

Iḷisagvik College's

Dual Credit Guidebook

1.0

for Dual Credit students and all who support them

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What is Dual Credit?

Iḷisaḡvik College's **Dual Credit Program** provides students with the opportunity to earn high school credit by taking college courses. The program supports students seeking access to courses not currently available to them through the local school setting. It also offers students an opportunity to begin working toward their college ambitions while still in high school.

Students interested in the program should consult with an Iḷisaḡvik College Dual Credit Advisor as well as their high school counselor to ensure that they are on-track for high school graduation and are registering for dual credit courses that will ultimately support that goal. The Dual Credit Advisor, the high school counselor, and the student's parent/guardian will all need to sign off on the student's application.

Who can participate?

Eligible high school juniors* and seniors* can earn college credit two ways:

- By Memorandum of Agreement between Iḷisaḡvik College and their local school district or tribal organization.
- By independently registering for courses with support from family or an outside funding entity such as a homeschool or tribal organization.

*** Younger students** may be considered for participation on a case-by-case basis upon the recommendation of their high school counselor or, if homeschooled, their parent/guardian.

What are eligibility requirements?

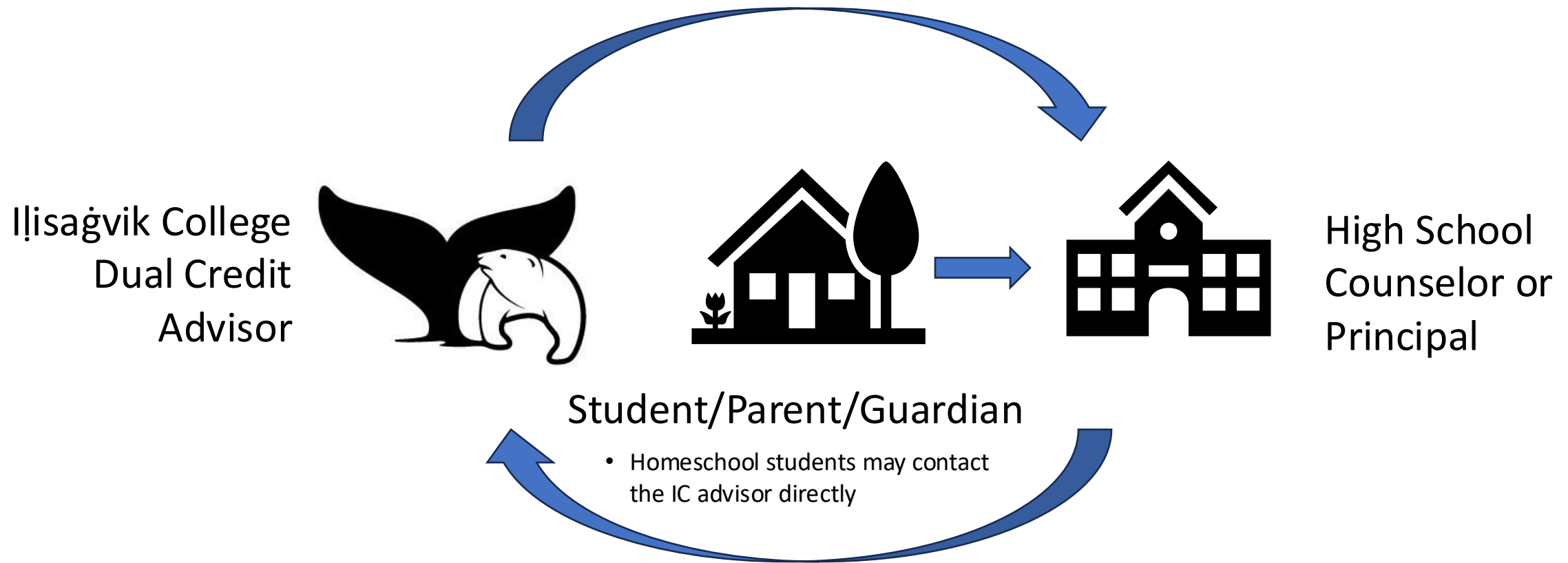
To be eligible for the Dual Credit Program, a student must...

- Be a junior or senior (or younger if approved)
- Have a minimum high school cumulative grade point average (GPA) of 2.0.
- Have signature approval of their parent or guardian.
- Have signature approval of the designated school district official (usually the high school counselor).
- Have signature approval of an Iḷisaḡvik College Dual Credit Advisor.

Are Dual Credit Students eligible for the Tuition Waiver?

- ❑ **No.** High school students are not eligible for the Tuition Waiver *or any other form* of financial aid while still in high school.
- ❑ **IF** a student's high school or district has an active Memorandum of Agreement (MOA) with Iñisagvik College, the costs of tuition, fees, and books/materials are shared between the two institutions. Student accounts are paid by the institutions at no cost to the student or their families.
- ❑ **IF** a student's high school or district has no active MOA with Iñisagvik College, the responsibility for the costs of tuition, fees, and books/materials lies with the student and/or the family of the student.
- ❑ **IF** a student is enrolled in a homeschooling organization, there may be funding available for dual credit courses through that organization via the State of Alaska.

To whom should students talk about participating in the Dual Credit Program?



Which courses are open to Dual Credit students?

Great question!

Any academic, vocational, or technical course being offered for-credit in the current Iḷisaḡvik College schedule is open to dual credit students who meet **eligibility** and **prerequisite** requirements.

- ✓ Iḷisaḡvik College awards college credit when a for-credit course is successfully completed.
- ✓ Whether that course credit is accepted for *high school credit* is completely at the discretion of the school district.

The general guidelines for credit load each semester are:

- Seniors may register for up to **six*** credit hours per semester.
- Juniors may register for up to **four*** credit hours per semester.

***Exceptions** for course choices and credit load must be agreed upon by the high school counselor (or the parent in the case of homeschooling) and the Dual Credit Advisor *prior to* registration.

High School Students may also take CEUs

CEUs are Continuing Education Credits. They are not college credits.

Most courses that earn CEUs are free through the Workforce Development Department. However, some courses do require fees, and these are not currently covered by Dual Credit MOAs.

High school students registering for CEU courses should inquire about costs prior to registration.

High school students interested in CEU courses should also consult with their high school counselor as CEU courses are unlikely to count toward high school credit.

What is the difference between Credits and CEUs?

Credits

- **May be** used to satisfy high school credit requirements (at the discretion of the school officials)
- **May be** used to satisfy degree plan requirements at Ilisagvik College.
- **May be** eligible for transfer to another institution of higher education.
- **Usually**, 3 college credits = 0.5 high school credits

Examples of courses that earn credits:

ENGL 111	MATH 107	COMM 131	DE 084
BIOL 104	BUS 151	PSY 150	ED 101
WMT 101	INU 121	ANTH 242	HEO 105

CEUs

- **Are usually earned** through short-term trainings offered by IC's Workforce Development Dept.
- **Do not** equate with college credits.
- **Do not** count toward a college degree program.
- **Do not** transfer to another institution of higher education.

Examples of courses that earn CEUs:

DE 080	DE 081	DE 082	HEO 014	EMS 103
SAFE 104	SAFE 110	WFDB 023	WFDB 048	
WFD 194	WFDI 093	WFDI 100	WFDH 017	


What are prerequisites?

Course prerequisites are conditions that students must meet *prior to* registering for a particular course. Prerequisites are listed at the end of the course description in the catalog and indicate the preparation and/or background necessary for that course.

If a student has not met these requirements, the Dual Credit Advisor may **request permission** from the course instructor prior to registering the student for the course. An instructor may drop students who do not meet the required prerequisites if they failed to obtain instructor permission.

Co-Requisites are courses that must be taken *concurrently*. Students are responsible for enrolling in and attending all co-requisite courses in the same semester. Co-requisites are listed in the individual course descriptions found in the course catalog. An instructor may drop students who do not register for and persist in the appropriate co-requisites.

Sample course description with prerequisites

**ILISAĠVIK
COLLEGE**
Course Catalog

[Catalog Home](#)
[Degrees & Certificates](#)
[Courses](#)
[Student Handbook](#)
[Personnel](#)

[Home](#) → [Mathematics](#) → MATH 107

MATH 107: Functions for Calculus

[Download as PDF](#)


Program [Mathematics](#) **Credits** 4.0

A study of algebraic, logarithmic, and exponential functions, together with selected topics from algebra.

Prerequisites
[MATH 105](#) or ACCUPLACER AAF score of >250 or permission of instructor.

Semester Offered
Spring

Sample course description with prerequisites



Course Catalog

[Catalog Home](#)[Degrees & Certificates](#)[Courses](#)[Student Handbook](#)[Personnel](#)

[Home](#) → [Anthropology](#) → ANTH 100

ANTH 100: Individuals, Society, and Culture

[Download as PDF](#)

Program [Anthropology](#) **Credits** 3.0

An examination of the complex social arrangements guiding individual behavior and common human concerns in contrasting cultural contexts within and between indigenous, slave, feudal, capitalist, and socialist societies.

Prerequisites
[ENGL 111](#) or concurrent enrollment in [ENGL 111](#).

Semester Offered
Fall

What is the Accuplacer?

ACCUPLACER is an assessment tool used to ensure a student's placement in appropriate courses and thereby promote academic achievement. There is no pass/fail aspect when taking the Accuplacer. Scores are used for *placement* purposes only.

Many courses such as mathematics or English courses require ACCUPLACER scores as prerequisites for registration. Students should consult with the Dual Credit Advisor about whether they need to take the Accuplacer test since some courses do not require it.







ACCUPLACER testing can be scheduled in-person on campus or proctored online.



After consulting with the Dual Credit Advisor, students should request a testing appointment by emailing:

testing.center@ilisagvik.edu

What is the Registration Process?

		 ALL SIGN	ATTACH TO EMAIL 	 CHECK YOUR EMAIL	Didn't receive an email from IC? 
<p>Talk to your high school counselor</p> <p>AND</p> <p>Talk to the Dual Credit Advisor</p>	<p>Complete the Dual Credit Registration form & the Shareholder Authorization form (if Alaska Native or American Indian). Include a copy of your high school transcript</p>	<ul style="list-style-type: none"> ✓ Student signs ✓ Parent or Guardian signs ✓ High School Counselor signs 	<p>Send both signed forms to the Dual Credit Advisor who will then sign and submit the form to the Registration Office.</p>	<p>First time students will receive IC login credentials & email address at their personal email</p> <p>Returning students use same login credentials & IC email address</p>	<p>Contact the Dual Credit Advisor</p> <p>OR</p> <p>helpdesk@ilisagvik.edu</p>

How do students receive access?



donald.duck

.....

☒ Remember username

Isiġiñ / Log in

New students will receive an email at the personal email address they provided on their registration form.

The email includes the new student's IC **login credentials** which should be used to access Outlook email and MyCampus.

IC email: donald.duck@ilisagvik.edu

Username: donald.duck

Password: dd3333

Use with all IC applications

What is MyCampus?

MyCampus is the Iḷisaḡvik College Learning Management System (LMS).

This is where students find their current courses and many of the assignments they will be working on.

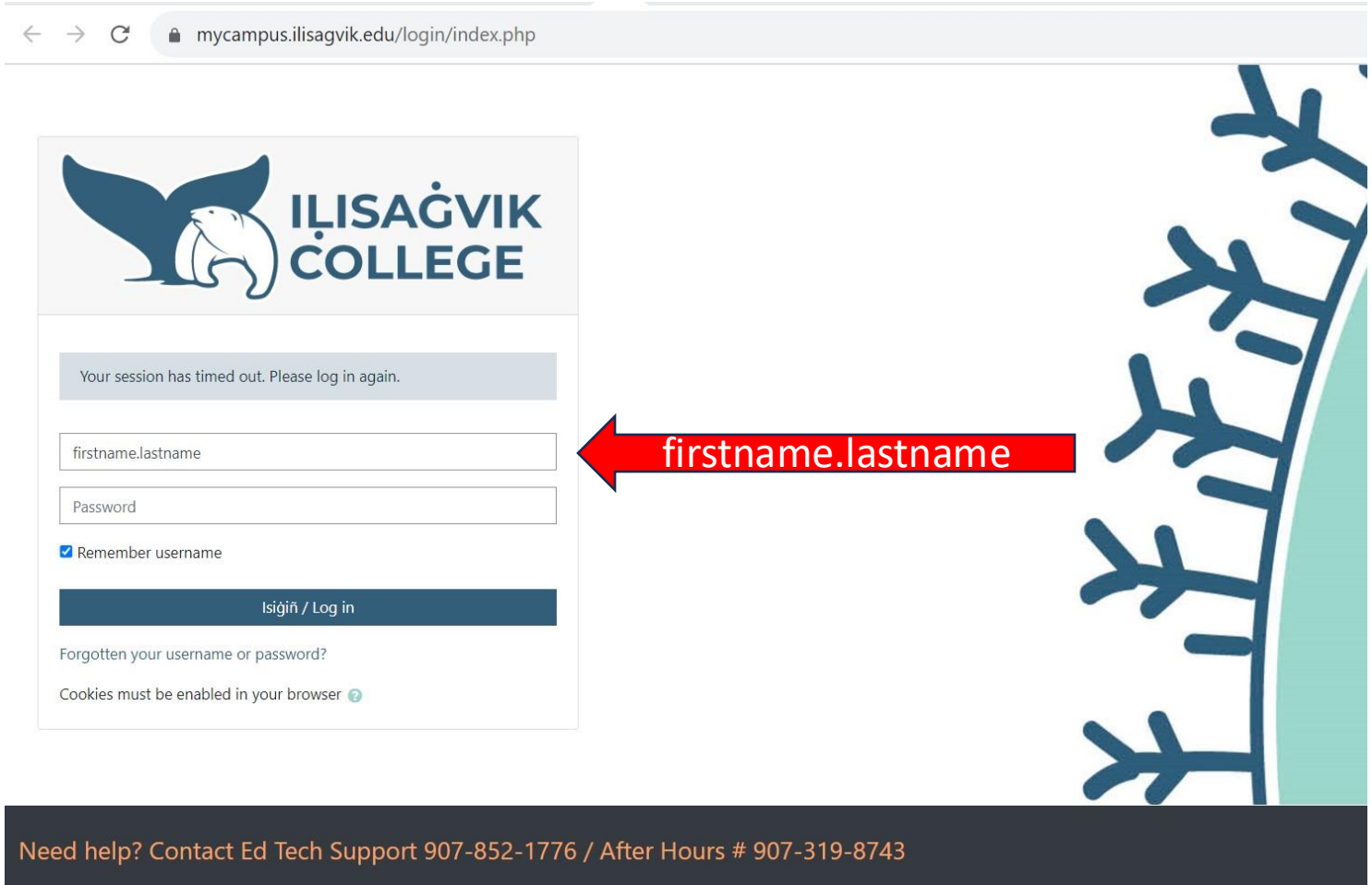
Students use their “single sign-on” credentials to access MyCampus and IC email.

If students have difficulty logging in, they should contact:


helpdesk@ilisagvik.edu

If students successfully login but do not see their classes, they should contact:

edtechsupport@ilisagvik.edu



← → ↻ mycampus.ilisagvik.edu/login/index.php

 IḷISAḠVIK COLLEGE

Your session has timed out. Please log in again.

firstname.lastname

Password

☒ Remember username

Isiḡiñ / Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Need help? Contact Ed Tech Support 907-852-1776 / After Hours # 907-319-8743

How do students secure textbooks?

The Iḷisagvik College Bookstore is located on our main campus near the Niġgġivik Cafeteria. The bookstore stocks required and recommended course textbooks.

Dual Credit students can secure required textbooks and access codes by **calling** or **emailing** the bookstore immediately after registering for courses.

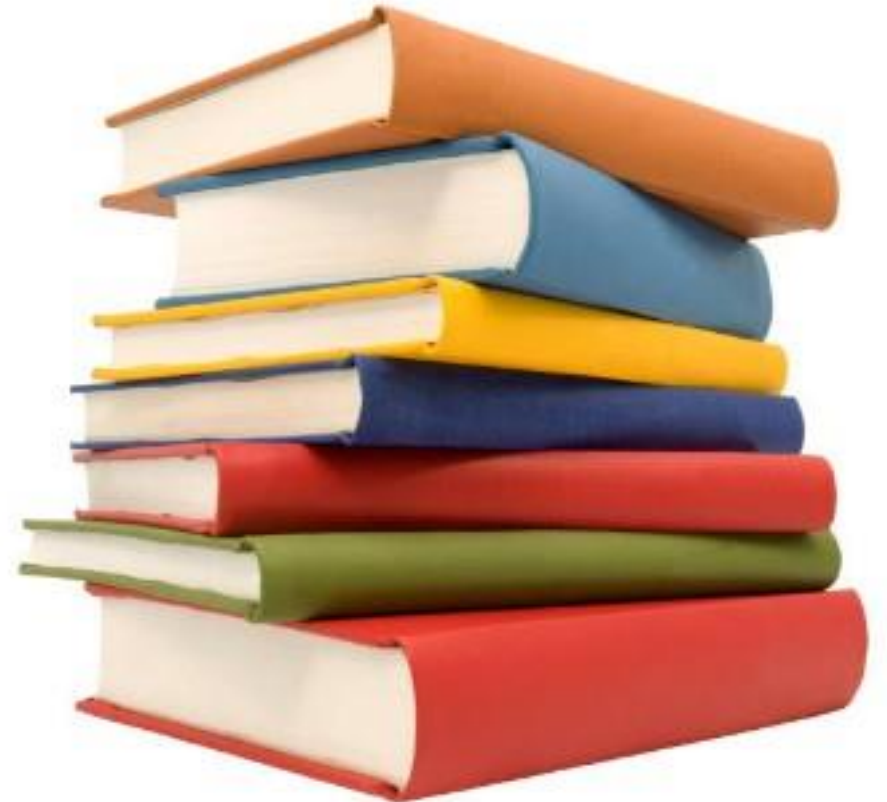
Items can be picked up in-person or mailed to students living outside of Barrow.

Costs for textbooks are initially charged to student accounts but *may* later be covered by the school district or tribal organization if an MOA with Iḷisagvik College is in place.

Phone: 907-852-1815

Email: bookstore@ilisagvik.edu

Hours: Monday – Friday, 8:30am – 5:00pm



How do students access online class meetings?

Many courses at Iḷisaḡvik College are offered with a **Zoom option** for students living outside of Barrow.

Instructors **share links** to their unique Zoom meeting rooms in several ways such as including the link in the **course Syllabus** and the information section of the course page **on MyCampus**.

Students should look for the link to their Zoom class meeting in advance and **contact their instructor** if they have questions or difficulty connecting.



What if a student needs a ride to an in-person class?

Van services are covered for students through regular tuition and fees.

The van operates on an ON-CALL basis and is ONLY to be utilized for academic activities, such as students going to and from classes, the library, or tutoring sponsored by Iḷisaḡvik College .

Students should call for the van *at least* 30 minutes prior to their class or appointment time.

**NEED A RIDE
TO CAMPUS?**

*Take the
Iḷisaḡvik van!*

CALL 907.319.8773



MONDAY-FRIDAY: 7:30 AM - 11 PM

WEEKENDS: 11:30 AM - 8 PM

QUESTIONS? PLEASE CONTACT SIMON AINA AT
simon.aina@ilisagvik.edu OR 907-852-1726

How do students access tutoring?



Tutors are available to provide academic assistance services to all Iḷisaḡvik College students, including Dual Credit students.

Tutoring is available in English, math, computing, and program-specific coursework.

Students seeking support should contact the Associate Dean of Students, Simon Aina, to set up a one-on-one session.

Contact: Simon Aina
simon.aina@ilisagvik.edu or [907-852-1726](tel:907-852-1726)

Can a Dual Credit student enroll in a specific certificate or degree program?

- Yes **and** No.
- Formal enrollment in a degree program requires proof of high school graduation or successful completion of a GED. So high school students are not allowed to *officially* enroll in programs.
- However, students participating in Iḷisaḡvik College's Dual Credit program may register for courses required for a program if they meet eligibility and prerequisite requirements.
- Courses in a particular degree plan that are successfully completed by a Dual Credit student will count towards that degree plan if the student chooses to formally enroll after graduating high school.
- Students who are interested in working toward a specific degree should discuss this with their family, their high school counselor, and the Dual Credit advisor.

CERTIFICATE, PRE-NURSING		
General Education Coursework		Credits
Communication		(3)
ENGL 111	Intro to Aca. Writing	3
Math/Science/Technology		(3)
MATH 105	College Algebra	3
Major Coursework		Credits
Certificate Core		(19)
BIOL 211	Anatomy & Physiology I	4
BIOL 212	Anatomy & Physiology II	4
CHEM 103	Basic General Chemistry	4
PSY 150	Lifespan Development	3
Complete C		
BIOL 105		
BIOL 106		
BIOL 240		

CERTIFICATE, INFORMATION TECHNOLOGY SUPPORT SPECIALIST I		
Course Requirements		Credits
BUS 151	Intro to Business	3
IT 101	Keyboarding Skills	1
IT 117	Intro to Pers. Computers	1
IT 118	Intro to MS Office	1
IT 119	Internet Use and Security	1
IT 292	PC Hardw. & Troubleshoot	4
Iḷupiaq Studies		
Any 100/200-level IḼU course(s)		1-3
Complete ONE of the following:		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Total Credits:		14-17

Programs Offering Endorsements & Certificates

Iñupiaq Culture and Language II

Accounting Technician I

Accounting Technician II

Allied Health

Business Specialist I

Business Specialist II

Construction Technology I

Construction Technology II

Data Analysis I

Data Analysis II

Education I

Education II

Entrepreneurship and Small
Business Management Specialist I

Entrepreneurship and Small
Business Management Specialist
II

Indigenous Human Services

Information Technology Support
Specialist I

Information Technology Support
Specialist II

Iñupiaq Culture and Language I

Liberal Arts

Medical Coding Specialist

Medical Office Management I

Medical Office Management II

Office Management I

Office Management II

Pre-Nursing

Building Maintenance Technology
I

Carpentry Level I

CDL/Heavy Equipment
Operations

Computer Foundations

Construction Management

Electrical Level I

Industrial Safety Level I

Office Productivity

Pipefitting Level I

Pipeline Insulation I

Plumbing Level I

Scaffolding Level I

Welding Materials Technology

FERPA: What are students' rights to privacy?

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights of privacy and access in regard to their educational records. An "eligible student" under FERPA is defined as a student who is at least 18 years of age **or a student who attends a postsecondary institution at any age.**

When a student attends a postsecondary institution, such as through Iḷisaḡvik College's dual credit program, **the rights under FERPA transfer from the parent to the student.** In the case of a dual credit program, the postsecondary institution and the student's high school may exchange information on the student and share pertinent records.

If the student is under 18, the parents still retain the rights under FERPA **at the student's 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.** FERPA (§ 99.31 (a)(8))

Questions related to student privacy and accessing student information should be directed via email to Iḷisaḡvik College Registrar's Office at registration@ilisagvik.edu.

ADA—Can students with diagnosed disabilities receive accommodations?

Students with Disabilities – Access and Inclusion:

Iliasgvik College is committed to creating a learning environment that meets the needs of its diverse student body. If you have, or think you may have a disability, or you anticipate any barriers to learning that may affect your work or attendance, and feel you need accommodations, please **contact Student Services** to schedule an appointment and initiate a conversation about reasonable accommodations.

Student Services can be reached by calling **907-852-1802**, via email at **studentservices@iliasgvik.edu** or in person at **Building 360 – Student Success Center**

Important Contacts:

Dual Credit Advisor:

dualcredit@ilisagvik.edu

IC Bookstore:

bookstore@ilisagvik.edu

907-852-1815

MyCampus Support:

edtechsupport@ilisagvik.edu

Email & IT Support:

helpdesk@ilisagvik.edu

Campus Map



NARL Main Campus

Doorways

