



## High School Dual Credit Guide 2022-2023

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**earning credits • saving cash**  
**WITH NORTHCENTRAL TECHNICAL COLLEGE.**

## Welcome to Dual Credit!

We are pleased to offer Dual Credit to our area high Schools. In partnership with your school, NTC is happy to provide opportunities for your students to earn college credit, save money, and explore various career pathways.

In this guide you will get an overview of dual credit and what you need to do in order to offer this to your students at your district. There is no charge to a K-12 district or student for Dual Credit Courses.

Once the agreement has been approved you will be assigned an NTC faculty mentor. That mentor and myself are here to assist you throughout the year. We value your partnership and look forward to working with you and your students.

## Connect with the Director of K-12 Relations

Tracy Ravn  
715.803.1782  
[Ravn@ntc.edu](mailto:Ravn@ntc.edu)

IT Help Desk  
715.803.1160  
[Help\\_desk@ntc.edu](mailto:Help_desk@ntc.edu)

## How does one get started?

### To get started teaching Dual Credit with NTC:

1. Contact Tracy Ravn-Director of K-12 Relations , [Ravn@ntc.edu](mailto:Ravn@ntc.edu), 715-803-1782 to discuss course offerings and obtain an application to teach.
  - a. <https://www.governmentjobs.com/careers/ntc/jobs/2765795/dual-credit-instructor?pagetype=promotionalJobs>
2. HR, the Dean of the department and Tracy will review your credentials to see if you qualify to teach dual credit.
3. Once approved, Tracy will provide your MyNTC username and password.
4. You will then be assigned an NTC Faculty Mentor to connect with.

### What certification requirements do I need to have in order to teach dual credit?

#### General Education Teachers:

To stay within the guidelines of the Higher Learning Commission (HLC) NTC has set certain guidelines that high school dual credit instructors are expected to maintain.

1. High School teacher must hold a current DPI license in the discipline in which he/she would like to teach.
2. High school teacher must be employed as a secondary school instructor in a K-12 district within the Northcentral Technical College district.
3. A copy of your DPI license required.
4. Hold a Master's degree in the content area that you are teaching in; or hold a Master's degree. and 18 credits in the content area you are teaching in; or meet our equivalent experience.
5. College unofficial transcripts required.

**All CTE Teachers:**

To stay within the guidelines of the Higher Learning Commission (HLC), NTC has set certain guidelines that high school dual credit instructors are expected to maintain.

1. High School instructors must hold a current DPI license in the discipline in which he/she would like to teach.
2. High school instructor must be employed as a secondary school instructor in a K-12 district within the Northcentral Technical College district.
3. In some instances you may need to take the NTC course and indicate that you are comfortable teaching the course content.
4. In certain cases we may be able to qualify a teacher based off of work experience.
5. A copy of your DPI License required.

**What is the role of the NTC Faculty mentor?**

- Provide NTC's course curriculum & competencies, upload information into Canvas
- Provide textbook information and/or approve the textbook currently used
- Provide a sample syllabus
- Provide the required NTC grading scale
- Provide assessments, finals, projects, etc.
- Reach out throughout the year to provide assistance
- Answer your questions, visit your classroom, engage with your students

**Other requirement for the high school teachers:**

- Attend required Dual Credit meetings throughout the school year and during the summer.
- If this is the first time a teacher is teaching a dual credit course they are required to meet face to face or virtually with the NTC faculty mentor to cover course content.
- Help your students enroll in your course, Tracy will provide instructions. She will also come to your class upon request or connect virtually with you and your students.
- Submit a course syllabus to your NTC faculty mentor within the first week of your class start date.
- Submit course grades (Use the NTC grading scale) within 5 days of your class ending, Tracy will provide instructions.
- The high school faculty are also required to maintain a connection with their NTC mentor, to ensure that content, rigor and assessment standards of the NTC course are being met. High school teachers and NTC instructors need to communicate in person, by phone or by email three (3) times per school year.
- If possible bring your students to NTC campus and connect with your faculty mentor.
- If the NTC Faculty and Director of K-12 Relations does not feel the teacher is ready to teach the course they have the right to deny them that privilege.

## Dual Credit FAQ's

As a Dual Credit teacher, you may have questions. The following FAQ's may help you. For any other questions please feel free to contact Tracy Ravn, Director of K-12 Relations, 715.803.1782 or [Ravn@ntc.edu](mailto:Ravn@ntc.edu)

**1. How and when do I enroll my students?**

It is expected that you enroll your students within the first few weeks of the course. Students will need to have an NTC ID or create an NTC ID. In order to create an NTC ID, students will need to know their Social Security Number. Students can register through NTC's PeopleSoft. Tracy will send directions prior to the semester start.

If you would like help enrolling your students please feel free to reach out to Tracy Ravn at [ravn@ntc.edu](mailto:ravn@ntc.edu)

**2. Why do students need to provide a social security number?**

When students sign up for dual credit, they are becoming college students. At NTC we use social security numbers to accurately identify our students.

**3. What grading scale do I use for my Dual Credit students?**

You will use NTC grading scale. Your NTC faculty mentor will provide the grading scale to you. You are free to give students a different grade on their high school transcript based on your high schools grading scale. When you enter NTC grades for each student you will need to adhere by the NTC grading scale.

**4. How should my school identify the Dual Credit classes that will be broadcasted to other schools?**

Submit a request for approval to Tracy Ravn, she will review the request and either approve or deny the request before the start of the semester.

**5. How should my school identify the dual credit classes in our course catalog and high school transcript?**

Please use the NTC Course title and description so it is clear to students and parents. Be sure to work with your school counselor to ensure that a current list of dual credit classes are noted in the catalog each year. NTC also provides each high school with our logo if you wanted to add that to your course description book you may. Dual Credit classes should be identified on your high school transcripts. Many high school put DC in front of the course name.

**6. What if a student needs accommodations while enrolled in a dual credit class?**

For any dual credit classes taught at the high schools, special education teachers and school psychologists are able to determine the students accommodations based on the student's disability needs. High School students are able to use their high school accommodations if they have a 504 or IEP plan. They do not have to go through NTC Disability Services.

**7. If I will need a long term sub while teaching a dual credit class, what process needs to take place?**

In cases of long-term substitute teaching for dual credit courses, the substitute must meet the same qualifications as the originally assigned high school teacher. This includes a current DPI license in the appropriate content area, as well as meeting with the NTC mentor faculty and Tracy to ensure that approval has been granted by the College and the appropriate paperwork is on file.

**8. How do I maintain my Dual Credit certification with NTC, to continue teaching my class from year to year?**

Each year you will attend trainings that are offered. Should you move to a new district and wish to teach this same class, a new course request begins with that school.

**9. Can I develop a new course agreement after the school year has begun?**

All agreements for the academic year are closed as of September 1<sup>st</sup> and K-12 district contracts are processed.

**10. What happens when a student earned an unfavorable grade?**

Confirm with each student in your course what their NTC dual credit grade will be. If a student does not want the credit you will give them a grade of "AU". This will not affect them in any way.

**11. Should students be taking the dual credit even if they are not planning to attend NTC?**

Yes, our credits transfer! If a student chooses to attend a college other than NTC, they can request an NTC transcript evaluation for credit by the college that they plan to attend. The receiving institution will

determine if the credits transfer into their academic plan.

**12. What are the related costs/expenses for dual credit?**

High Schools are responsible for expenses related to the teacher's time and labor required to establish and maintain the agreement, learn the course, teach the course, register and grade students and for the districts purchase of required textbooks and or materials.

NTC is responsible for the expenses related to the college instructor's time and labor to qualify teachers, identify courses and provide instructional support. The college also covers the expenses related to NTC K-12 staff to coordinate high school teacher dual credit certification for each high school teacher for every course, every year; to establish, write and maintain the service agreement, to schedule the NTC high school courses in PeopleSoft.

**13. Do I have to use Canvas with my high school students?**

No, Canvas is the learning management system that NTC uses. If you choose to have your students work through Canvas you may. If you want to utilize canvas as a resource for yourself that is okay too. As long as the students meet 100% of NTC course competencies it is up to you.

**14. Do I have to get new books each year or utilize Cengage?**

Please review annually what book you are using with the NTC faculty mentor. They will be able to determine if you need to update your text. K-12 schools are also able to utilize Cengage which is an online text book for students. However, this is not a requirement. NTC wants to continue to keep the expenses down for the K-12 schools. For more information about Cengage please reach out to your NTC faculty mentor and or Tracy Ravn. If you will be utilizing Cengage you will need to fill out the link;

[Cengage Link](#)

**15. How can students look to see if their dual credit class transfers into any of NTC's Programs?**

They can visit our website at <https://www.ntc.edu/academics-training/programs/find-by-course>

## Logistics and Deadlines:

Month	Activities
July	<ul style="list-style-type: none"> <li>• Tracy will review dual credit request with school official</li> <li>• Review the spreadsheet the Tracy sends out to assure that your dual credit course is listed and correct, if not please reach out to her</li> <li>• Summer trainings if applicable to the course</li> </ul>
August	<ul style="list-style-type: none"> <li>• Connect with your NTC faculty mentor to be sure you have the most current course curriculum, updated syllabus</li> <li>• Be sure to fill out the Cengage Link if you will be using their materials <a href="#">Cengage Link</a></li> <li>• Summer trainings if applicable to the course</li> <li>• If you are a new teacher meet face to face or virtually with your NTC faculty mentor</li> <li>• Review the spreadsheet the Tracy sends out to assure that your dual credit course is listed and correct, if not please reach out to her</li> </ul>
September	<ul style="list-style-type: none"> <li>• Enroll your students into MyNTC for all Fall and year long courses.</li> <li>• By September 15<sup>th</sup> turn in your NTC course syllabus to your NTC faculty mentor</li> <li>• Attend NTC professional development if applicable to your dual credit course</li> </ul>
October	<ul style="list-style-type: none"> <li>• Plan a visit to NTC with your class, expose them to what NTC has to offer, please contact Tracy with help setting up the visit 715-803-1782 or <a href="mailto:ravn@ntc.edu">ravn@ntc.edu</a></li> <li>• Connect with your NTC faculty mentor</li> </ul>
November	<ul style="list-style-type: none"> <li>• If you haven't already reached out and talked with you NTC faculty mentor be sure to talk with them</li> <li>• If a career coach or Tracy has not been to your class to talk about NTC please invite them to come in for a few minutes, we can do this in person or virtually</li> <li>• Go over your course roster to assure all students are registered in your class, if they are not have them register</li> </ul>
December	<ul style="list-style-type: none"> <li>• If you are teaching a Spring course connect with your NTC faculty mentor to be sure you have the most current course curriculum, updated syllabus</li> <li>• Review the spreadsheet the Tracy sends out to assure that your dual credit course is listed and correct, if not please reach out to her</li> <li>• Be sure to fill out the Cengage Link if you will be using their materials <a href="#">Cengage Link</a></li> </ul>
January	<ul style="list-style-type: none"> <li>• By February 1<sup>st</sup>, submit all Fall semester grades on MyNTC. Confirm that students wish to have the NTC grade they have received in the class posted on their NTC transcript, as the grades on these transcripts are permanent.</li> </ul>

	<ul style="list-style-type: none"> <li>Review the spreadsheet the Tracy sends out to assure that your dual credit course is listed and correct, if not please reach out to her</li> </ul>
February	<ul style="list-style-type: none"> <li>Enroll your students into MyNTC for all Spring courses</li> <li>By February 15<sup>th</sup> turn in your NTC course syllabus to your NTC faculty mentor</li> <li>If you haven't already reached out and talked with your NTC faculty mentor be sure to talk with them</li> </ul>
March	<ul style="list-style-type: none"> <li>Plan a visit to NTC with your class, expose them to what NTC has to offer, please contact Tracy with help setting up the visit 715-803-1782 or <a href="mailto:ravn@ntc.edu">ravn@ntc.edu</a></li> <li>Go over your course roster to assure all students are registered in your class, if they are not have them register</li> </ul>
April	<ul style="list-style-type: none"> <li>Make Plans to participate in Dual Credit Day, Tracy will send information out via e-mail</li> <li>Connect with your NTC Faculty Mentor</li> </ul>
May	<ul style="list-style-type: none"> <li>Participate in Dual Credit Day, Tracy will provide information via e-mail.</li> </ul>
June	<ul style="list-style-type: none"> <li>By June 15<sup>th</sup> submit NTC Dual Credit grades for all year long and Spring classes. Confirm that students wish to have the NTC grade they have received in the class posted on their NTC transcript, as the grades on these transcripts are permanent.</li> <li>Attend summer training if applicable to your course.</li> </ul>

For additional questions regarding Dual Credit, please feel free to contact Tracy Ravn, Director of K-12 Relations, at 7156.803.1782 or [Ravn@ntc.edu](mailto:Ravn@ntc.edu)