



# North Idaho College DualCredit

## \$65 per credit

Anywhere....Anytime [www.nic.edu/dualcredit](http://www.nic.edu/dualcredit)

10/7/15

### Dual Credit Authorization Form

The dual credit program allows students to take NIC courses for college credit. The high school (not NIC) determines if proposed courses will also count for high school graduation. Dual credit students must meet with their high school counselor **every** semester prior to registration. By signing this form, students agree to meet with their high school counselor prior to registering for NIC classes **each** semester.

#### Eligibility Criteria

Students must be at least 16 years old **or** have completed at least half of the requirements for high school graduation. A 3.0 grade point average is highly recommended. Exceptions may be requested by a high school counselor, a dual credit instructor, and/or the NIC Dual Credit program director. Admission to the college does not guarantee acceptance into certain classes or programs.

#### Testing

The COMPASS, ACT or SAT scores are required for courses with a prerequisite test score. Refer to course catalog for course requirements.

#### Student Information

Name \_\_\_\_\_  
Last First Middle Your personal email \_\_\_\_\_  
Date of Birth \_\_\_\_\_ High School \_\_\_\_\_ Cell number \_\_\_\_\_  
MM/DD/YY (to receive text messages)

#### Important Note for Parents and Students: Privacy Laws of Educational Records

**Family Educational Rights and Privacy Act (FERPA):** North Idaho College is required by law, regardless of age, to keep student records confidential. Without your express permission, we cannot share your student records with anyone but you (or appropriate college employees, high school counselors, or dual credit instructors). Initial if you will allow NIC to disclose your student records to your parents or legal guardians while you are in the Dual Credit program. Without your initial, your parents cannot contact the college on your behalf. For more information: [www.nic.edu/ferpa](http://www.nic.edu/ferpa). This approval ends when you are no longer a dual credit student.

Print the name(s) of parent or guardian: \_\_\_\_\_

#### Center for Educational Access/Disability Support Services (for all dual credit classes regardless of location)

In compliance with the Americans with Disabilities Act of 1990 and Section 504/508 of the Rehabilitation Act of 1973, North Idaho College provides accommodations to eligible students who experience barriers in the educational setting due to learning, emotional/mental, physical, visual, or hearing disabilities. Students may apply for services by contacting the Center for Educational Access at (208) 665-4520.

### Counselor Approvals

I confirm that this student is eligible to enroll in dual credit courses at NIC. This student has a cumulative high school GPA of 3.0 or higher, is at least 16 years old at the start of the semester **or** has successfully completed a minimum of one-half of the high school graduation requirements as certified by the high school, and is considered to be **academically capable** of completing college level courses.

Age \_\_\_\_\_ Cumulative HS GPA \_\_\_\_\_ Anticipated date of HS graduation: \_\_\_\_\_  
Month/Year

#### Exception Explanation

- ☐ This student has less than a 3.0 cumulative high school GPA.
- ☐ This student is under the age of 16\* and plans to take an NIC class held *at* the high school.
- ☐ This student is under the age of 16\* and plans to take an NIC class *not* held at the high school.
- ☐ Students under the age of 16 are considered on a case-by-case basis. Contact the Dual Credit Office each semester at (208) 769-3321 or [dualcredit@nic.edu](mailto:dualcredit@nic.edu) for the process to follow for admissions/registration for underage dual credit students.
- ☐ This student is enrolling in Career, Professional-Technical Education Dual Credit and meets the 2.0 cumulative high school GPA program requirements.

I understand that the student is responsible to meet with me each semester to review his/her plans to register for NIC courses so that I can advise him/her of applicability for high school credit as well.

School Official \_\_\_\_\_

Title \_\_\_\_\_

Name of High School \_\_\_\_\_

Date \_\_\_\_\_

## Student Acknowledgement

I, (name) \_\_\_\_\_ understand the following:

1. I will apply for dual credit admission at [www.nic.edu/dualcredit](http://www.nic.edu/dualcredit).
2. I will schedule testing with NIC to meet prerequisite requirements **if needed**, if I do not have SAT or ACT scores.
3. It is my responsibility to register online each semester in order to receive college credits for classes. I will register according to the dates outlined by NIC. (This is not high school registration).
4. I will meet with my high school counselor each semester to review which NIC courses I should register for in order to ensure that my coursework meets my high school graduation requirements. Failing an NIC course could cause me to not meet my high school graduation requirements.
5. I understand I will be enrolling in a college-level class that will require rigorous academic work. This class demands responsibility and maturity equal to that of a college student.
6. I understand that regular classroom attendance and participation is required. Failure to do so may affect my grade.
7. I will be graded on a college-level grading standard.
8. I am responsible to drop any classes that I decide not to take after registering. Failure to do so may result in me owing tuition and fees for the course if I miss the drop deadline.
9. If I choose to withdraw from a class, I understand I must do so by the deadlines set by NIC. If I fail to do so, I may receive a failing grade which could impact my high school graduation.
10. I understand that I must notify my high school counselor if I make any changes to my NIC class schedule.
11. I understand that NIC does not provide a grade for partial work if I withdraw from a course. An audited grade receives no NIC credit.
12. I give NIC permission to release transcripts and other student records to my high school.
14. I understand that if I am not a Kootenai County resident, I am responsible for out-of-district tuition if I do not file a certificate of residency form with my county clerk office. Information: [www.nic.edu/admissions/residency.asp](http://www.nic.edu/admissions/residency.asp).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Parent Acknowledgement

1. My child has chosen to enroll in the NIC Dual Credit program. I understand the information on this handout and give permission for my child to participate until he/she graduates from high school or is no longer eligible for dual credit.
2. I understand that my child's account will be assessed tuition on a per credit basis at the dual credit rate and fees may be assessed for labs, music, etc. Tuition and fees must be paid according to NIC's schedule.
3. I understand that my child will be responsible for registering, dropping, adding, and withdrawing from courses according to NIC's deadlines. Failure to meet deadlines will result in my child being dropped from classes or owing for classes they did not drop.
4. I have read and understand the FERPA privacy law. [www.nic.edu/ferpa](http://www.nic.edu/ferpa).
5. I have read and understand the non-Kootenai county out-of-district residency verification. [www.nic.edu/admissions/residency.asp](http://www.nic.edu/admissions/residency.asp)
6. Other than specific class fees (such as lab fees) dual credit students do not pay regular student fees. High school students attending NIC (on or off campus) are not covered by NIC accident insurance as dual credit students do not pay the NIC Insurance fee. I expressly acknowledge that it is my responsibility to ensure that my child is covered by medical insurance, individually, or as a part of an organization and that NIC will not provide such coverage.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## NOTE

This verification is valid for the duration of the student's eligibility for dual credit unless notification is given to North Idaho College Dual Credit program in writing to rescind the recommendation or students change high schools. Students may take courses for dual credit as long as they do not graduate from high school before a course is complete.

### Return this form to:

NIC Admissions Office  
1000 West Garden Ave., Coeur d'Alene, ID 83814  
Phone (208) 769-3311  
Fax (208) 769-3399

### Direct questions about the dual credit program to:

NIC Dual Credit Office  
1000 West Garden Ave., Coeur d'Alene, ID 83814  
Phone (208) 769-3321 Fax (208) 769-7805  
[dualcredit@nic.edu](mailto:dualcredit@nic.edu) [www.nic.edu/dualcredit](http://www.nic.edu/dualcredit)

03/09/16