TMCC

Early College Handbook
Dual Credit & Early Entry
Spring 2024

Welcome to Turtle Mountain Community College! The administration, faculty, and staff are delighted that you have chosen to begin your college career with TMCC. Whether a student, parent, secondary school administrator, or staff. We are excited to have you as part of the Dual Credit/Early Entry Program!

This handbook has been prepared for high schools that are interested in creating partnerships for student success. It is a great resource for our program's policies and procedures for not only the high school students but also parents and school administrators.

Mission:

Turtle Mountain Community College is committed to functioning as an autonomous Indian-controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education, Career & Technical Education, scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, staff, faculty, and student body exerting leadership in the community and providing service to it.

Philosophy:

Turtle Mountain Community College is a tribal community college with obligations of direct community service to the Turtle Mountain Chippewa Tribe. Under this unifying principle, the college seeks to maintain, seek out, and provide comprehensive higher education services in fields needed for true Indian self-determination.

Accreditation:

The Higher Learning Commission accredits Turtle Mountain Community College. Accreditation is not a requirement but is important to the College. As a process, it is a form of peer review in which educational institutions establish a set of criteria and procedures by which they and their fellows are judged. As a result, it is a form of certification by which the quality of an educational institution, as defined by the accreditation body's criteria, is affirmed." Accreditation information are located on the TMCC website on the Institutional Research, Assessment, and Accreditation page.

 TMCC supports programs with specialized accreditation status. Such programs include:

- The Teacher Education programs (Elementary Education and Secondary Science), accredited by the Education Standards and Practices Board (ESPB), and

- The Phlebotomy Technician program, and the Medical Laboratory Technician (MLT) program, both accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

Institutional Goals:

Turtle Mountain Community College hereby establishes the following goals:

1. A learning environment stressing the application of academic concepts to concrete problems;

2. Academic preparation for learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the tribe;

3. In and out of class opportunities to discover the nature of Indian society, its history, variation, current and future patterns, needs and to serve as a contributing member toward its maintenance and betterment;

4. A curriculum wherein Indian tribal studies are an integral part of all courses offered as well as history, values, methods, and culture of Western society;

5. Continuous assessment of institutional programs and student academic achievement for the purpose of continuous improvement of student learning;

6. Baccalaureate, Associate of Arts, Associate of Science, Associate of Applied Science degrees and certificate programs of study;

7. Cooperation with locally Indian-owned business and stimulation of economic development for the service area;

8. Continued independent accreditation; and

9. Community service and leadership.

Early College at Turtle Mountain Community College - Dual Credit & Early Entry
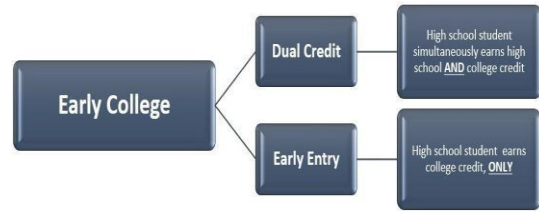
The Early College Program provides high school students the opportunity to simultaneously take credit-bearing college courses while in high school.

The _Dual Credit_ program invites students to earn high school AND college credit by taking academically challenging and culturally relevant college courses in various contexts.

The _Early Entry_ program provides high school students the opportunity to take academically

challenging and culturally relevant college courses for college credit.

Both Dual Credit and Early Entry program participation require approval from a high school administrator and the student's parent/legal guardian.

Early College programs are offered for eligible high school students through:

- Asynchronous online courses during the fall and spring semesters.
- Face-to-face/hybrid course(s) in the summer

There are several advantages to participating in an Early College Program:

- Equips students with the necessary tools and knowledge to build college-readiness skills.
- Increases the likelihood a student will complete high school and enroll in college.
- Decreases the cost of tuition and fees for students by accelerating time to degree.
- Courses are affordable, convenient, and accessible.
- Contributes to the goals of closing the education gaps through greater participation and increased college academic awareness.
- Increases enrollment in state and tribal colleges and universities.

Turtle Mountain Community College Dual Credit and Early Entry Policy

This guide supplements the Dual Credit/Early Entry program agreements between Turtle Mountain Community College (TMCC) and local school systems. It describes the terms under which TMCC grants **college credit** for courses taken by high school students. **High school credit** for the same courses is governed by the policies of the students' high schools.

All students who enroll at TMCC should be familiar with the current TMCC catalog, the schedule of classes, and the student handbook. Upon termination of Dual Enrollment status students who wish to pursue a degree must comply with the general admissions requirements as stated in the *catalog* (i.e., new

application for admissions, diploma from an approved accredited high school/GED, Tribal Enrollment verification (card or form 2232) if applicable, and signed FERPA document).

Purpose

The purpose of the Dual Credit and Early Entry program is to allow eligible high school students to enroll in college classes concurrently with high school classes and to receive both high school and college credit.

Description of a Dual Credit Student

A "Dual Credit" student is enrolled in courses on the TMCC campus either in person or online, or at an approved high school, and earns credits that count toward high school graduation as well as toward a college certificate or degree. A dual credit student is a current high school student who has earned 6 or more units of high school credit. Credits earned by "Dual Credit" will be banked at TMCC until all admissions requirements are satisfied. A student who wishes to apply for dual credit must get written approval of a high school principal/superintendent and registrar prior to registration. A dual credit student may enroll for a maximum of 8 semester hours per semester.

Description of an Early Entry Student

An "Early Entry Student" is a high school student who has earned at least 20 or more units of high school credit and who has a High School cumulative GPA of at least 3.00, and be recommended by the high school principal or his or her official designee. An early entry student may enroll for a maximum of 8 semester hours per semester.

Student Responsibilities

It is the responsibility of any student who is seeking admissions in either the "Dual Credit" or "Early Entry" program to follow all TMCC policies and procedures. The basic policies and procedures are outlined in this document but the student is also responsible to review the TMCC catalog on a periodic basis to ensure the students are meeting all standards set forth.

Admission Policy

Dual Credit Student

An applicant wishing to be considered for admission for "Dual Credit" must have the following documents on file:

- A complete application for admission; (must apply online for admission to TMCC at www.tm.edu)

- An official transcript from an accredited or approved high school

- A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe (if applicable).

- A completed FERPA (Family Educational Rights Privacy Act) form.

Early Entry Student

An applicant wishing to be considered for admission as an "Early Entry Student" must have the following documents on file:

- A complete application for admission; (must apply online for admission to TMCC at www.tm.edu)

- An official transcript from an accredited or approved high school showing 3.0 GPA

- Letter of recommendation from high school principal or his or her official designee.

- A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe (if applicable).

- A completed FERPA (Family Educational Rights Privacy Act) form.

- Parent approval if under the age of 18

Student Responsibility:

- All students must be familiar with the TMCC catalog and student handbook, these documents can be found on the TMCC website at www.tm.edu. All students are considered TMCC students and must adhere to the policies of TMCC.

- All students are responsible for their own transportation if they are enrolling in classes that are held on the TMCC campus.

- All students are responsible for internet access if they are taking online classes from TMCC.

Registration

Students are required to submit all information required to register for a course.

Placement

TMCC requires all students who enroll to take placement test in the areas of Math and English. Students wishing to participate in dual credit or early entry program will be required to take a placement test if they are wishing to enroll in any courses within the above departments. Students can contact the Registrar to arrange an appropriate time to take the test.

Tuition and Fees Payment

Students enrolled in a dual credit or early entry program are considered "special students" and are not fully admitted to our campus. Because of this, most students are not eligible for financial aid and students themselves are responsible for the cost. Students will pay the tuition rate per credit hour as outlined in the TMCC catalog. Students who qualify for free and reduced lunch should fill out the Bank of North Dakota Dual Credit form through North Dakota College Access Network (NDCAN)-applications can be found online at www.nd-can.com.

Drop/Withdrawal

All students are responsible to file the required paperwork for withdrawing from their class(es) if the need to should arise. All students must withdraw in accordance to the dates shown in the academic calendar which can be found on the TMCC website.

Grades

The grade reported on the high school transcript will be identical to the grade reported on the college transcript. A high school operating under a weighted grading scale may assign a higher point value to

the grade for calculating GPA but may not assign a higher grade to the course. All grades will be submitted according to the TMCC academic calendar.

Dual Credit Eligibility Requirements

To be eligible to participate in the Dual Credit program at TMCC, students must meet the following criteria:

- Be a student from a current participating high school
- Approval from high school administrator/designee for student to take dual credit courses
- Approval from parent or legal guardian to take dual credit course(s)
- Completion of the TMCC Early College: Dual Credit and Early Entry application and submission of required admissions documents

Eligibility requirements regarding student GPA, grade level, and number of completed credits are at the discretion of the participating high school.

Early Entry Eligibility Requirements

To be eligible to participate in the Early Entry program at TMCC, students must meet the following criteria:

- Approval from high school administrator/designee for student to take early entry courses
- Approval from parent or legal guardian to take early entry courses
- Completion of the TMCC Early College: Dual Credit and Early Entry application and submission of required documents

Eligibility requirements regarding student GPA, grade level, and number of completed credits are at the discretion of the participating high school.

Minimum Requirements to Access Early College Courses

Students are required to have regular access to a computer with reliable Internet connectivity, word processing, presentation, and spreadsheet software. Access to a printer, copying machine, and a scanner

will also aid the student. Students will be provided a TMCC email student account.

Once the student is fully accepted into the College **ALL** email communication will be sent to the student's college email and, it is expected, that all communication from the student is sent via the student's TMCC email account.

Dual Credit

Dual Credit courses offered during the summer are only available for students enrolled in the Monarch Project. Learn more about the Monarch Project by clicking here. The summer dual credit term is five weeks in length. The course is offered in a face-to-face format.

One dual credit course per semester is recommended; registering for more than one class may be permitted but will require approval from the student's designated Success Coach or Advocate and the Coordinator. Course selection for Dual Credit requires initial approval of the Success Coach or Advocate. Final approval will be given by the Coordinator who registers and advises all Early College students.

Credits earned through Dual Credit are eligible for conversion to regular undergraduate credits (at no cost) upon the College's receipt of proof of high school graduation or GED completion. Transcripts issued prior to high school graduation will indicate that credits are not yet eligible for treatment as undergraduate hours earned.

Early Entry

Students who elect to take a college course for college credit only (Early Entry) are limited to two courses in the fall and spring semesters. If the student would like to enroll in more than two courses per semester, consultation and final approval will be given by the Coordinator. Course selection for Early Entry students requires initial approval of the Success Coach or Advocate. Final approval will be given by the Coordinator who registers and advises allEarly College students.

Credits earned through the Early Entry program will only appear on the student's TMCC transcript. Early College credits will generally transfer to other institutions; however, the receiving institution will

decide how the credits will be accepted.

It is the student's responsibility to verify the transferability of courses

with their perspective higher education institution of

Dual Credit Policy-Application and Approval Process

The following is the North Dakota Department of Public Instruction Application and Approval Process.

Application Process

- Schools should produce a list of acceptable dual credit courses or a student should OK the classes they wish to take for dual credit with their local school administrator if they are not on the list.

- Student applies for college admission, completing college application for enrollment. This is turned in to the student's college.

Credit

- 3 - 4 semester hour college classes will be awarded ½ unit of high school credit
- 5 semester hour college classes will be awarded 1 unit of high school credit
- Rarely, a 2 semester hour college class will be offered. This equates to ¼ unit of high school credit. **BE CAREFUL – ¼ credit does not cover the scholarship requirement of ½ credit. ¼ credit also does not help when taking a math credit beyond Algebra II since the student would still need ¾ of a credit.**

Duration of course

A dual credit course must be, at maximum, a semester in length. A dual credit course taught in a high *school may not exceed a semester* in duration.

Traditional schedule

- 3–4 semester hour college classes will be taught for one period a day each day for one semester
- 5 semester hour college classes will be taught for two periods a day each day for one semester

Block schedule

- 3–4 semester hour college classes will be taught for one block period a day for 9 weeks
- 5 semester hour college classes will be taught for one block period a day for 18 weeks

Modified block schedule with A/B classes

- 3–4 semester hour college classes taught in an A/B class under block scheduling will be taught every other day for one block period for 18 weeks
- 5 semester hour college classes may be taught in an A/B class under block scheduling for two block periods every other day for 18 weeks

Grades

- The grade reported on the high school transcript will be identical to the grade reported on the college transcript.
- A high school operating under a weighted grading scale may assign a higher point value to the grade for calculating GPA but may not assign a higher grade to the course.

Mixed enrollment in dual credit classes

It is the strong recommendation of the Department that only students enrolled for dual credit are placed in a dual credit course taught in the high school. The ND University System may dictate policy relative to this enrollment.

A student enrolled in a dual credit class (college class for which a student receives both high school and college credit) is enrolled in a COLLEGE class. All policies relative to attendance, curriculum, grading, etc. are determined by the college. The geographical location of the course (college campus, ITV, high school classroom, online/computer, etc.) may not pose justification for deviation from the college regulations and policies.

The ND Department of Public Instruction (NDDPI) and the ND University System (NDUS) would like to thank all of the North Dakota educators who contributed to the development of this unified policy and guidelines. It is our sincere hope that this policy definition will provide greater clarity in the operation of

our state's dual credit programs.

If you have further questions regarding the revised process, please contact either Davonne Eldredge, NDDPI (deldredge@nd.gov or 701-328-4525), Claire Gunwall, NDUS (claire.gunwall@ndus.edu or 701-328-4140) for further clarification. NDPI Policy-Revised April 17, 2013

Turtle Mountain Community College Responsibilities

Turtle Mountain Community College will have the following responsibilities.

Admissions

- The TMCC Admissions Office Staff will work directly with students, parents and school administrators with the full admissions process.
- It will be the effort of the Admissions Office staff to complete all applications for admissions in a timely manner, please allow up to three workdays for notification of missing documents or if you are accepted to take dual credit or early entry courses.
- The Admissions Office Staff will notify students in writing of their admittance status at TMCC.

Registration

- The TMCC Registrar will work directly with students, parents and school administrators through the full registration process.
- Once all admissions requirements have been met, the registrar will process the student's application to enroll in Dual Credit or Early Entry courses.
- The student will be notified by the Registrar of their enrollment status through a student course schedule report.

Grades

- The TMCC Registrar will process grades according to the TMCC academic calendar.
- Any student who has a hold will not be allowed to receive their Official Academic Transcript.

Business Office

- The TMCC Business Office Staff will notify the student of their tuition and fees statement in a timely manner, the first statement for the semester is printed after the last day to add a class.

- Tuition and Fees statements will be mailed to the students mailing address on file with the student services department.

- If the student receives funding assistance from the Bank of North Dakota NDCAN program, the business office will submit all required tuition statements to the Bank of North Dakota in a timely manner.

Required Tuition and Fees Schedule

Tuition and Fees per Credit Hour 2022-2023

Credit Hours	Tuition	Student Activities	Technology Fee	Total
1 credit	$80.00	$9.00	$4.00	$93.00
2 credits	$160.00	$18.00	$8.00	$186.00
3 credits	$240.00	$27.00	$12.00	$279.00
4 credits	$320.00	$36.00	$16.00	$372.00
5 credits	$400.00	$45.00	$20.00	$465.00
6 credits	$480.00	$54.00	$24.00	$558.00
7 credits	$560.00	$63.00	$28.00	$651.00

8 credits	$640.00	$72.00	$32.00	$744.00
9 credits	$720.00	$81.00	$36.00	$837.00
10 credits	$800.00	$90.00	$40.00	$930.00
11 credits	$880.00	$99.00	$44.00	$1023.00
12 credits	$960.00	$108.00	$48.00	$1116.00

Additional Costs

A $25.00 Registration fee will be charged each semester to all students regardless of the number of credits enrolled.

Transcript Fee

The Turtle Mountain Community College has authorized the National Student Clearinghouse to provide official transcript ordering via the Web. Transcripts are transmitted through Pick-up, US Mail, Clearinghouse Electronic Exchange, or Secure Electronic PDF. Unofficial transcripts can be printed through a student's single sign on account, under Jenzabar > Students > Academic Information > Unofficial Transcript, then select PDF on the bottom section to print.

You will need a valid major credit card and an e-mail account to order a transcript online. Your card will only be charged after your order has been completed. The cost per transcript is $5. There is an additional charge Clearinghouse Electronic Exchange and Secure Electronic PDF.

Textbooks

Cost of textbooks is the responsibility of the participating high school.

Other Course Costs

For some courses, a fee is charged to cover rental of equipment and facilities or for materials that students will need. However, a student can fulfill their requirements without enrolling in a class that requires a fee. The fee is variable depending on the class.