

## STEPS TO COMPLETE FOR DUAL CREDIT REGISTRATION

If you do not complete the following steps, you will not be registered for college classes and be placed into an in-house option for TLM classes!

- Complete an application for the college the class is offered through (BSC- English and Speech/Psych or DCB- Math). You will apply as a Dual Credit (or Early Entry) student on their site. There is a \$35 application fee you will have to pay. This step only needs to be done the 1<sup>st</sup> time you are taking a class through a particular college (not every semester). Let Mrs. Leingang know when you have done this, and she will send off transcripts.
- Check to see if you qualify for the BND Dual Credit assistance program to help you pay for 2 college classes per school year (Application attached). If you need help filling out the application or need any course information, see Mrs. Leingang!
- See Mrs. Leingang about registering for the classes you need. Dakota College has paper forms to fill out, while BSC does everything online. Set up a time with Mrs. Leingang to complete this process or you will not be registered for the class and we will have to fill this class period with another available option at TLM.
- Check your email for updates. The college will create an email for you, and that is how most of the information will be sent to you in your classes.
- Make sure to purchase your textbooks before classes begin as well as pay the college for your class before the deadlines!
- Remember that you are a college student for this class! TLM will only get your grade at the end of the semester. Your payments, books needed, and questions about the class need to be directed to the college as we will not have much information for you at our school. Search the college's website for the department to call and direct your questions too.