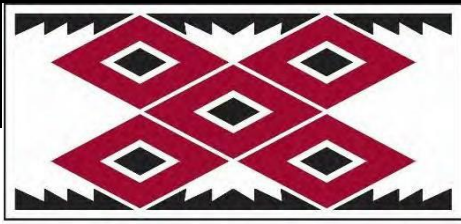# UNITED TRIBES TECHNICAL COLLEGE

Registrar's Office

DUAL CREDIT PROGRAM

UNITED TRIBES TECHNICAL COLLEGE

Mission
United Tribes Technical College provides quality post-secondary education and training to enhance knowledge, diversity, and leadership for all indigenous nations.

Vision
Striving to build cultural, educated, and healthy leaders who empower their communities.

Accreditation
Accreditation is a voluntary process of external review that evaluates programs, colleges and universities to ensure they provide high-quality education and services and continuously seek to improve. This process provides assurance to the public that United Tribes Technical College (UTTC) meets, and will continue to meet, clearly communicated criteria and regulations. Accreditation also ensures that faculty and students are eligible for federal grants and other funding. UTTC was granted candidacy status for accreditation by the North Central Association of Colleges and Schools in 1978. In 1982, UTTC was granted full accreditation status and has maintained continuous accreditation status since that time. The most recent comprehensive evaluations was April 2017. The next comprehensive evaluation is scheduled for 2020-2021.

UTTC also has programs that are individually accredited by the following discipline-specific accrediting bodies:

- National Automotive Technicians Education Foundation (NAETF)
- Association of Nutrition and Food Services Professionals
- Accreditation Commission for Education in Nursing (ACEN)
- North Dakota Board of Nursing
- North Dakota Education Standards and Practices Board (ND ESPB)

United Tribes Technical College Institutional Learner Outcomes

Graduates of UTTC will...

1. *Exhibit effective oral and written communication. (Communication)*
   a. Organize various types of communication
   b. Articulate content knowledge
   c. Demonstrate appropriate delivery (i.e. body language, tone, voice)
   d. Apply mechanics of writing (standard grammar, punctuation, spelling)

2. *Analyze information from diverse sources. (Critical Thinking)*
   a. Identify issues
   b. Evaluate sources
   c. Apply solutions

3. *Develop solutions to mathematical and scientific problems (Quantitative & Scientific Reasoning)*
   a. Interpret data from a variety of sources
   b. Demonstrate hypothesis-based problem solving
   c. Estimate answers for reasonableness
   d. Communicate quantitative information

4. *Demonstrate skills necessary for living and working in a global society. (Personal & Social Responsibility)*
   a. Demonstrate collaboration skills
   b. Identify ethical norms for conduct
   c. Exhibit knowledge of diverse cultures, identities and societies
   d. Model professional behavior (e.g. attire, timeliness, reliability, initiative)

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Dual Credit at United Tribes Technical College

The Dual Credit Program provides high school students the opportunity to simultaneously earn high school and college credit by taking academically challenging and culturally relevant college courses in an online format. There are several advantages to participating in the Dual Credit Program:

- Equips students with necessary tools and knowledge which assists in making students college ready; increases the likelihood that a student will complete high school and enroll in college. (*Native American students are among the nation's highest subgroup in school dropouts and lowest in entering postsecondary education.)*
- Increases enrollment in state and tribal colleges and universities.
- Decreases cost of tuition and fees for students by accelerating time to degree.
- Benefits themselves and the economy by entering the workforce sooner and earning wages.
- Contributes to the goals of <u>closing the education gaps</u> through greater participation and increased college academic awareness.
- Courses are convenient and accessible.

How the Program Works

Dual Credit students complete the UTTC application process with the help of the designated high school advocate. Once students are admitted to United Tribes Technical College, they will be registered for courses. Students will access courses through the College's campus portal, complete all of the coursework, and adhere to the online course schedule and academic standards as outlined by the instructor.

Upon completion of the dual credit courses, students receive a grade report from United Tribes Technical College. Students who complete the course with a "C" or higher will earn 3 credit hours from UTTC and ½ High School credit.

If a student decides to drop a course, they will be responsible for completing the appropriate add/drop form and submitting this to the College in accordance with United Tribes Technical College policies.

Dual Credit Eligibility Requirements

To be eligible to participate in the Dual Credit Program at United Tribes Technical College, students must meet the following criteria:

- Junior or senior
- 3.0 cumulative GPA
- Recommended/approved by their school counselor or principal
- Receive parent or legal guardian approval to take dual credit courses
- Completion of dual credit Admissions application
- **Exception**-10th graders going into their junior year are eligible to enroll if they are recommended by their school administrator/counselor and have demonstrated outstanding academic performance and capability.

Dual Credit Admissions Policy

Students must submit the following documents in order to be considered for participation:

- Completed UTTC Dual Credit Admissions Application, which includes the Parent/Guardian Consent, and Student Enrollment Agreement

- Certificate of Indian Blood, if applicable

- Birth Certificate

- High School Transcript

- FERPA Release of Information

Dual Credit Academic Policies

In order to select appropriate classes, students admitted to the College are advised by a high school advocate and the Office of Extended Learning (OEL) staff. One course per semester is recommended; registering for more than one class may be permitted but will require approval from the OEL staff and high school advocate. Dual Credit students are limited to online General Education "Gen Ed" courses only. Course selection requires approval of the advocate and/or OEL staff.

Credits earned through dual credit are eligible for conversion to regular undergraduate credits (at no cost) upon receipt by the College of proof of High School graduation or GED completion. Transcripts issued prior to High School graduation will indicate that credits are not yet eligible for treatment as undergraduate hours earned.

All of the academic policies that apply to the college apply to dual credit students, in addition to the academic policies specifically referring to dual credit students.

Dual Credit Financial Aid

Unless other provisions have been provided through such entities as the Bank of North Dakota Dual Credit Assistance Program, state supported Dual Credit Assistance Programs, or grant programs. Dual Credit students along with their parent(s) or guardian(s) are responsible for payment in full of all charges incurred at the College according to terms of the Student Enrollment Agreement.

High school dual credit students are not eligible for Federal Title IV financial aid programs, although they may be eligible for other aid programs. They are also generally not eligible for United Tribes Technical College scholarships. Students with unpaid bills will be ineligible to register in subsequent terms until past bills are satisfied, and will be unable to receive official copies of their transcripts.

Minimum Requirements to Access Online Courses

Students are required to have regular access to a computer with reliable Internet connectivity, word processing, presentation, and spreadsheet software. Access to a printer, copying machine, and a scanner will also aid the student. Students will be provided a UTTC email student account.

Services for Dual Credit Students

Students taking online courses at United Tribes Technical College will have access to a variety of resources to ensure success: Technical Support is available to assist with issues related to the campus portal and online courses; OEL staff to help with registration and assist with questions about the online courses; if possible, a high school appointed advocate; a Smart Thinking Professional Tutor program; and a wealth of library resources available which are accessible online.

Available Dual Credit Courses

Students may enroll in General Education, or "Gen Ed", courses only. These courses can be applied to nearly every degree program at United Tribes Technical College and may meet general elective requirements at other colleges and universities.

Course Code and Number		Course Title	Credits	Semester(s) Offered
COM	110	Fundamentals of Public Speaking	3	Spring
CSC	101	Introduction to Computers	3	Fall
ENG	110	Composition I	3	Fall
ENG	120	Composition II *Pre-requisite course ENG 110	3	Spring
HIS	104	U.S. History	3	Spring
HUM	101	Introduction to Humanities	3	Spring
HUM	106	Readings in Native American Literature	3	Spring
MTH	101	Introduction to Algebra	3	Fall
MTH	102	Intermediate Algebra	3	Spring
MTH	103	College Algebra	4	Fall
PHI	100	Critical Thinking	3	Spring
PHI	210	Ethics	3	Fall
POL	115	American Government	3	Fall
PSY	111	Intro to Psychology	3	Fall
PSY	251	Development Psychology *Pre-requisite course PSY 111	3	Fall
PSY	270	Abnormal Psychology *Pre-requisite course PSY 111	3	Spring
SOC	110	Introduction to Sociology	3	Fall/Spring
SOC	275	Native American Studies	3	Fall

Please Note: The list of available courses may be subject to change. Not all courses on the approved list may be available in a given enrollment semester.

How to Get Started

Dual credit students must do the following:

1. Contact their school administrator or designated Dual Credit Advocate to receive their recommendation/approval to proceed through the DC process;
2. Ensure their GPA meets the minimum eligibility requirements;
3. Complete the online Dual Credit Admissions Application;
4. Take the "Is Online Learning for Me?" survey;
5. Submit all required documents to the UTTC Admissions Office

Once all required Admissions documents are received the DC student will be notified of admissions status and be provided guidance on the next step in registering for a dual credit course/s.

Admissions Office Information

Visit the UTTC website at **https://uttc.edu** and click on the Get Started tab to access the information needed to complete an online Dual Credit Application.

Contact Information

Phone: 701-221-1851
Phone: 701-255-3285 ext. 1850
Toll Free: 888-643-8882
Fax: 701-530-0640
Email: admissions@uttc.edu
Location: 3315 University Drive
Jack Barden Center
Bismarck, ND 58504

Office of Extended Learning

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12/2019