



Dickinson State University

BLUE RUNS
DEEP



DUAL CREDIT

STUDENT HANDBOOK

dickinsonstate.edu/dualcredit | 701.502.4240 | dsu.early@dickinsonstate.edu

Welcome to the Dickinson State University Early University Program

Congratulations on starting your academic journey! Dickinson State University's Early University program gives high school students the chance to earn college credit before graduation. By working with local high schools, DSU helps motivated students take college-level courses and earn both high school and college credit, so you can reach your goals sooner.

This handbook is your main guide to the Dual Credit program. Inside, you'll find information about how to apply, sign up for courses, pay tuition, use student services, and understand your responsibilities as a DSU student.

As a Dual Credit student, you are now part of the Dickinson State University community. You'll get to experience college life and will be held to the same standards as all DSU students. We look forward to supporting you on your educational journey.

What is Dual Credit and Early Entry?

Dual credit courses are college-level courses available to high school students in grades ten, eleven, or twelve. Students receive college credit and high school credit for completing dual credit courses. The high school superintendent or designee has a formal arrangement with a post-secondary institution for the student to be granted high school credit for the successful completion of a college course.

Early entry courses are college-level courses available to high school students in grades ten, eleven, or twelve. Students receive college credit for completing early entry courses. The student may arrange with the high school to earn high school credit for the successful completion of a college course.

Courses may be offered:

- At the high school
- Online
- Through interactive video
- On the Dickinson State University campus

Taking college courses in high school helps students transition to college-level expectations while saving time and money on future college coursework.

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Eligibility Requirements

Students must meet the following requirements to participate in the DSU Dual Credit program:

- Be enrolled in 10th, 11th, or 12th grade
- Maintain at least a 2.0 cumulative GPA (or higher if required by the high school)
- Meet any placement scores or course prerequisites
- Receive approval from:
 - A parent or legal guardian
 - A high school counselor or administrator

Students must also be admitted to Dickinson State University as a non-degree seeking student.

Step 1: Apply for Admission

Students interested in Dual Credit or Early Entry must first apply to Dickinson State University.

Application steps:

1. Complete the DSU Application for Admission.
2. Apply as a non-degree seeking student (Dual Credit/Early Entry).
3. Submit a high school transcript.
4. Work with your high school counselor to confirm eligibility.

Students will receive confirmation of admission once the application and required documentation are processed.

Step 2: Activate Your Student Account

Once admitted, students must activate their university accounts.

Students will receive:

- A student ID number
- Access to university systems

Students should then:

1. Activate their DSU student account
2. Set up their university email

3. Log into the university student information system
4. Review any tasks or communications

Your student ID is used to access:

- Registration
- Grades
- Tuition statements
- Academic records

Students should never share their student ID or login credentials.

Step 3: Register for Courses

After acceptance, students must register for their Dual Credit or Early Entry courses.

Important notes:

- High school registration does not automatically register you for college credit.
- Students must complete registration through Dickinson State University systems.

Students must:

- Register before the published DSU registration deadline
- Ensure they are registered for the correct course number and section

Failure to complete university registration will result in receiving only high school credit for Dual Credit or not having access to Early Entry coursework.

Tuition and Financial Assistance

Dual Credit courses are offered at a reduced tuition rate for students who qualify.

Financial assistance may be available through:

Bank of North Dakota Dual Credit Assistance

Students who qualify for free or reduced lunch may receive assistance covering the cost of up to two Dual Credit courses per school year.

Applications are typically available through the North Dakota education portal beginning July 1 each year.

NDUS Dual Credit Scholarship

Students who complete Dual Credit courses may be eligible for scholarships toward future college enrollment.

Students should speak with their counselor or the DSU Dual Credit office for details.

Early Entry Scholarships

Early Entry students qualify for scholarships, which reduce the cost of attendance to about the subsidized rate of Dual Credit. Talk to DSU's Early University Coordinator today about this option!

Paying for Classes

Students are responsible for tuition and any associated fees unless financial assistance covers the cost.

Payment deadlines are established by Dickinson State University and can be found on the Academic Calendar by visiting dickinsonstate.edu/academicrecords.

Failure to pay tuition by the deadline may result in:

- Late fees
- Holds on the student account
- Removal from classes

Payments

Payment can be made by:

- [Campus Connection](#)
- [QuickPay](#)
- Mail: Mail checks to:
 - DSU Business Affairs
291 Campus Drive
Dickinson, ND 58601
- In Person: We accept cash and check payments in the Business Affairs office in May Hall, room 109.

1098-T Tax Form

What Form 1098-T is

- Form 1098-T is an Internal Revenue Service (IRS) document issued by eligible educational institutions to report qualified tuition, related expenses, and scholarships or grants for the calendar year. This form assists taxpayers in determining their eligibility for education tax credits, such as the American Opportunity Credit and the Lifetime Learning Credit, or for certain deductions.

Who receives a 1098-T

- Educational institutions typically issue Form 1098-T to the student of record. In the case of dual-credit students, who are high school students enrolled in college courses, the college may issue the form to the student, even if the student is claimed as a dependent by their parents.
- Forms are issued in January each year and are available via Campus Connection.
- Keep this form for your records and consult a tax advisor for how it may impact your taxes.

Dropping or Withdrawing from a Course

Students may drop or withdraw from a course within the university's deadlines.

Important considerations:

- Dropping a course before the refund deadline may result in a tuition refund.
- Dropping after the deadline results in a "W" (Withdraw) on the transcript.
- After the final withdrawal deadline, students may receive the grade earned.

Students should consult with both their high school counselor and DSU advisor before dropping a course.

Grades and Transcripts

Grades earned in Dual Credit and Early Entry courses become part of the student's permanent Dickinson State University transcript.

This means:

- Grades will follow students to any college they attend.
- Poor academic performance may affect future college admission or financial aid.

Students are expected to maintain strong academic performance and meet all course requirements.

Student Responsibilities

Dual Credit and Early Entry students are considered Dickinson State University students and must follow all university policies.

Students are responsible for:

- Attending class regularly
- Completing assignments on time
- Communicating with instructors
- Monitoring grades
- Checking their university email

Students must also follow:

- DSU academic integrity policies
- Student conduct policies
- Technology and system usage policies

Academic Support Services

Dual Credit and Early Entry students have access to many Dickinson State University resources, including:

- Academic advising
- Library services
- Tutoring services
- Online learning support
- Technology support

Students are encouraged to use these resources to ensure success in college-level coursework. Visit dickinsonstate.edu/SOAR to view and access the services available to you.

Student Conduct

Dual Credit and Early Entry students must follow the Dickinson State University Student Code of Conduct.

Violations of university policy may result in:

- Academic penalties
- Removal from the Dual Credit program
- Disciplinary action under university policy

Students represent both their high school and Dickinson State University while enrolled in Dual Credit and Early Entry courses.

Important Tips for Success

To succeed in Dual Credit and Early Entry courses:

- Stay organized and manage your time carefully
- Check your university email regularly
- Ask for help early if you are struggling
- Communicate with your instructor
- Take responsibility for your learning

College courses require a higher level of independence and accountability than high school classes.

What is Early University?

Early University (Early U) includes all opportunities for students to earn college credit through DSU while they are in high school, including studying toward a degree program while attending high school. Early U students can expect to be able to be involved in the same traditional experiences as their peers, including participating in their school's extracurricular activities, while pursuing college coursework or degree programs. Students may attend Early University through Dual Credit at their high school or Early Entry on the DSU campus, from a distance via DSUlive™, or online.

How to handle prerequisite requests?

Like traditional undergraduate students, prerequisites will be addressed by the school deans with the caveat that the high school transcript may be used to inform the decision. Students may be evaluated based on their high school transcripts or an accepted placement tool (such as an exam or standardized test score) to determine eligibility for a course with a prerequisite. Students requesting a course with a prerequisite should consider submitting an unofficial transcript with their form or a copy of the accepted placement tool results.

Please note that NDUS procedures require additional vetting of prerequisites for English and Mathematics. Please see the requirements within SBHE procedure 402.1.2 [on the NDUS page](#) before forwarding a prerequisite approval for consideration. Note: Per the NDUS procedure,

the prerequisite cannot be waived if a student does not meet the placement requirements for ENGL 110 or Math 103.

How do students know which courses are available to them to enroll?

All course information can be found on the Academic Records site at dickinsonstate.edu/academicrecords. Students should consider visiting the requirements section of the [catalog](#) for additional rotation information and consulting with the DSU Early Entry Advisor.

Will these courses and programs grant high school credit?

Courses added to a student's schedule as Early Entry Enrollment receive college credit and will only receive High School credit upon the approval of a high school counselor, district administrator, or board of trustees. Dual Credit courses are offered to students by their high school instructor and are counted as high school and college credit.

Tuition and Fees

Affordability is essential to ensure students have access to this program. Students should review the articulations page for information regarding agreements for cost savings with their local high schools. High-performing students whose schools do not have an active agreement with DSU will be eligible to apply for the High School High Fliers Scholarship. High Fliers Scholarship recipients pursuing Early University in an approved program will receive a subsidized rate of tuition regardless if they are enrolled in a Dual Credit or Early Entry course section.

Note: Students who complete Early University programming are eligible for the DSU Smart Start Scholarship.

Eligibility Requirements for Early University

Eligibility Requirements may differ depending on the program. Due to the fact the student is pursuing a degree program and receiving scholarship support, general admission requirements are higher than taking Early Entry courses, and include:

- A high school grade point average of at least 3.0 on a 4.0 scale;
- Sophomore or higher status;
- A track record of consistent study skills;
- Selection of a program offered by Dickinson State University's Early University;
- Commitment to pursuing the necessary credit hours to complete an academic pathway or program or completion of general education core requirements.

Students interested in associate to bachelor program laddering, please visit with an advisor who will tailor your program and electives accordingly to reduce time towards graduation. Available programs can be found by visiting dickinsonstate.edu/earlyU.

Contact Information

Dickinson State University

Early University Program

Phone: 701.502.4240

Email: dsu.early@dickinsonstate.edu

Website: <https://dickinsonstate.edu/admissions/high-school-students/>

Students and parents should contact the Early University office with questions regarding admissions, registration, or program policies.

Next Steps

Step 1: Apply to DSU

1. Apply to DSU. [Create or log into your admissions account here.](#)
2. Create or log into your admissions account here.
3. Fill out the information in the application

[Sign Up](#) | [Forgot Password](#)

What is your Student Type?

Dual-Credit

Intended Program

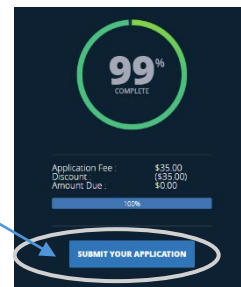
Non-Degree

Delivery Method

High School Site

4. Final Step Information & Disclosure
 - a. Application Fee Waiver Code: **DSUEarly**

5. After filling out your personal information you will see a 99% complete image.
6. Submit your application to get to 100%



****Allow 2-3 business days for your application to process.**

7. Early Entry students must send a copy of their high school transcript directly to: dsu.early@dickinsonstate.edu
8. Math and English courses require a [qualifying placement score](#). You may submit ACT or SAT scores or complete the Accuplacer placement exam.
9. You will receive an email from NDUS to claim your account for **Campus Connection**. This email will also have your student id (EMPLID).

Placement Testing (Accuplacer)

DSU uses Accuplacer test scores to help place students in the level of math and English courses where they will find the most success.

ENGLISH (Writing)

ACT	SAT Evidence Based Reading and Writing	ACCUPLACER Writeplacer	ACCUPLACER Nex Gen	Placement Domain
0-13	N/A	0-3	200-236	ASC 087
14-17	N/A	4	237-255	ASC088 & ENGL110
18 and above	490	5-8	256	ENGL110

MATH

ACT	SAT	ACCUPLACER	Placement Domain
0-15	240-420	QAS 200-218	ASC 91
16-18	420-500	219-237	ASC092
19-20	510-520	238-254	ASC 093 & MATH 103 ASC 093 & MATH 104
21-23	530	255 or higher on QAS or 237-246 on AAF Exam	MATH103 MATH104 MATH110 or MATH127
23-24	540-570	AAF 247-256	MATH105 or MATH146
25-26	580-620	257-266	MATH107
27 and above	630 or higher	267-300	MATH165

Scheduling your Exam

Accuplacer exams are scheduled with the student's Student Success Advisor (SSA). SSA contact information can be found in Campus Connection or by emailing dsu.advising@dickinsonstate.edu.

Preparation for placement test(s) is important. We encourage you to review the [Accuplacer Student Portal](#) for resources to prepare for your exam(s) in advance.

DSU has a retest policy that allows students to retake the Accuplacer exam once within 7 weeks of the initial exam and **includes the proctoring fee of \$15 per retest**. Accuplacer scores are valid for three years from the test date.

Make an Appointment

Step 1 – Pay Fees

You will need to pay for the exam and proctoring services 24 hours prior to appointment, or the DSU Testing Center has the right to cancel the appointment.

Step 2 – Book an Appointment

Book a time to come in and take the exam

Step 3 – Check in

Please check-in at May Hall 211a ([Campus Map](#)) and bring a photo ID 15 minutes before the start of your exam.

Cell phones, smart watches, and laptops are not allowed in the testing room. Lockers are provided for personal items.

If you have any questions, please contact the DSU Testing Center: dsu.testing@dickinsonstate.edu or call/text [701-658-6072](tel:701-658-6072).

Enroll in Classes

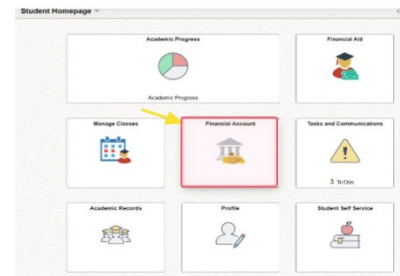
Students are required to enroll in classes through Campus Connection in accordance with DSU's deadlines as outlined in the academic calendar. Registration in Campus Connection is mandatory to receive college credit for Dual Credit courses; otherwise, only high school credit will be awarded.

Students must accept Financial Obligation Agreement before enrolling in classes.

Complete Enrollment in Campus Connection

A. Login to Campus Connection

1. Navigate to dickinsonstate.edu
2. Click 'Quick Links'
3. Click 'Campus Connection'
4. Enter user ID and Password
5. Click 'Log In'



B. Accept your Financial Obligation

1. Click 'Financial Account' tile
2. Click 'Sign Fin Obligation Agreement'
 - a. Select Dickinson State University
 - b. Click the magnifying glass – select the term
 - c. Click 'Submit'

For which institution are you completing the Financial Obligation Agreement?

*Academic Institution

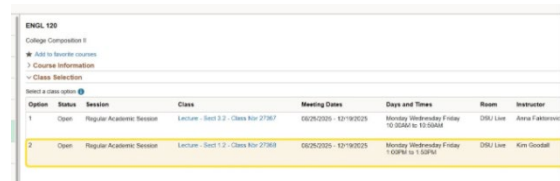
For what term are you completing the Financial Obligation Agreement?

*Effective Term 

Please note: Select the magnifying glass above in order to view a listing of terms. If there are no effective terms from which to Financial Obligation Agreement for all terms for which you are eligible to enroll. If you believe you should be eligible to enroll in Office.

C. Enroll in Classes

1. Click 'Manage Classes' tile
2. Select 'Class Search and Enroll'
3. Select the appropriate term
4. There are two ways to search for a class:
 - a. You can enter the subject in the search box
 - b. You can click on 'Additional Ways to Search.' This option allows you to look up classes by subject, catalog number or the instructor's last name.
5. Type a subject in the search bar. Click the preferred class.
6. Click the yellow-highlighted area.
7. Click 'Enroll'
8. Click 'Accept'



Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor
1	Open	Regular Academic Session	Lecture - Sect 3.2 - Class No: 21787	08/26/2025 - 12/19/2025	Monday, Wednesday, Friday 10:00AM to 11:00AM	DSU/Love	Arena F (Attendance)
2	Open	Regular Academic Session	Lecture - Sect 1.2 - Class No: 21788	08/26/2025 - 12/19/2025	Monday, Wednesday, Friday 1:00PM to 1:50PM	DSU/Love	Kim Goodall

D. Complete Privacy Release

The Family Educational Rights & Privacy Act (FERPA) once you enroll in a college course, your academic record is private and belongs to you—regardless of your age. DSU cannot share your academic or financial information with your family unless you give permission, even during parent-teacher conferences.

Allows students to provide a consent to disclose personally identifiable information contained in their educational record. A student may either "ALLOW" the release of their information or "REVOKE" the FERPA information they already have on file.

1. Sign into [Campus Connection](#)
2. Select the DSU eForms tile
3. Select Records Office from the left menu
4. Select "FERPA Release"
 - a. Academic Institution > DSU
 - b. Option > Allow
 - c. Submit

Please allow at least 5 business days for processing.

Drop or Withdraw from Class

Dropping

Dropping occurs when a student wishes to discontinue enrollment in a particular class but remains enrolled in at least one other class during the term. Dropping results in either a 100% or 0% refund - there are no partial refunds for dropped classes. Refund eligibility depends on the date of the drop and the percentage of class time elapsed. **Review Dates and Deadlines to ensure all courses fall within the last day to withdraw.** A complete list of dates/deadlines may be found on [the DSU Calendars page](#)

Process is completed in Campus Connection using the Manage Classes tile.

1. Login to Campus Connection
2. Click 'Manage Classes' tile.
3. On the left-side menu: Select 'Drop Classes'.
4. Select the class(es) to drop by placing a checkmark in the select box next to the class.
5. Click 'Next'
6. Review classes to drop. Click 'Drop Classes'
7. Click 'Yes' to confirm.
8. You will receive visual notification you have fully dropped courses, with a blue checkmark ✓

Withdrawing

Withdrawing occurs when a student cancels their registration in all classes (i.e., withdrawing to zero credits) and discontinues their studies for the semester.

Withdrawals result in a 100%, 75%, 50% or 0% refund of tuition and fees, depending on the date of the withdrawal form submission.

1. Login to Campus Connection
2. Select DSU eForms tile.
3. Select 'Academic Records' from the left menu.
4. Select 'Appeal – Drop or Withdrawal'

Transcripts

You are required to send your official DSU transcript to any colleges or universities you plan to attend. Credits earned through the dual credit program may be eligible for transfer to other institutions and may fulfill degree requirements or electives.

To determine how transfer credits apply to your intended degree program, contact the admissions office at the college or university where you plan to enroll.

You will need a major credit card (Visa, MasterCard, or Discover) and a valid email address. Transcript orders are handled through [Parchment](#), a DSU-authorized ordering service that provides notices regarding your request and order status.

To order via Campus Connection

1. Log into [Campus Connection](#)
2. Click on Academic Records Tile
3. Click Official Transcripts Request
4. Choose Dickinson State University in the dropdown box
5. Click on Order Official Transcript button (This will direct you to the Parchment secured site)
6. Complete the request process.

CONTACT

Early University Coordinator

701.502.4240

dsu.early@dickinsonstate.edu

Academic Records

701.502.4389

dsu.records@dickinsonstate.edu