacy Act governs Dual Credit Students. Instructors are restricted from discussing college coursework with your parents, counselors, or principals. There are no parent/teacher conferences.

3. BE HONEST

Understand that plagiarism and collusion on assignments may result in an "F" for the final course grade or dismissal from the course. Instructors' syllabus will address the repercussions of scholastic dishonesty. Know your instructor's policy!

4. READ INSTRUCTOR'S SYLLABUS

A course syllabus contains information on the instructor's grading policy, assignments, and so much more. College courses can be very different from high school! A 50 might be considered a "D", you may be graded on a numerical system based on 1,000 points; or 80% of your final grade could be based on two exams. How do you navigate this new world? Start by reading your instructor's syllabus.

5. ATTEND CLASS

Colleges do not distinguish between excused and unexcused absences, an absence is defined as "a student not being in class". Instructors retain the right to withdraw students from class due to excessive absences. How will your instructor handle your absence from class? Reread tip #4.

6. GRADES ARE IMPORTANT

Grades become part of your PERMANENT college transcript. They will follow you to every college or university that you attend. Dual Credit Students must earn a "C" or higher in EACH course to continue enrollment the following semester.

7. DROPS AND WITHDRAWALS ARE NOT THE SAME

Drops are processed before the official date of record and no course is recorded on your transcript. Withdrawals are processed after the official date of record and course grade of "W" will be recorded on your transcript. Paperwork must be submitted to the college. Talk to your counselor but make sure the paperwork is submitted.

8. USE THE COLLEGE ONLINE TOOLS

Most college's utilize Canvas. Often, instructors post assignments and grades in Canvas. This is your student portal. From here, students can: pay tuition, check admission status, check for holds on accounts, print or request a copy of

transcripts, print a schedule, set up an email, and so much more. Become familiar with all of the online tools, they will be helpful to you and your parents.

9. USE COLLEGE RESOURCES

Tutoring is available at the college campus or live online at any time. Not sure if your writing assignment is college level? Struggling with a math class? Don't give up, get help!

10. PREPARE FOR CLASS

If you are taking a 3-hour course, you need to plan an additional 3-6 hours preparing and studying. Understanding this time requirement, don't overload your schedule.

11. WHAT NOT TO EXPECT

Do not expect to repeat work in order to improve a grade. Do not expect to do extra work to improve a grade. Do not expect to receive extra credit for attendance. For questions about your class, reread tip #4.