



Dual Credit Administrative Handbook

February 2021

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Overview of Credit Options

I. What is Dual Credit? What is Dual Enrollment?

Dual Credit courses are college courses offered to qualified secondary school students who enroll and upon successful completion receive credit that will apply to both the high school and the college transcript. Students take the same course on a high school or college campus and receive two different types of credit to satisfy their high school graduation requirements and higher education goals.

Dual Enrollment is when a student enrolls in a course at the college as a college student with or without receiving credit from the high school. Sometimes school districts will pay for these classes while others may not. These are students hoping to get a head start on college coursework outside of high school such as evenings and weekends.

Purpose

Triton College offers general education and career and technical education college-level courses to qualified high school students in order to provide access to affordable higher education to individuals residing in Triton Community College District 504. Dual credit courses serve as an important link in the transition from one educational experience to another. They help to create a seamless transition from high school to college or into the workforce.

Benefits of Dual Credit

- Dual credit courses help prepare for transition to college by engaging students in college-level courses while still in high school. They can use their dual credit work to demonstrate their ability to complete college-level work when they apply for admission to colleges, universities, and vocational schools.
- Studies show that students who successfully complete dual credit courses are more likely to complete their future studies successfully.
- Students learn the rigors of college work early. They are able to adjust their study habits to college work before they begin their college experience.
- Students are offered expanded high school course offerings and provided seamless transition from high school to college.
- Students get a jump-start on their education, which may shorten the time to complete an undergraduate degree or certificate.
- Students can complete entry-level general education, elective, or career and technical education college credit work at lower costs than they would experience at four-year public or private institutions of higher education.

Additional Considerations

While dual credit courses offer a multitude of benefits, participants should also be made aware of the impact a dual credit course may have on their high school and college transcripts. Even good students may earn a lower grade in their first college course as compared to a similar high school course. Additionally, each postsecondary institution individually determines whether to accept AP, IB, and/or dual credit courses. Students are encouraged to check the transfer policies at each of the colleges considered for post-secondary education before selecting their dual credit coursework.

II. What Types of Courses May Qualify for Dual Credit?

Career Courses

Applied Science programs provide occupational preparation in a range of careers. Courses offered in Applied Science programs are college-level and designed primarily for career preparation. Therefore, the career programs are designed to prepare students for direct or upgraded employment following graduation. Some career education courses transfer to colleges and universities in specific majors depending on college-to-college transfer agreements.

Transfer Courses

Courses in the Arts and Sciences curricula parallel those offered at universities and may be transferable to baccalaureate granting institutions. These include courses that meet general education requirements for all Associate's degrees.

a. Dual Credit offered at the high school campus

Offerings vary by high school and are based on college approval of both course content and corresponding credentials and qualifications of assigned high school instructors. Approval of a high school course does not obligate the high school to offer that course in a particular academic year or semester. Please request the current master list of approved dual credit courses by high school from the Triton College Office of Dual Credit.

b. Dual Credit offered at the college campus

The master list of courses approved by the Des Plaines Valley Region Education for Employment System (DVR) Board of Control (high school superintendents and college president) for dual credit on the Triton campus are located in Appendix A, but courses offered from this list may vary by semester depending on faculty schedules and enrollments in the academic courses. Requests to add additional courses to the master list are forwarded from the Triton College academic deans to the Director of the DVR for consideration by the Board of Control. The master list is reviewed and updated annually. Please see current course list in Appendix A. Also refer to www.dvr-efe.info to review current dual credit courses required by specific certificates or degree programs.

High Schools that are not part of the DVR system may enter in to individual dual credit course agreements for courses offered through the College by submitting a Dual Credit Course Request Form (Appendix C) and selecting the 2nd course option on the form.

III. High School Campus Dual Credit Approval Process

Applying for Triton Approval of Dual Credit Courses and High School Instructors

1. The appropriate district personnel submits a Dual Credit Course Request Form (Appendix C) requesting dual credit course partnership.
2. The proposed high school course (indicated on the Appendix C) will be reviewed and articulated between the high school's academic representative(s) and the corresponding Triton department chair or coordinator to ensure it matches the content, rigors, and objectives of the college course. The Office of Dual Credit will notify the school of the course status once a decision has been reached.
3. High school instructors must meet established qualifications to teach, and be approved to teach by the appropriate Triton College academic dean and chairperson/program

coordinator. To establish qualifications to teach dual credit courses, high school instructors must submit their official college transcripts to the Office of Dual Credit and a resume, cover letter, teaching philosophy and dual credit instructor application to the Triton College Human Resources website.

4. Upon receipt of all official documentation (resume, application, teaching philosophy and official college transcripts) the appropriate academic dean, chairperson/coordinator will meet with the high school instructor to interview, verify credentials, and approve/or disapprove the high school instructor to teach approved dual credit courses.

Confirmation of high school district participation

Once the course and high school instructor are approved for dual credit each high school district should follow-up to confirm their internal requirements and approval to proceed with participation in dual credit.

IV. High School Campus Dual Credit Registration Process

Student Participation Lists & Rosters

- The high school dual credit point of contact should provide the Office of Dual Credit with tentative student rosters (including course information, and student or parent contact information) shortly after the high school has completed initial registration for the upcoming school year.
- The Office of Dual Credit will use this tentative information to build the High School's dual credit course schedule, create a shared student tracker document to update the High School on their students' dual credit statuses, and begin outreach to students to confirm their dual credit eligibility or next steps to dual credit eligibility.
- A guide for High School Campus Dual Credit Student Registration is located in **Appendix D**.
- Official student rosters identifying students enrolled at the high school for an approved Dual Credit courses must be submitted prior to the first day of classes each semester to ensure up-to-date and accurate registrations at the college.

Confirmation of Finalized Dual Credit Rosters

The Office of Dual Credit will determine the eligibility of high school students listed on the rosters provided by each high school dual credit point of contact based on their application status and prerequisite qualifications, if applicable. After the registration period has ended, the Office of Dual Credit will provide the high school dual credit point of contact with Triton's official rosters of students enrolled for dual credit courses.

Tuition & Fees

There will be no tuition or fees charged for students taking dual credit courses at their high school taught by qualified and approved high school instructors.

Midterm Verification & Final Grades Reports

Approved high school campus dual credit instructors will be provided with login credentials and instructions for using the Triton College web-based reporting system WebAdvisor. At the beginning of each semester, a calendar of midterm verification and final grade deadlines will be posted by the dual credit office. High school instructors must complete their midterm and final grade reports for each dual credit class taught by the semester deadline.

Withdrawals

Students may drop from their dual credit course during the schedule adjustment period— the first 5.5 percent of the class calendar days of each course with no academic penalty to their academic transcript. After this period, any drop will result in a “W” grade being issued onto the academic transcript. To seek a drop without penalty after this period, the student may submit a general petition request to the Office of Dual Credit.

V. Triton Campus Dual Credit Registration Process

Triton Campus Dual Credit Course Schedules

The Office of Dual Credit will publish a schedule of college course sections available for dual credit student enrollment for each Fall and Spring semester along with calendar deadlines when open registration for those terms begins on the College academic calendar. A guide for Triton Campus Dual Credit Student Registration is located in **Appendix E**.

Enrollment Verification

Before the start of the semester a student seeking to take a dual credit course on Triton’s campus must meet with a high school counselor or principal to complete and sign the Enrollment Verification Form (DC Handbook page 8). This form is the high school’s official approval for a student to take a dual credit course and it gives Triton College permission to register the student.

Registration & Confirmation of Registration for Dual Credit

After the Enrollment Verification Form is completed and submitted to the Office of Dual Credit the student will be registered for their requested dual credit course if qualified. The Office of Dual Credit will follow up with the student with registration confirmation, orientation materials and assist with obtaining required course materials. At the beginning of each semester the Office of Dual Credit will update each high school with a master list of registered students.

Tuition & Fees

Tuition and fees will be paid to Triton College based on the semi-annual billing cycle of November and March in accordance with individual high school agreements.

Midterm Verification Reports and Final Grades

The Triton College faculty/adjunct faculty assigned to teach a dual credit course submits midterm verification reports and final grades. A midterm update and a report of final grades will be submitted by the Office of Dual Credit to the high school dual credit point of contact at the appropriate points during each semester.

Withdrawals

Students may drop from their dual credit course during the schedule adjustment period — the first 5.5 percent of the class calendar days of each course - for a full tuition refund with no penalty to their academic transcript. After this period, any drop will result in a “W” grade being issued onto the academic transcript and a partial refund based on the percentage of course completion. After 75% of course completion, students may only withdraw with a “W” grade under special circumstances, which will be left to the discretion of the College.

VI. Dual Enrollment

Dual Enrollment Eligibility

High school students may be permitted to take college courses after obtaining the written approval of their high school principal or counselor and must meet the college application and admission requirements before they are permitted to register for classes.

If a high school student wishes to enroll as a dual enrollment student, they can apply as a regular college student by completing the online dual credit/dual enrollment application. Select “dual enrollment” as the academic program and follow registrations steps as provided in **Appendix F**.

VII. Participating High School Responsibilities

- Approve high school student participation in college-level dual credit courses.
- Ensure that each student is notified of Dual Credit registration requirements with the college.
- Ensure that each participating student meets the college course’s placement and/or course prerequisites, as applicable.
- Confirm that recommended instructor meet College’s qualifications to teach requirements.
- Ensure that total class contact time meets or exceeds College’s requirements.
- Use the required college textbook for each dual credit course, if applicable.
- Require all dual credit instructors to complete the midterm verification report and final grade report as required by the specified deadline for each semester.
- Assign letter grades, as appropriate, following College grading scale.
- Identify a high school representative to serve as the dual credit point of contact.
- Market and promote dual credit opportunities among High School’s students, parents, and district faculty (joint responsibility between College and High School).

VIII. Triton College Responsibilities

- Provide dual credit for transfer courses and currently active courses from the ICCB approved occupational programs.
- Ensure that all dual credit courses are equivalent to the courses offered on College’s campus.
- Provide High School with copies of all official College course outlines, which contain course descriptions, prerequisites, learning outcomes, course requirements and methods of evaluation.
- Provide sample syllabi from instructors with experience in teaching the selected courses.
- Review the employment resume/transcripts and application and interview any instructor recommended by the high school to teach dual credit courses to ensure compliance with college qualifications to teach requirements.
- Identify, when possible, an experienced faculty member to serve as a contact/resource to the high school instructor.
- Provide the high school with appropriate materials, forms and personnel to ensure students are registered.
- Provide placement testing, as requested.
- Award college credit and record student grades on College transcript.
- Identify the Office of Dual Credit to serve as the dual credit point of contact.
- Market and promote dual credit opportunities among High School’s students, parents, and district faculty (joint responsibility between College and High School).

IX. Privacy Act and Directory Information

“If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student’s education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.” - [U.S. Department of Education](#)

To withhold directory information from disclosure, students must notify the Records Office in writing at the beginning of each semester. Failure to make such a written request indicates approval to disclose directory information by the college to the high school, at its discretion. Copies of the college’s policy are available in the Office of Admissions located in the Student Center.

X. Forms and Guides

- [Dual Credit Course Request Form](#) (Appendix C)
- [Faculty Application](#) (Located Under Part-Time Faculty)
- [Student Application](#)
- [Student Application Guide](#)
- [Course & Faculty Approval Guide](#) [Course Alignment Guide](#)
- [Dual Credit Adjunct Guide](#)
- [New Dual Credit Student Orientation Guide](#)

Disclaimer

All materials contained in this handbook were accurate as of the day of release, but changes in Illinois State Law, Illinois Board of Higher Education, the Illinois Community College Board or Federal Rules and Regulations may dictate a need for immediate change. If such changes occur, they will be communicated to the appropriate entities in the high schools and/or districts as soon as possible. Triton campus dual credit tuition and fees are governed by the policies of the student’s home district and students should inquire about any obligations that they may incur before signing up for the class to avoid any problems that might result in being dropped from a course for non-payment.



Appendix A:
Triton Campus Dual Credit
DVR Master List of Approved Courses

| Course | Program Concentration/Course Title | Credits |
|---|--|---------|
| Architecture & Construction/Independent Contractor | | |
| ARC 102 | OSHA - 10 Hour Construction Training | 1 |
| ARC 104 | Introduction to Architecture | 3 |
| ARC 110 | Materials, Methods & Sustainability I | 3 |
| ARC 189 | AutoCAD & 3D Computer Modeling | 3 |
| ARC 220 | Materials, Methods & Sustainability II | 3 |
| ARC 261 | Revit | 4 |
| COT 106 | Carpentry: Rough Carpentry | 3 |
| COT 107 | Codes, Specifications & Print Reading | 3 |
| COT 111 | Plumbing: Fixture, Valves & Faucets | 3 |
| COT 142 | Construction Contract Documentation | 3 |
| COT 210 | Plumbing: Fixture Installation | 3 |
| COT 211 | Plumbing: Fixture Repair | 3 |
| Arts/Music Technology | | |
| MUS 101 | Electronic Music Production | 3 |
| MUS 120 | Record Production I | 3 |
| MUS 215 | Intro to Music History | 3 |
| Arts/Visual Design/Multimedia | | |
| VIC 100 | Graphic Design | 3 |
| VIC 104 | Computer Art I | 3 |
| VIC 121 | Intro to Quark/InDesign | 3 |
| VIC 142 | Introduction to Illustrator | 3 |
| VIC 161 | Introduction to Photoshop | 3 |
| Business Office Support | | |
| BUS 103 | Keyboarding Techniques | 1 |
| BUS 107 | Microsoft Office in Business Applications | 3 |
| Health Science | | |
| AHL 100 | Introduction to Patient Care | 2 |
| BIS 101 | Human Biology | 4 |
| AHL 101 | Essentials of Medical Terminology | 1 |
| AHL 102 | Ethics & Law for the Allied Health Professions | 1 |
| AHL 103 | Basic Pharmacology for Allied Health Professions | 1 |
| Health /Basic Nurse Assistant | | |
| NAS 100 | Basic Nurse Assistant | 6 |
| NAS 101 | Nurse Assistant: Care of Patients With Alzheimer's | 1 |
| Health /Emergency First Responder | | |
| EMS 131 | Emergency Medical Technician | 7 |
| Health /Certified Medical Assistant | | |
| CMA 101 | Introduction to Medical Assisting | 2 |
| CMA 102 | Medical Assistant Administrative Application | 3 |
| Human Services/Early Childhood Development | | |
| ECE 110 | Early Childhood Development | 3 |
| ECE 111 | Introduction to Early Childhood Education | 3 |
| ECE 115 | Infant/Toddler Development | 3 |
| ECE 118 | Health, Nutrition & Safety | 3 |
| ECE 146 | Child, Family & Community | 2 |
| Horticulture | | |
| HRT 100 | Intro to Horticulture | 4 |
| HRT 114 | Floral Design & Display I | 4 |
| HRT 125 | Plants & Society | 4 |
| Hospitality/Culinary | | |
| HIA 110 | Introduction to Hospitality Industry | 3 |
| HIA 115 | Food Sanitation & Safety | 2 |
| HIA 120 | Dining Room Service | 3 |
| HIA 127 | Cake & Pastry Decoration | 3 |
| HIA 128 | Introduction to Baking & Pastry | 3 |
| HIA 129 | Chocolate | 2 |
| HIA 130 | Culinary Arts Quantity-Food Preparation I | 3 |
| HIA 132 | Nutrition | 2 |
| HIA 133 | Menu Writing | 2 |
| HIA 150 | Food Preparation Essentials & Theory | 3 |
| HIA 228 | Specialty Baking & Pastry | 3 |

| Course | Program Concentration/Course Title | Credits |
|--|---|---------|
| Information Technology/Computer Information Systems | | |
| CIS 101 | Computer and Business Applications | 3 |
| CIS 105 | A+ PC Hardware & Software | 3 |
| CIS 106 | A+ PC Maintenance & Repair | 3 |
| CIS 150 | Computer Systems Applications | 3 |
| CIS 174 | Windows Client-Server Sys Administration | 3 |
| CIS 176 | LAN Administration: Windows Server | 3 |
| CIS 121 | Introduction to Programming | 3 |
| CIS 125 | Discrete Math | 3 |
| CIS 210 | Data Comm. & Networking Fundamentals | 3 |
| CIS 212 | Internetworking/Routing & Switching | 3 |
| CIS 222 | Administering Network Infrastructure | 3 |
| CIS 224 | Managing a Network Environment | 3 |
| CIS 277 | Windows Comm & Processing | 3 |
| Human Services/Personal Trainer/Athletic Trainer | | |
| HTH 281 | First Aid & CPR | 2 |
| PED 153 | Foundation of Exercise | 3 |
| PED 168 | Theory & Practice of Weight Training | 2 |
| PED 172 | Group Fitness Instructor | 3 |
| PED 180 | Strength Conditioning & Performance | 3 |
| PED 194 | Principles of Coaching | 3 |
| PED 195 | Introduction to Sport Management | 3 |
| PED 196 | Sport & Exercise Psychology | 3 |
| PED 198 | Lifeguarding | 1 |
| PED 200 | Intro to Bio Mechanics | 3 |
| PED 201 | Sports Officiating | 2 |
| PED 210 | Exercise Testing & Prescription | 3 |
| Law & Public Safety | | |
| CJA 107 | Stress Manage in Law Enforcement | 3 |
| CJA 111 | Introduction to Criminal Justice | 3 |
| CJA 116 | Current Security Problems | 3 |
| CJA 148 | Police Community Relations | 3 |
| CJA 166 | Criminal Investigation | 3 |
| CJA 171 | Patrol Administration | 3 |
| CJA 181 | Juvenile Delinquency & the Law | 3 |
| CJA 219 | Criminal Law I | 3 |
| CJA 241 | Traffic Enforcement & Administration | 3 |
| FIR101 | National Incident Management Systems | 1 |
| FIR 102 | Basic ICS and Application Towards Single Resource | 1 |
| FIR 111 | Principles of Emergency Services | 2 |
| Manufacturing/Engineering Technology | | |
| ENT 104 | Electricity Basic Fundamentals | 3 |
| ENT 106 | Welding I | 4 |
| ENT 107 | Welding II | 4 |
| ENT 110 | Production Drawings & CAD | 4 |
| ENT 111 | Metrology w/ Geometric Dimensioning & Tolerancing | 3 |
| ENT 116 | Fabrication Processes | 4 |
| ENT 201 | Electrical Residential Wiring | 3 |
| ENT 202 | Electricity Sustainable Apps | 4 |
| ENT 203 | Electrical Codes & Standards | 2 |
| ENT 204 | Programmable Logic Controllers (PLC 1) | 3 |
| ENT 205 | Robotics 1 | 4 |
| ENT 232 | Descriptive Geometry | 3 |
| ENT 252 | Introduction to Mechanical AutoCAD | 3 |
| ENT 255 | AutoDesk Inventor Design & Rendering | 3 |
| ENT 280 | Solidworks Design & Rendering | 3 |
| Transportation/Automotive Service | | |
| AUT 112 | Introduction to Automotive Technology | 3 |
| AUT 114 | Fuel Management Systems | 4 |
| AUT 127 | Automotive Electricity & Electronics I | 4 |
| AUT 136 | Brake & Chassis Repair | 4 |
| Other (may apply to many career areas) | | |
| SPE 101 | Principles of Effective Speaking | 3 |
| HTH 104 | Science of Personal Health | 2 |
| PSY 100 | Intro to Psychology | 3 |
| RHT 101 | Freshman Rhetoric & Composition I | 3 |



Dual Credit Enrollment Verification

Name:

Last

First

Initial

Colleague ID (Triton Use Only)

Home Address:

Street

Apt. No

Date of Birth

City

State

Zip Code

Primary Phone

Alternate Phone _____

Email _____
**Communication from the department will be sent to this email address.*

Semester: Fall Spring Summer

Year: _____

Student Signature _____

**Your signature verifies that you are requesting to be registered for the classes listed below.*

Principal or Counselor Signature _____

Print Name _____

Phone _____

Example:

| Dept. | Course | Section | Course Title | Semester Hours | Days | Time | Location |
|-------|--------|---------|-----------------------------|----------------|-------|-------------|----------|
| HUM | 104 | 072 | Humanities Through the Arts | 3 | M / W | 10am – 11am | Online |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Entered by _____

Date: _____

**Please print clearly.*

Appendix C – Dual Credit Course Request Form

A separate form should be completed for each new opportunity. Approval from the high school district office must be obtained prior to submitting this form to Triton College.

Please indicate the first semester the course will be offered for dual credit:

Fall Semester 20_____(Please Note: Form submission deadline is May 1st of the same year)

Spring Semester 20_____(Please Note: Form submission deadline is November 1st of the year prior)

Requestor’s Information (Must originate from high school district office)

| | |
|-------------------|--------------------|
| | |
| Print Name | Print Title |
| | |
| Signature | Date |

Please check the box for the type of Early College Credit desired:

Dual Credit

Students participating in the Dual Credit program earn both high school and college credit simultaneously. When the class is complete, the student will receive a letter grade on both their high school and Triton College transcripts. Students must meet Triton College’s prerequisites for the course.

High School course title and #: _____

High School(s) to offer this course: _____

High School course duration:

1 semester 2 semesters

Course option: (please check one):

- A Triton course offered during the school day at the high school, taught by a high school instructor as part of their regular teaching load. Students and the high school district will not be assessed tuition or fees. High school instructors must meet Triton College’s teaching credentials.
- A Triton course taught by a Triton instructor offered at Triton. The high school district is responsible for paying tuition and fees.

Credit by Exam

Students participating in the Credit by Exam program could potentially earn college credit determined by the results of an exam taken at the end of the high school course.

Proposed instructor(s) for initial offering: _____

High School District Office Approval: (Must be a District Official)

| | |
|--|--|
| | |
|--|--|

Print Name **Print Title**

| | |
|--|--|
| | |
|--|--|

Signature **Date**

Regional Education for Employment Approval: (not required for approved off-campus courses)

| | |
|--|--|
| | |
|--|--|

Print Name **Print Title**

| | |
|--|--|
| | |
|--|--|

Signature **Date**

Triton College Approvals:

(To be signed after this form has been reviewed, approved, and Triton course information has been completed)

Program Chair or Coordinator:

| | |
|--|--|
| | |
|--|--|

Print Name **Print Title**

| | |
|--|--|
| | |
|--|--|

Signature **Date**

Division Dean:

| | |
|--|--|
| | |
|--|--|

Print Name **Print Title**

| | |
|--|--|
| | |
|--|--|

Signature **Date**

Vice President of Academic Affairs

| | |
|--|--|
| | |
|--|--|

Print Name **Print Title**

| | |
|--|--|
| | |
|--|--|

Signature **Date**

Triton Use Only

Course information to be completed by Triton Administrator: _____

Triton course title and #: _____

Semester(s) the dual credit course will be taught: Fall Spring

*Check both Fall & Spring for full year course *

Semester(s) in which Triton credit will be awarded: Fall Spring

Check only Spring for full year course

Required teaching credentials: _____

Textbook to be used (title, author, ed.): _____

Required amount of contact hours: _____

Student prerequisites for enrollment: _____

Discussed with AND distributed to requestor:

- Official Triton Course Outline
- Sample syllabus
- List of required chapters
and sections to be covered
- High School Dual Credit Syllabus
submitted to and approved by Chair

Triton College Administrator Signature: _____

Date: _____



Dual Credit: Triton Campus Step-by-Step Registration

STEP #1: Contact your High School

Speak with your high school counselor regarding the Dual Credit: Triton Campus Program requirements and available course offerings.

STEP #2: Complete the Application and Enrollment Verification Form

Complete the [Dual Credit Application](#) and with your high school counselor fill out and sign the [Enrollment Verification Form](#). Please refer to our [Application Guide](#) if you need help completing your application.

You will need to create an account before continuing onto your application. The "Create an Account" form is not the same as the application form

STEP #3: Ensure you Meet the College Course's Prerequisites

If your intended dual credit class has college level Math or English placement prerequisites, please refer to the [placement chart](#) to see if you meet the placement level or will need to test to determine qualification.

- **If you don't meet the placement prerequisites**, you will need to complete all portions of the Triton College ACCUPLACER Placement Exam:
 - Placement testing may be done on a walk-in basis in the Learning Resource Center (A-Building), room A-126, you will be asked for a valid Photo ID. Please make sure to identify yourself as a Dual Credit Student to the Testing Center Staff.
 - For current hours of operation and practice materials, please visit our [Testing Center](#) webpage. (remote testing options may be available).
- **If you have met the prerequisites through other placement measures**, (such as ACT or SAT scores, Transitional Math, or developmental education courses) your high school and the Office of Dual Credit will work together to have these connected to your Triton Student Account.

STEP #4: Submit your Enrollment Verification Form to the Office of Dual Credit for Registration

- The student or counselor may email the signed form for registration before the term deadline.
- *Registration, Orientation, and Course Material Pick Up:*
The Office of Dual Credit will enroll you in the course of your choosing, provide a personalized orientation and assist you in obtaining your textbook and course materials.

STEP #5: Pick up your Triton College Student ID

The last step to becoming a *Dual Credit: Triton Campus* student is to pick up your Triton College Student Photo ID (**Very Important!**). Triton College Student ID's are taken at **the Welcome Center** (B-Building, Main Lobby) and should be picked up prior to the start of the term. You must be enrolled in class to receive your ID.

Triton College, Office of Dual Credit

Location: Triton Campus, Building F-210

Phone: (708)-456-0300 ext. 3382 or 3612

Email: dualcredit@triton.edu



Dual Credit: High School Campus Step-by-Step Registration

STEP #1:

Contact your High School

Speak with your high school counselor regarding the *Dual Credit* Program, requirements, and available course offerings.

STEP #2:

Complete the Application

Complete the [Dual Credit Application](#) at home or with your high school counselor and have it submitted by the deadline (contact your high school counselor or the Office of Dual Credit for exact deadline dates for the latest semester). Please refer to our [Application Guide](#) if you need help completing.

You will need to create an account before continuing onto your application. The “Create an Account” form is not the same as the application form

STEP #3:

Ensure you Meet the College Course’s Prerequisites

If your intended dual credit class has college level Math or English placement prerequisites, please refer to the [placement chart](#) to see if you meet the placement level or will need to test to determine qualification.

- **If you don’t meet the placement prerequisites**, you will need to complete all portions of the Triton College ACCUPLACER Placement Exam:
 - Placement testing may be done on a walk-in basis in the Learning Resource Center (A-Building), room A-126, you will be asked for a valid Photo ID. Please make sure to identify yourself as a Dual Credit Student to the Testing Center Staff.
 - For current hours of operation and practice materials, please visit our [Testing Center](#) webpage (remote testing options may be available).
- **If you have met the prerequisites through other placement measures**, (such as ACT or SAT scores, Transitional Math, or developmental education courses) your high school and the Office of Dual Credit will work together to have these connected to your Triton Student Account.

Congratulations, you’re all set for Dual Credit Eligibility!

Your high school and Triton’s Office of Dual Credit will take care of the rest including registration

- Before the start of the term, the high school submits finalized rosters for their dual credit sections. These rosters will be used to register students to the corresponding Triton College course in which they will be eligible to receive college credit. For more information on deadlines or additional assistance, please refer to the contact information below.

Triton College, Office of Dual Credit

Location: Triton Campus, Building F-210

Phone: (708)-456-0300 ext. 3382 or 3612

Email: dualcredit@triton.edu



Dual Enrollment at Triton College

Step-by-Step Registration Guide

1. Complete the Dual Enrollment Application [Dual Enrollment Application](#).
Please remember to select Dual Credit/Dual Enrollment as your Academic Program and Dual Enrollee when asked what type of student best describes you
2. Browse the [Triton Course Catalog](#) to view semester course options.
3. Ensure you have met the placement or course prerequisites for the dual enrollment courses you wish to take.
 - o Take the [ACCUPLACER](#) College Placement Exam if needed to fulfill college course placement prerequisites
 - o Have qualifying placement measures submitted to the College's Admissions Department if course prerequisites already met through other placement measures
4. Obtain written permission letter from your high school counselor or principal that states you are in good standing with their school and are approved to take the college course you have selected at Triton. Home schooled students may have the permission letter written by their parent or guardian.
5. Bring this letter to the Welcome Center/Admissions office for registration in the main lobby of the B-Building (The Office of Dual Credit does not register Dual Enrollment students). Registration requests can also be submitted to registration@triton.edu for processing. Please make sure to identify your request as a "Dual Enrollment Registration" and include the permission letter.
6. Attend a [Virtual New Student Orientation](#) to prepare for the semester ahead.
7. Class Tuition Payment - After registration, students should pay their tuition or make payment arrangements as quickly as possible to avoid being dropped from classes.* Payments can be made at the Cashier's Office, located in the Student Center, Room B-130, or online through your Triton Portal Account.

What's the difference between Dual Credit and Dual Enrollment?

Dual Credit courses are college level courses that high school students may take either at Triton or their primary high school in which there is a pre-existing agreement to award both high school and college credit upon successful completion. Dual Enrollment courses are college courses taken on the college campus by high school students while still enrolled in high school and give college credits, but there is no pre-existing agreement to award high school credits. Students should be aware that they will be responsible for course tuition, fees, and textbooks unless their High School has confirmed sponsorship with the Office of Dual Credit for your Dual Enrollment course.