CREDIT BY EXAM: ADVANCED PLACEMENT (AP)

The Advanced Placement Program is available at various high schools throughout the country. It is sponsored by The College Board, Inc. Upon completion of the AP high school course, students sit for a national standardized exam to determine if the student is eligible for college credit.

If you wish to have your scores sent to North Idaho College, please indicate so on your AP materials. The code number for NIC is 4539. After the exam has been scored, NIC will receive an official AP report. Your results will be used to determine if you receive college credit.

Credit is awarded for the following exams:

<table>
<thead>
<tr>
<th>AP EXAM</th>
<th>SCORE</th>
<th>NIC EQUIVALENT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>Elective Credit (does not meet core requirements for Biology)</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3, 4, 5</td>
<td>MATH 170 Analytical Geometry &amp; Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 170 Analytical Geometry &amp; Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4, 5</td>
<td>MATH 170 Analytical Geometry &amp; Calculus I OR MATH 175 Analytical Geometry &amp; Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4, 5</td>
<td>CHEM 101 Intro to Essentials of General Chemistry OR CHEM 111 Intro to Essentials of College Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Economics</td>
<td>3, 4, 5</td>
<td>ECON 201 Principles of Economic (Macro)</td>
<td>3</td>
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<tr>
<td>English Lit &amp; Comp</td>
<td>3, 4, 5</td>
<td>ENGL 175 Introduction to Literature</td>
<td>4</td>
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<tr>
<td>French</td>
<td>3, 4, 5</td>
<td>Contact Admissions Office</td>
<td>4</td>
</tr>
<tr>
<td>German</td>
<td>3, 4, 5</td>
<td>Contact Admissions Office</td>
<td>4</td>
</tr>
<tr>
<td>History American</td>
<td>3, 4, 5</td>
<td>HIST 111 U.S. History: Discovery-Reconstruction HIST 112 U.S. History: Gilded Age-The Present</td>
<td>3</td>
</tr>
<tr>
<td>History European</td>
<td>3, 4, 5</td>
<td>HIST 102 History of Civilization since 1500</td>
<td>3</td>
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<tr>
<td>Government and Politics</td>
<td>4, 5</td>
<td>POLS 101 American National Government</td>
<td>3</td>
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<tr>
<td>Psychology</td>
<td>3, 4, 5</td>
<td>PSYC 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Spanish</td>
<td>3, 4, 5</td>
<td>Contact Admissions Office</td>
<td>4</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>MATH 253 Principles of Applied Statistics</td>
<td>3</td>
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</tbody>
</table>

For more information about Advanced Placement, visit the College Board website at www.collegeboard.org

DUAL CREDIT (WINGS)

WINGS: WIN by getting a Good Start

VISION STATEMENT
Life-long learning is critical in this new millennium of fast-paced technology and multiple careers. Dual Credit, or WINGS, will allow the future leaders of tomorrow the opportunity to begin their search for a productive and self-gratifying career while still pursuing a high school diploma.

What is Dual Credit (WINGS)?

Dual Credit, referred to as WINGS at North Idaho College, was created by the Idaho State Legislature in 1996 to provide an opportunity for eligible high school juniors and seniors to enroll in college courses and receive college credit while still enrolled in high school.

Is Dual Credit (WINGS) a Good Choice for You?

To succeed in the WINGS program, you should have good study skills, self-discipline, and motivation. You’ll need the maturity and initiative to attend class and participate at the same level as regular college students. Dual credit has many benefits and variables that should be considered by both parents and students, such as:

- Taking college level classes through NIC gives you a wider selection of electives that may not be available at your high school.
- Having the opportunity to experience what college is like while still enrolled in high school. This can help make the transition from home to college easier and may assist in making future educational plans.
- Participating in a college atmosphere may help you excel in your educational pursuits.
- Completing most of the first year of college by the time you graduate from high school if you begin WINGS during your junior year.
- Saving money by paying a reduced tuition as a WINGS student.

Ask your parents and high school counselors for help to decide if you should enroll in the program and begin your college “flight plan” today!

Important Items to Consider

Academics
North Idaho College offers many challenging classes, all taught at a faster pace than high school classes. Some examples of dual credit classes are:

- NIC classes typically cover as much material in one semester as most high school classes cover in one year.
- Often, classes require up to two hours of out-of-class study, per course credit, per week.
- All Dual Credit (WINGS) grades become part of your permanent college transcript.
- You are also responsible for completing all high school graduation requirements.
- You’ll have the opportunity to earn an associate’s degree and high school diploma at the same time.

Dual Credit (WINGS) will definitely give you a “flying start” in pursuit of your educational goals. Generally, the college classes that you earn will transfer to all other Idaho state public colleges and universities, according to the guidelines of those institutions. To be sure the courses you take will transfer, work with your advisor at NIC and the next institution you plan to attend.

Finances

YOU CAN SAVE HUNDREDS OF DOLLARS IN TUITION! Through Dual Credit (WINGS), you can enroll in NIC college-level classes at a significantly reduced rate. You are responsible for the cost of books, supplies, non-course related fees, and transportation to and from college. NIC also requires parking permits. Fees are subject to change and financial aid is NOT available for WINGS students.

North Idaho College offers a tuition payment plan for Fall and Spring Semesters. There is a $50 non-refundable fee to participate.

For more information, visit www.nic.edu/costs
**Personal**
WINGS can open new and exciting frontiers in your academic, social, and personal life while you continue to participate in high school sports, music, clubs, or other extracurricular activities. However, you inevitably will miss some of the “high school experience” due to the extra time commitment added to take college courses. Since NIC operates on a different calendar, college and high school holidays and vacation periods often differ. You’ll be expected to attend college classes even though your high school is not in session. And you’ll need to plan carefully to avoid conflicts with family and school activities. Because of this, it’s best to begin “WINGS” in the fall.

**College Expectations**
As a college student, you are expected to conduct yourself as a responsible adult as published in the Associated Students of North Idaho College Student Handbook. This includes, but is not limited to, attending class, seeking academic help, and addressing any problems you may have directly with your instructors.

It is also important for you and your parents to realize that your college classes may cover a wide variety of sensitive subjects, including sex, violence, and religion. Remember, Dual Credit is a college program.

North Idaho College is required by law to inform you of the Family Educational Rights and Privacy Act (FERPA) which involves keeping student records confidential. Without your written permission, NIC won’t share your student records with anyone but you and appropriate college and high school representatives. Your parents cannot contact your instructors or advisors on your behalf. College instructors are not informed of your age or enrollment status. Further information is available from the Registrar’s Office at 208.769.3320.

**Are you eligible for the Dual Credit (WINGS) Program?**
The Idaho State Board of Education, in conjunction with North Idaho College, established the following guidelines to determine who is eligible to participate in the Dual Credit Program*:

1. A 3.00 GPA is recommended.
2. Parent and high school counselor signatures are required on the completed registration form.
3. Be at least 16 years old (at start of semester), or have successfully completed at least one-half of the high school graduation requirements as certified by the high school.

*Any exception to the eligibility requirements for this program will be reviewed on an individual basis by the NIC Admissions Committee in conjunction with the appropriate division chair. Once accepted into the Dual Credit (WINGS) program, you may take any college-level class or program for which you have met the prerequisites.

**Dual Credit (WINGS) Options**
There are several ways to attend:
- On NIC’s main campus;
- At an NIC Outreach Center in Bonners Ferry, Sandpoint, or Kellogg;
- At an NIC class offered at your high school;
- At an NIC class delivered over the Internet or through interactive video.

**How to Register**
1. Meet with your high school counselor. Find out if you are eligible to participate.
2. Complete an Application for Admission. You can apply on line at www.nic.edu/admissions or mail your application to:
   North Idaho College
   Admissions Office
   Lee-Kildow Hall
   1000 West Garden Avenue
   Coeur d’Alene, ID 83814

3. Select classes. Meet with your high school counselor to determine which courses will meet your graduation requirements.
4. Complete the Dual Credit (WINGS) Application Form. Get signatures from your parent/guardian and counselor. Submit the completed form to the NIC Admissions Office.

**Home School Students**
If you are completing your secondary course work in a home school program, you may participate in Tech Prep through your local high school. Home school students and parents should contact the Counseling Office at their local high school for Tech Prep options.

**Parents: Please Note**
As a Tech Prep student your son or daughter is considered a regular high school student; however, there may be additional requirements above and beyond the high school curriculum. Talk to your student’s high school Professional-Technical teachers and counselors to learn which specific classes are available.

**Helpful Tips for Tech Prep Success**
- **CLASS PACE**: The rate at which Tech Prep classes are taught will be the same as high school classes. Therefore, you may not be eligible for NIC credit until you successfully complete an advanced class or a year-long class. For example, a high school drafting class usually taught through the school year is taught in one semester at NIC.
- **GRADE REPORTS**: Your Tech Prep registration records are accessible through the online CATEMA system. Please keep your log-in and password secure.
- **NIC TRANSCRIPTS**: Tech Prep courses are not automatically added to your NIC transcript. You must go through the process detailed on page 8 for your credits to be transcripted.
- **ACADEMIC STANDARDS**: All students enrolled in Tech Prep courses must earn a ‘B’ or higher to transcript credit.
- **COST**: There is no cost to you when you register. There is a $10 per credit fee to have your credits transcripted.
- **TIME**: You will have two years after graduation to transcript your Tech Prep credits.

Admission into Tech Prep courses does not guarantee acceptance into specific classes at NIC.
**What is Tech Prep?**

Tech Prep is dual credit for Professional-Technical classes. The Tech Prep program allows high school students to earn North Idaho College credit for a high school course which has been evaluated and determined to be an equivalent to an NIC Professional-Technical course. Tech Prep prepares students for high skill technical occupations and allows for a direct entry into the workplace or a continuation of study that can lead to a technical certificate, associate of applied science degree, or baccalaureate degree.

Students enrolled in approved high school programs can receive NIC credit toward a Professional-Technical certificate or degree. This allows you to start working on degree requirements while still in high school. You will enroll at the beginning of each semester and your high school instructor will start the enrollment process.

The Tech Prep program is designed to give all students, including the traditional college bound student, a focus on their future. It links high school coursework with college and career, and Professional-Technical courses with academic education. High school and college instructors work cooperatively to align Tech Prep program content. The result is a seamless system in which Tech Prep students can move from high school to college without having to repeat classes. The North Idaho College Tech Prep programs include Pharmacy Technology, Architectural or Mechanical Drafting, Practical Nursing, Machine Technology, Paralegal, Medical Transcriptionist, Computer Information Technology, Administrative Assistant, and more.

**How Does Tech Prep Work?**

The Tech Prep program allows students to complete a high school class that has been determined to be an equivalent to a North Idaho College Professional Technical class. Since these are actual high school classes, you will be charged a $10 per credit fee to post your final grade on an NIC transcript. You will need to earn a ‘B’ or higher to transcript the credit. The Tech Prep program allows high school students to earn North Idaho College credit for a high school course that has been determined to be equivalent to an NIC Professional-Technical course. This allows you to start working on degree requirements while still in high school. You will enroll at the beginning of each semester and your high school instructor will start the enrollment process.

**Tech Prep Registration Information**

1. When you are enrolled in an appropriate Professional-Technical high school class your instructor will help you create an online student account, and then you will register for your NIC classes. You will create a student account only once. Fall Semester registration closes Oct. 31 and Spring Semester registration closes Feb. 14.

2. At the end of the semester, your instructor will determine whether you met the requirements to earn college credit. If you have earned a ‘B’ or higher, your instructor will assign a grade for your work.

3. If you continue in a Tech Prep class the following semester or following school year you will need to create a new student account, however you will need to register for your new classes. Your instructor will start the process. The class will not be transcripted until you complete Step 4.

4. You will have two years after your high school graduation to transcript the credit. Apply for admission at North Idaho College and request your Tech Prep credits. The Admissions Office will verify your grades, and will add the classes to your official college transcript. There is a $10 charge for each credit. If you plan to attend a different college, check with that college to see if your credits will count towards their program requirements or electives. You will still need to apply for admission at North Idaho College and request your Tech Prep credits, then have your transcript sent to the college of your choice.

5. Pay tuition. Pay by check, Visa, or MasterCard. Pay online using a VISA, MasterCard, or debit card.

6. Buy books. Books may be purchased at the Mica Peak Exchange in the Edminster Student Union Building or online at www.bookstore.nic.edu with your Visa, MasterCard, or Discover credit card (a shipping and handling charge may be added).

**Bookstore Hours:**

Monday-Thursday: 7:30 a.m. to 5:00 p.m.
Friday: 7:30 a.m. to 2:30 p.m.

Evening hours are normally available the week before and the first week of Fall and Spring Semesters. The Mica Peak Exchange is closed for all college holidays.

Phone: 208.769.3364; Toll Free: 877.4404.4536, Ext. 3364.

7. Attend the first day of class. Instruction begins immediately and to ensure academic success, don’t fall behind! Dual Credit students may not register for classes below the 100 level.

The COMPASS, ACT, or SAT is required in order to place a student in any math class or any class with a math prerequisite.

**Home School Students**

If you are completing your secondary coursework in a home school program, you may participate in the Dual Credit (WINGS) program. A placement test is required and the COMPASS test is recommended. Contact NIC Admissions to determine the option best for you.

**Parents: Please Note**

Please read this entire pamphlet carefully and go to our website www.nic.edu for more details. Talk to your high school’s high school teachers and advisors, as well as our college advisors (208.769.7821) about whether Dual Credit is a good match for your son or daughter.

Above all else, please remember that as a Dual Credit student, your son or daughter is considered a regular college student responsible for his or her education. It is not appropriate for you to contact faculty on behalf of your daughter or son. Take into consideration the maturity level of your student. Some students who are academically ready may find the independence and the rate of college classes overwhelming and may benefit from remaining in high school classes.

In summary, if you feel any aspects of WINGS are unacceptable, then it is not the right program for you or your family. However, if you feel your student would flourish in a college environment, encourage him or her to apply today!

**What Else Should I Know?**

- Make sure you give a copy of your registration form to your high school counselor.
- Transcripts with final grades will be sent to your high school at the conclusion of each semester.
- Registration for dual credit is only valid for one semester at a time. You must submit a new registration form for each semester.
- If you skip a Fall or Spring Semester at NIC you must submit a new Application for Admission to reactivate your file.
- WINGS and Tech Prep courses are funded differently.

**Student Responsibilities**

- You are encouraged to see your high school counselor before registering. Assistance can be provided concerning which classes will fulfill Associate of Arts (A.A.) or Associate of Science (A.S.) degree requirements, which courses are needed for the Associate of Applied Science (A.A.S.) degree or Certificate of Completion class requirements, and which classes are needed for possible transfer to a baccalaureate institution.
- You will be expected to meet class deadlines, be prepared for class, ask questions, and conduct yourself as a responsible adult.
- The first day of class you will receive a syllabus that provides the instructor’s name, office phone number, office hours, expectations of the class, dates and times when assignments are due, and when tests will be given. Additionally, all instructors post their office hours outside of their office so that you will know when they will be available for help or discussion. (Interactive video and Internet instructors provide other methods for student meetings.)
- When you are on campus, you are a “regular” NIC student. Instructors will expect the same level of classroom participation and quality of work from you as they do from other college students.
Helpful Tips for Dual Credit Success

• **CLASS PACE:** The rate at which college classes are taught is much faster than high school. For example, a high school math class usually taught through the school year will be taught in one semester at NIC! There is very little time for instructors to stop and review lessons for students who do not understand the material or who were absent from class. However, NIC instructors will encourage you to meet with them for help.

• **HOMEWORK:** Generally, college classes demand an average of at least two hours of homework for each hour of class. There will not be classroom time to complete homework.

• **ATTENDANCE:** Studies show that students who attend class regularly are more successful and are aware of instructor expectations. It is your responsibility to be prepared each day for class and to meet all deadlines. Most NIC instructors have attendance policies.

• **CLASS PARTICIPATION:** Some instructors may require students to participate in classroom discussions. Your classmates can range in age from 16 to 80. Be prepared for a variety of opinions and issues to be discussed.

• **GRADE REPORTS:** Mid-term and semester grades are available online through your NICOnline account.

• **NIC TRANSCRIPTS:** When you register for an NIC class, an NIC transcript is automatically generated and then sent to your high school to ensure that you get high school credit. Please note: If you have a financial obligation to NIC (library or parking fines, etc.), your transcript will be held. If you wish to obtain a copy of your transcript, complete a transcript request form and submit it to the Registrar’s Office.

• **ACADEMIC RECORDS:** All classes, regardless of the grade received, will be recorded on an NIC transcript. The grade reported is part of your permanent college record. If you plan to apply to another college, list NIC as a college attended on your application and request that an official transcript is sent from NIC to verify previous college work.

• **ACADEMIC STANDARDS:** All students enrolled as a Dual Credit student must satisfy the NIC Academic Probation, Suspension, and Disqualification Policy described in the NIC catalog or the student handbook.

• **COST:** Tuition and fees are paid by the student. Check with the NIC Admissions Office for the exact costs. You will also be required to purchase your own textbook and supplies.

• **PARKING:** If participating in on-campus classes, parking permits are required for on-campus lots. Parking permits may be purchased at the Office of Campus Safety on River Avenue. Permits are not required for parking after 5 p.m. or on weekends.

• **PARENT'S ACCESS TO RECORDS:** North Idaho College follows federal guidelines (FERPA-Family Educational Rights and Privacy Act of 1974) concerning access to student records. Further information is available from the Registrar’s Office at 208.769.3320.

• **FREE TUTORING AVAILABLE:** The Peer Tutoring Center is located in the College Skills Center in Lee-Kildow Hall and offers two hours of free tutoring per subject per week. Tutoring in every subject exists as long as tutors are available. Tutoring is facilitated by a student who has earned an A or B in that subject area. For more information call 208.769.3206.

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**Course Schedule Changes (ADD/DROP)**

The add/drop period allows students to add classes on a space-available basis or drop classes without transcript notation. The add/drop period for full-length classes is the first four days of the Fall and Spring Semesters and the first two days of Summer Session. To make a schedule change, meet with your high school counselor, have an Add/Drop form signed, and return the form to the Registrar’s Office for processing.

**Withdrawal from Individual Courses**

To withdraw from a course, a student must complete a Course Withdrawal Form and return it to the Registrar’s Office or appropriate high school counselor’s office so it can be forwarded to the Registrar’s Office for processing. Final withdrawal dates are published on the college calendar which can be found in the catalog, the class schedule, or on NIC’s web page. After the final withdrawal date, a student may not withdraw from class. A student who withdraws officially from a course by 5 p.m. of the last day for withdrawal will receive a grade of “W,” which will be recorded on the student’s transcript.

Withdrawals from short-term classes (classes less than 15-weeks in length) must be completed within the first half of the total class sessions; i.e. the deadline for withdrawal from a course that consists of eight sessions would be 5 p.m. on the date of the fourth session. Withdrawals from Summer Session are permitted through the first day of the sixth week.

Students who stop attending a class for which they have registered and for which they have NOT officially withdrawn may receive a grade of “F.”
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