



# Tips for Becoming a Successful Dual Credit Student

## Required Reading for Dual Credit Students & Parents.

**Print a copy for reference.**

#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.** Instructor's syllabus will address the repercussions of scholastic dishonesty. Know your instructor's policy!

#4. **READ INSTRUCTOR'S SYLLABUS.** A course syllabus contains information on 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 in this new world? Start by reading your instructor's syllabus.

#5. **ATTEND CLASS.** **Colleges do not distinguish between excused and unexcused absence,** 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 you attend. **Dual Credit students must earn a "C" or higher in EACH course** to continue enrollment the following semester.

#7. **DROPS AND WITHDRAWAL 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 NCTC.** Talk to your counselor but make sure the paperwork is submitted.

#8. **USE NCTC’S ONLINE TOOLS: CANVAS**  **& MYNCTC** 

**& DUAL CREDIT WEBSITE** <http://www.nctc.edu/DualCreditHome.aspx>

Canvas is NCTC’s online learning environment but is a useful tool for everyone. Often instructors post assignments and grades in Canvas. MyNCTC is your student portal. From MyNCTC, 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 Lion Pride Email, and so much more. Know where to find the Dual Credit tab from [www.nctc.edu](http://www.nctc.edu). Become familiar with all the online tools; they will be helpful to you and your parents.

#9. **USE NCTC RESOURCES.** Tutoring is available at the college campus or live online at any time. Not sure if your writing assignment is college level or struggling with math class, **Don’t give up, Get help!**

<http://www.nctc.edu/Academics/SupportServices/Tutoring.aspx>

Assistance for students with disabilities:

<http://www.nctc.edu/StudentServices/Disabilityservices.aspx>

Career guidance, academic advising, and crisis intervention:

<http://www.nctc.edu/StudentServices/CounselingTesting/CareerServices.aspx>

# 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.**

#12. **EXPECT CONFLICTS WITH EXTRA CURRICULAR ACTIVITIES.** Seriously **discuss priorities with your parents and counselors before enrolling** in Dual Credit courses.