



Dual Credit Enrollment Guide 2024-25

NCMC Dual Credit Program Contacts

Dual Credit Contact

Whitney Trump

660-357-6318

wtrump@mail.ncmissouri.edu

Responsibilities include:

- Answering dual credit questions
- Submitting dual credit rebates
- Submitting dual credit applications and enrolling students into dual credit courses
- Approving dual credit adjunct faculty
- Approving dual credit classes

Student Payment/Billing Contact

Whitney Bingham

660-357-6508

wbingham@mail.ncmissouri.edu

Responsibilities include:

- Answering dual credit billing questions
- Billing dual credit students or schools each semester

NCMC Dual Credit Purpose

Dual credit courses enable high school students to simultaneously receive both high school and college- level course credit. These instructors provide teaching in the high school or through interactive television. Dual credit courses will be taught by high school instructors, with supervision by full-time NCMC instructors.

The Vice President of Academic Affairs is responsible for certifying to the Coordinating Board for Higher Education (CBHE) that NCMC is in full compliance with CBHE guidelines on dual credit. Compliance with CBHE standards ensures that dual credit courses will be accepted in transfer to Missouri colleges and universities in the same way as courses taken on campus.

Many high school students in Missouri now take advantage of the opportunity to attend college while in their junior and senior years of high school and - North Central Missouri College is proud to participate in these offerings. By participating in the dual credit program, a high school student can make substantial progress toward a college degree before finishing their senior year of high school.

2024-25 Dual Credit Timeline

Fall Course Deadlines

| | |
|----------|--|
| June 17 | High School Deadline for Online and Dual Credit Enrollment Forms & Transcripts for Fall and Yearlong Courses |
| Sept. 10 | Last Day to Add or Drop a Fall or Yearlong course with a refund |
| Nov. 1 | Payment Deadline for Fall and Yearlong courses |
| Nov. 21 | Fall Withdrawal Deadline – No Refund |

Spring Course Deadlines

| | |
|------------|---|
| Dec. 2 | High School Deadline for Online and Dual Credit Enrollment Forms & Transcripts for Spring Courses |
| January 24 | Last Day to Add or Drop a Spring Course with a refund |
| April 1 | Payment Deadline for Spring courses |
| April 17 | Spring and Year-long Withdrawal Deadline – No Refund |

Dual Credit Program Description

WHAT IS DUAL CREDIT?

Dual credit is a program that allows qualified high school students to enroll in college-level classes that earn both high school and college credit. The program is operated jointly by the high school and North Central Missouri College. Students receive credit at both institutions upon successful completion of a dual credit course or courses.

WHAT DUAL CREDIT COURSES ARE USUALLY OFFERED?

NCCMC offers a full-range of general education and career/technical courses.

HOW ARE DUAL CREDIT FINAL GRADES RECORDED?

Final grades for dual credit courses will be reflected on both the student's high school transcript and on the college's permanent record.

WHO PAYS FOR DUAL CREDIT CLASSES?

Each student is billed separately for the enrolled classes. **Payment must be paid in full to the Student Accounts Office by the deadline. Students will not be eligible to enroll for the next term until all outstanding balances are paid.** Students are eligible to set up a payment plan through the Student Accounts Department, 660-359-3948, Ext. 1508.

Dual Credit Payment Deadlines

- Fall: November 1st
- Spring: April 1st

Student Eligibility for Dual Credit

High school student eligibility to participate in dual credit courses may vary in accordance with NCMC's admission standards. For all institutions however, **all students must have a minimum, non-weighted, cumulative, high school grade-point average of 3.0 (on a 4.0 scale) or the equivalent**, and be recommended by the high school principal or his or her official designee. If your school uses a scale other than 4.0, we will use the following formula for calculating entrance requirements: Divide the GPA by 2.75. Example: 9.2 (on an 11.0 scale) divided by 2.75 = 3.34 (converted to a 4.0 scale.)

High school students must also meet the same requirements for admission to individual courses (e.g., English or mathematics) as those required of on-campus students (e.g., ACT, ASSET, COMPASS, PLAN, or other placement test scores). Specific placement tests may not be required for admission to some college courses.

In addition to the requirements above, students in the 11th and 12th grades interested in dual credit must also meet the additional criteria listed below:

- a) Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.
- b) Students in the 11th and 12th grades with an overall grade point average between 2.5–2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.

Students in the 9th and 10th grade interested in dual credit must also meet the additional criteria listed below:

- a) Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.
- b) Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above on the ACT or SAT, and provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

For Student codes of conduct, rights, and policies please see the NCMC college catalog at <https://www.ncmissouri.edu/academics/college-catalog/>

Transferability of Dual Credit

Dual credit programs are not designed to replace a substantial segment of the academic experience on a college campus, but rather these programs are created to provide high-achieving high school students with opportunities for acceleration. High school students vary in their academic preparedness and in their capacity to complete collegiate-level work while in high school. The number of credit hours successfully completed by a high school student in dual credit programs will be related to their ability level, as well as time commitments and other obligations. Since dual credit programs are predicated on the portability of transcribed college credit, students and family members should consider the student's ultimate academic goals, as well as programs and future institution's they are considering.

Students who wish to transfer dual credit courses should consult their institution to determine if they have a policy regarding dual credit acceptance. All courses presented for transfer shall be evaluated based upon written transfer agreements in force among/between institutions.

Assessment of Student Performance for Dual Credit

The responsibility for the development of assessment and evaluation measures to assure dual credit quality and comparability resides with the NCMC instructor in the appropriate academic discipline. In general, comparability between the dual credit course taught in the high school and the corresponding NCMC course should be demonstrated by using the same methods of assessment and/or identical testing procedures and by employing the same means of evaluation, which will be graded by the high school instructor or designee and supervised by the appropriate NCMC instructor.

On a periodic basis NCMC instructors will be evaluating the course for quality control. This may include requiring the dual credit instructor to upload required information such as tests, syllabi, etc.

ENROLLMENT AND FEES FOR DUAL CREDIT

Students must comply with all NCMC financial policies.

NCMC's Dual Credit tuition rate is **\$108 per credit hour**. Dual Credit Student Applicants who **pay by cash or check it is recommended that an initial payment is submitted at the time of application.** The NCMC student accounts office will bill them for the remaining balance. Students wishing to **pay by credit card may not make an initial payment instead they will be billed after their application is processed.**

High Schools rebate eligible that signed an agreement to continue with rebates and not receive free textbooks will receive an NCMC rebate for 30% of the tuition, per traditional dual credit course, to the high school. The high school can then choose how to utilize the rebate money. Any outstanding tuition owed by dual credit students will be withheld from the high school rebate. Students who have outstanding debt from previous terms will not be allowed to enroll in current classes until all tuition and fees are paid.

Online courses and high schools that opted for free textbooks will not have rebates.

Dual Credit

Payment Deadlines:

- Fall: November 1st
- Spring: April 1st

Rebates will **not** be sent for students who pay after the following dates:

- February 1 for Fall classes
- June 15 for Spring classes

Withdrawal Instructions

Students may withdraw from a class, with a grade of “W”, after the add/drop deadline and before the withdrawal deadline each semester. Withdrawal grades are recorded but do not impact the college grade point average. Full tuition is due for withdrawn courses. Please see the deadline calendar on page 4 for withdrawal deadlines.

Students must complete the electronic [Request to Withdraw](#) form in order to be withdrawn.

Withdrawal Deadlines for 2024-25

- November 21 for Fall Courses
- April 17 for Spring and Year-long Courses

Dual Credit Faculty Information

Faculty Qualifications

In order to provide your students with quality collegiate-level education and to enhance transferability, the Missouri Department of Higher Education requires all dual credit instructors to meet the following guidelines:

- Master’s degree in the subject they wish to teach **or**
- Master’s degree in any other subject area, with a minimum of 18 hours of graduate coursework in the subject they wish to teach.

Potential dual credit faculty are subject to the following procedures for employment:

1. Potential Dual Credit faculty must send a current resume and official transcripts to NCMC for approval process.
2. A letter must be sent to NCMC from the high school principal or counselor stating which dual credit courses will be offered each semester and who will be teaching them.

The NCMC Vice President of Academic Affairs may determine that certain exceptions can be made by agreeing to do an 18-hour plan of study, which must be worked out prior to teaching a dual credit class for North Central Missouri College.

Roster Verification

All dual credit faculty need to make sure rosters are accurate and report any discrepancies to Whitney Trump **before the drop deadline for that term**. It is critical that this verification takes place before the drop deadline in order to insure all students are properly enrolled and course tuition has been accurately charged. Failure to verify rosters could result in students missing the drop deadline and paying for a course that they did not intend to stay enrolled in.

Grade Submission

All dual credit faculty must submit their final grades for their dual credit courses at the end of the term through MYCOMPASS.

Non-Compliance Policy and Procedures

In order to ensure course alignment among those teaching, whether it be on campus, online, outreach, or dual credit, communication is critical between the faculty department chair and those teaching alike courses. It is imperative that all instructors comply with the academic rigor and student learning outcomes of the courses being taught. If it is found that an instructor is knowingly not complying with the required responsibilities of teaching the course(s) a written and verbal warning will be given. If the lack of compliance continues then corrective disciplinary action will be taken.

Refer to Adjunct-Faculty Handbook on the NCMC website for additional resources

Dual Credit Application and Course Registration Instructions

Instructions for enrolling personnel:

- First time Dual Credit students must fill out the online First Time Dual Credit Student Application available at [Dual Credit Application Process - Dual Credit \(ncmissouri.edu\)](https://ncmissouri.edu/dual-credit-application-process).
- Hand out course information and have all students complete the Dual Credit Registration Form located at [Dual Credit Application Process - Dual Credit \(ncmissouri.edu\)](https://ncmissouri.edu/dual-credit-application-process). Discuss dual credit courses and provide course numbers to students.
- Provide deadline for submission of the forms from students to the high school office. Forms will need to be signed by the students' parent or guardian before submission if the student is under 18.
- Explain billing expectations.
- A payment is *recommended* (not required) to be included with the Application/Registration form if paying by cash or check.
- **Students with outstanding fees from previous terms will not be allowed to enroll until the outstanding fees are paid.**
- Make a copy of the enrollment form for your records before mailing in.

Instructions for high school office personnel:

1. Verify pre-requisites for students
 - ACT or Accuplacer test required for courses requiring placement scores.
 - High school grade point average required is met.
2. Forms must be signed by high school principal or counselor. **Please do not submit forms to NCMC for students who do not meet the established guidelines.**
3. Attach high school transcripts (including test scores) to the signed Dual Credit Course Registration forms.
 - You do not need to send a new transcript for returning students in the spring semester unless:
 - Student was borderline on the GPA requirement
 - Student has a new ACT or other Placement exam scores
4. Mail registration forms, transcripts, and payment to:
North Central Missouri College
c/o Dual Credit
1301 Main
Trenton, MO 64683

Course rosters will be available on the instructors MYCOMPASS account once all registrations have been approved and entered. Any names that do not appear on the roster are NOT enrolled in the dual credit course. Please notify NCMC immediately if there are any changes.

Appendix

- NCMC Campus Extensions
- Testing Course Placement Guides
- 2024-25 NCMC Academic Calendar
- Dual Credit Schedule

CAMPUS SERVICES FOR STUDENTS

Phone (660) 359-3948, ext. . . .

OFFICE EXTENSION

| | |
|--|-----------|
| DUAL CREDIT (Geyer Hall) | 1318 |
| ACADEMIC RESOURCE CENTER (Geyer Hall) | 1334 |
| ADMISSIONS (Alexander Student Center) | 1414 |
| ADVISING (Alexander Student Center) | 1418 |
| BOOKSTORE (Main Street Building) | 1506 |
| CASHIER'S OFFICE (Alexander Student Center) | 1513/1414 |
| I.T. HELP DESK (Frey Administrative Center) | 1214 |
| KETCHAM COMMUNITY CENTER | 1450 |
| LIBRARY (Geyer Hall) | 1335 |
| REGISTRAR (Alexander Student Center) | 1206 |
| STUDENT ACCOUNTS (Frey Administrative Center) | 1508 |



NORTH CENTRAL MISSOURI COLLEGE PLACEMENT GUIDE

| MATHEMATICS <i>valid THREE years from test date</i> | | | | | |
|--|----------|----------------------------------|------------------------------------|-----------------------|--|
| COURSE PLACEMENT | ACT MATH | NEXT GEN ACCUPLACER | CLASSIC ACCUPLACER | COMPASS | MULTIPLE MEASURE |
| AEL* | 0-11 | Arithmetic 0-230 | Arithmetic 0-28 | NS 0-22 | |
| DS048 Pre-Algebra | 12-13 | Arith 231-265 QAS 200-220 | Arith 29-49 | NS 23-29 | |
| DS049W Basic Algebra with Workshop | | | | | |
| DS049 Basic Algebra | 14-16 | Arith 266-300 QAS 221-244 | Arith 50-56 EA 54-99 CL20-24 | NS 30-100 Alg 0-49 | |
| MT110W Intermediate Algebra with Workshop | | | | | |
| MT119W Contemporary Math with Workshop | | | | | |
| MT125W Elementary Statistics with Workshop | | | | | |
| MT110 Intermediate Algebra | 17-21 | QAS 245-300 Adv. Alg. 200-236 | EA100-115 CL 25-40 | Alg 50-65 | If student tests into one math level lower and has a high school GPA of 3.3 or higher (unweighted) |
| MT119 Contemporary Mathematics | | | | | |
| MT125 Elementary Statistics | | | | | |
| MT122W College Algebra with Workshop | | | | | |
| MT121 Math Concepts | 22-29 | Adv. Alg. 237-279 | EA 116-120 CL 41-120 | Alg 66-100 CA 0-45 | If student tests into one math level lower and has a high school GPA of 3.3 or higher (unweighted) |
| MT122: College Algebra | | | | | |
| MT148: Pre-Calc | | | | | |
| MT150 Calculus I | 30-36 | Adv. Alg. 280-300 | | | |
| <i>*MUST take Accuplacer for math placement</i> | | | | | |

| ENGLISH/WRITING <i>no expiration</i> | | | | | | |
|---|------|--------------------------------|-------|-----------------|-----------------|-----------------|
| ACT ENGLISH | ≤ 10 | 11-14 | 15 | 16 | 17 | 18 and up |
| ACCUPLACER WRITEPLACER | 0-1 | 2 | 3 | | 4 | 5-8 |
| COMPASS | ≤ 19 | 20-48 | 49-59 | 60-66 | 67-69 | 70 and up |
| GPA | | | | | | |
| 0.1-2.599 | AEL* | EN101W English I with Workshop | | | | EN101 English I |
| 2.6-2.999 | | EN101W English I with Workshop | | | EN101 English I | |
| 3.0-3.599 | | EN101W English I with Workshop | | EN101 English I | | |
| 3.6-4.0 | | EN101W English I with Workshop | | EN101 English I | | |
| <i>*MUST take Accuplacer for English placement</i> | | | | | | |

| READING <i>no expiration</i> | | | | |
|---|-------------|---------------------|--------------------|---------|
| COURSE PLACEMENT | ACT READING | NEXT GEN ACCUPLACER | CLASSIC ACCUPLACER | COMPASS |
| AEL* | 0-17 | ≤ 252 | 0-79 | 0-80 |
| No Restrictions | 18 and up | 253 and up | 80 and up | 81-100 |
| <i>*MUST take Accuplacer for reading placement</i> | | | | |



North Central Missouri College
Advising Department
CONNECT. NAVIGATE. GRADUATE

Effective Spring 2019 Updated 9/27/2018

- *BI-100 General Biology requires both a 253 Accuplacer or 18 ACT Reading score and an Intermediate Algebra level Math score unless they have the cumulative gpa of a 3.3 then it can be one step lower.
- *PL-216, HI-103, and HI-104 require a Reading Score of 18 on ACT or 253 on Accuplacer.
- *CH-110 requires a College Algebra level Math score unless they have the cumulative gpa of a 3.3 then it can be one step lower.

2024-25 NCMC Academic Calendar

Fall Session 2024

| | |
|----------------------------------|--|
| Thursday/Friday, August 15-16 | College In-Service |
| Monday, August 19 | Classes Begin |
| Thursday, August 22 | Fall Add/Drop Ends |
| Monday, September 2 | Labor Day – College Closed |
| Thursday, October 3 | Fall 1 st Session Withdrawal Deadline |
| Friday, October 11 | Fall 1 st Session Ends |
| Monday, October 14 | Fall 2 nd Session Begins |
| Wednesday, October 16 | Fall 2 nd Session Add/Drop Ends |
| Friday, October 18 | Fall Break – College Closed |
| Thursday, November 21 | Fall Withdrawal Deadline |
| Tuesday, November 26 | Last Day of Regular Classes |
| Wednesday-Friday, November 27-29 | Thanksgiving – College Closed |
| Monday – Thursday, December 2-5 | Final Exams |
| Friday, December 5 | Fall 2 nd Session Ends (Finals) |
| December 23-January 1 | Holiday Break - College Closed |

Spring Semester 2025

| | |
|----------------------------|--|
| Friday, January 10 | College In-Service |
| Monday, January 13 | Classes Begin |
| Thursday, January 16 | Spring Add/Drop Ends |
| Monday, January 20 | Martin Luther King Day – College Closed |
| Monday, February 17 | Presidents Day - College Closed |
| Tuesday, February 18 | College In-Service, No Day Classes |
| Thursday, February 27 | Spring 1 st Session Withdrawal Deadline |
| Friday, March 7 | Spring 1 st Session Ends |
| Monday, March 10 | Spring 2 nd Session Begins |
| Wednesday, March 12 | Spring 2 nd Session Add/Drop Ends |
| Monday-Friday, March 17-21 | Spring Break |
| Friday, March 21 | Spring Holiday - College Closed |
| Thursday, April 17 | Spring Withdrawal Deadline |
| Friday, April 18 | College Holiday – College Closed |
| Friday, May 2 | Last Day of Regular Classes |
| Monday-Thursday, May 5-8 | Final Exams |
| Thursday, May 8 | Spring 2 nd Session Ends (Finals) |

NCMC Dual Credit Schedule

| | Term <small>(Fall or Spring & Year)</small> | School _____ | Principal <small>Name</small> | E-Mail Address | | | |
|----------|--|------------------------------------|---------------------------------------|----------------|--------------------------------------|----------|--------------------------|
| | | | | | | | |
| | | | Counselor <small>Name</small> | E-Mail Address | | | |
| | | | Superintendent <small>Name</small> | E-Mail Address | | | |
| | | | | | <small>Phone Number and Ext.</small> | | |
| Course # | Course Title | Instructor (Name, Phone, & E-mail) | ITV (Yes or No) | Fall | Spring | All Year | If ITV, origination site |
| | | | | | | | |
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The last day of the semester is _____