



Aerospace and Technology Campus

**PRE-COLLEGE  
DUAL CREDIT HANDBOOK**

## Enrollment Options

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1. **General Education Classes:** Students that are not planning to earn a degree from K-State Salina can take general education courses to transfer to another institution after high school. Students that are still undecided on a college and/or major are welcome to take classes to help find their passion. Students can enroll in the courses they wish as long as they meet any applicable pre-requisites and/or placement scores. Check out our general education passport guide!
2. **Program Jump Starts:** Students that are interested in pursuing a K-State Salina degree or certificate can enroll in introductory classes in their intended aviation or technology program. They can work in consultation with a K-State academic advisor to choose classes for the program that fit into their high school schedule each semester.

## Who Can Enroll?

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Students can start enrollment as sophomores with public speaking. All other classes are available for juniors and seniors. Students with gifted IEPs can start a year earlier. Admission to K-State is dependent on review of demonstrated academic abilities including cumulative High School GPA, performance on previous K-State courses, and successful completion of prerequisite courses. Final determination will be made by K-State staff.

## Course Schedule

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The K-State course schedule that lists all courses is always available online at <https://courses.k-state.edu/courses/schedules.html>. Select the applicable semester, then select *Course Schedule*. Scroll down and select *Salina Campus – All classes* to see our full course schedule.

## Cost

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High school students receive a reduced tuition rate of \$122/credit hour for the 23-24 school year. Some courses may incur a lab, software, or alternative textbook fee.

*This rate is subject to change each year. The 24-25 school year rates will be available in July.*

## Admission, Enrollment, and More Information

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Visit our website <https://www.salina.k-state.edu/admissions/apply/precollege/> for detailed steps of the application and enrollment process and for more information.

## Have Questions

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Contact us at [salinaprecollege@k-state.edu](mailto:salinaprecollege@k-state.edu). We are here to help!

**General Education Passport**

For students planning to pursue a degree anywhere in Kansas, we recommend the following general education course guidelines to get a jump start on your college degree. These classes should transfer to any public college or university in Kansas, but it is the student's responsibility to verify transferability. *See sample student schedules on the next page.*

**ENGLISH – Choose 2**

- ENGL 100 EXPOSITORY WRITING 1
- ENGL 200 EXPOSITORY WRITING 2

**COMMUNICATION – Choose 1**

- COMM 106 PUBLIC SPEAKING

**MATH & STATISTICS – Choose 1**

- MATH 100 COLLEGE ALGEBRA
- MATH 150 PLANE TRIGONOMETRY
- MATH 205 GENERAL CALCULUS & LIN ALGEBRA
- MATH 220 ANALYTIC GEO & CALCULUS 1
- MATH 221 ANALYTIC GEO & CALCULUS 2
- STAT 325 INTRO TO STATISTICS

**NATURAL & PHYSICAL SCIENCE – Choose 1**

*Must include a lab.*

- BIOL 198 PRINCIPLES OF BIOLOGY
- CHM 110/111 GENERAL CHEMISTRY
- CHM 210 CHEMISTRY 1
- GEOL 100/103 EARTH IN ACTION
- GEOL 125/103 NATURAL DISASTERS
- PHYS 113 GENERAL PHYSICS 1
- PHYS 114 GENERAL PHYSICS 2

**ARTS & HUMANITIES – Choose 2**

- COT 150 HUMANITIES THROUGH THE ARTS
- ENGL 251 INTRO TO LITERATURE
- PHILO 105 INTRO TO CRITICAL THINKING

**SOCIAL & BEHAVIORAL SCIENCE –****Choose 2**

- ECON 110 PRINCIPLES OF MACROECONOMICS
- ECON 120 PRINCIPLES OF MICROECONOMICS
- PSYCH 110 GENERAL PSYCHOLOGY
- PSYCH 290 PSYCHOLOGY OF RELIGION
- SOCIO 211 INTRO TO SOCIOLOGY
- SOCWK 100 SOCIAL WORK: THE HELPING PROFESSION
- SOCWK 200 BASIC SKILLS FOR WORKING WITH PEOPLE

**INSTITUTIONAL DESIGNATED ELECTIVES –****Choose 2**

*Contact an academic advisor or use a curriculum guide for the program you will be pursuing to help you select these classes.*

- ANY 100/200 LEVEL COURSES
- ANY ADDITIONAL GENERAL EDUCATION CLASSES LISTED ON THIS PAGE
- BUS 110 INTRO TO BUSINESS
- CMST 103 COMPUTING PRINCIPLES  
*Offered at USD 305 High Schools*
- CMST 108 PC DESKTOP SOFTWARE

*Actual student schedules will vary depending on course choices.*

Junior Year						
Course Title	Semester	Credits	Course Title	Semester	Credits	
Students take MATH 100 College Algebra concurrently through their high school						3
COMM 106	Public Speaking	Fall	3	Humanities Elective	Spring	3
	Social Science Elective	Fall	3			
<b>Junior Credits</b>						<b>12</b>

Summer After Junior Year			
Course Title		Credits	
Science Elective w/Lab		4	
<b>Summer Credits</b>			<b>4</b>

Senior Year							
Course Title	Semester	Credits	Course Title	Semester	Credits		
ENGL 100	Expository Writing 1	Fall	3	ENGL 200	Expository Writing 2	Spring	3
	Humanities Elective	Fall	3		Social Science Elective	Spring	3
	Inst. Designated Elective	Fall	3		Inst. Designated Elective	Spring	3
<b>Senior Credits</b>						<b>18</b>	
<b>General Education Passport</b>						<b>Total Credits</b>	<b>34</b>

**OR**  
**Complete in one year**

Summer After Junior Year			
Course Title		Credits	
Science Elective w/Lab		4	COMM 106 Public Speaking
<b>Summer Credits</b>			<b>7</b>

Senior Year							
Course Title	Semester	Credits	Course Title	Semester	Credits		
ENGL 100	Expository Writing 1	Fall	3	ENGL 200	Expository Writing 2	Spring	3
MATH 100	College Algebra	Fall	3		Social Science Elective	Spring	3
	Social Science Elective	Fall	3		Humanities Elective	Spring	3
	Humanities Elective	Fall	3		Inst. Designated Elective	Spring	3
	Inst. Designated Elective	Fall	3				
<b>Senior Credits</b>						<b>27</b>	
<b>General Education Passport</b>						<b>Total Credits</b>	<b>34</b>

# FREQUENTLY ASKED QUESTIONS

## *Is the application process free?*

Yes, the application for admission to K-State for pre-college enrollment is free. If a student applies for admission after high school, an application fee will be assessed at that time.

## *Are high school students eligible for federal financial aid, grants, and/or loans?*

No, high school students are not eligible for federal financial aid. Federal requirements state that students must have a high school diploma or GED to be eligible for federal aid.

## *Are scholarships available to help pay for courses?*

No K-State scholarships are currently available for pre-college enrollment. Other scholarship opportunities may exist at the student's high school for dual credit/concurrent enrollment. Talk to a guidance counselor to see.

## *When is tuition due?*

For fall, tuition generates in July and will be due the first day of the K-State semester in August. For spring, tuition generates in December and will be due the first day of the K-State semester in January. For summer, tuition generates in May and will be due mid-June. Students should check their [KSIS](#) account and K-State email for official tuition correspondence.

## *What if students cannot pay off their tuition balance by the beginning of the semester?*

Students can setup a [Tuition Installment Payment Plan](#) with a \$45 non-refundable fee that will divide the semester's tuition into 4 monthly payments. Another option is to just make payments over the course of the semester knowing that a 1.5% late fee will be assessed each month until all charges are paid in full. If a student is only enrolled in 1 or 2 classes, the late fee option may be cheaper than the payment plan fee. Either way, students need to have their entire balances paid off by the end of the semester.

## *Do parents/guardians have access to students' financial records?*

By default, no. A student's financial account is considered private information protected under [FERPA](#). Students can opt-in to allowing a parent/guardian to have access to their billing information by granting [Designated Access](#) through [KSIS](#).

## *Will students need to purchase a textbook?*

Yes, students will need to purchase a textbook for their course if the course requires one. Some courses utilize open/alternative resources that don't require a traditional textbook. Textbook information can be found by clicking the textbook icon next to a course on the online course schedule or by selecting the "Salina courses materials" link found in the Student Center in [KSIS](#) once the student is enrolled. Textbooks can be purchased at the bookstore in the College Center, room #101 or [online](#).

## *How will students know where their classrooms are located and where to park?*

All new students are required to attend a new student orientation before the semester starts. A brief tour will be included to show students where all their classrooms are located as well as where to park.

## *Where can students find their course schedule?*

Enrollment for summer and fall begins mid-April. Enrollment for spring begins mid-November. Once enrolled, students are encouraged to check their course schedule in [KSIS](#) by going to *Student Center, Other Academic, and Class Schedule*.

## *Does the K-State academic calendar match high school calendars?*

The K-State academic calendar will not match other high school calendars. Start dates, end dates, final exam times, and holiday breaks will most likely be different. It is important for students to follow K-State's [Academic Calendar](#) for official university dates.

*Can students drop a course after they are enrolled?*

Yes, students can drop a course if the request is received within the allowed drop timeframe. Please see the [Academic Calendar](#) for official drop/refund deadlines. Keep in mind that dropped courses may still be listed on a student's transcript. There are also refund dates associated with dropped courses. There is only a short time to drop a course for a 100% refund.

*Are grades mailed to residences at the end of the semester?*

Grades are not mailed to students' residences. Final grades are posted online in their student accounts. Students can view their grades under the *My Academics* tab in [KSIS](#).

*Do parents/guardians have access to students' academic records?*

Due to [FERPA](#), parents/guardians do not have access to a student's academic record at the university level. Students can log into [KSIS](#) by using their eID and password to access their academic records. K-State policy prohibits students from sharing their account password with anyone.

*How can students order a transcript?*

Students can order an official transcript from their [KSIS](#) account by clicking on *Other Academics*. Current students may submit transcript orders at no charge. There is a short window of about 4 weeks after the semester ends to order them for free. After that, a \$15 transcript fee will apply for each transcript order for former students. No walk-in or email requests for transcripts can be accepted. Students can also download an unofficial transcript themselves from the same location in [KSIS](#).

*Will courses transfer to other colleges/universities?*

Every university or college has its own policies on what courses they accept for transfer. Please check with an admissions representative or transfer portal at the college the student plans to attend. Many of K-State's general education courses are guaranteed to transfer across all the public higher education institutions in Kansas. Visit the Kansas Board of Regents [transfer site](#) for more information.

*If students enroll in pre-college courses and want to attend K-State after high school, do they need to submit another application for admission?*

Yes, students will need to submit another [application for admission](#) to their specific program because admissions requirements may be different. An application fee will be accessed at that time. If a student plans to attend the Manhattan campus, no K-State transcript needs to be sent from the Salina campus as their pre-college classes will already be loaded in KSIS.

*How can a campus tour be arranged?*

If students are interested in attending K-State after high school, please schedule a campus tour online for the [Salina Campus](#) or [Manhattan Campus](#).

*What correspondence will parents/guardians receive to be kept in the loop on enrollment?*

Parents can receive general information about K-State's enrollment process and course options from their high school through enrollment events or by contacting K-State. Once enrollment occurs, all enrollment and tuition correspondence from K-State will be sent to students only through their K-State email address. Even though students are still in high school, they are treated as college students. We hope that students do share information with their parent/guardian, but that responsibility lies with the student to have those conversations.