Start Here... Go Anywhere!

Dual Credit Student Handbook

North Idaho College

What is Dual Credit?

North Idaho College offers a Dual Credit Program that provides opportunities for high school students to earn college credits while also satisfying high school graduation requirements. Dual Credit allows academically qualified junior and senior students to enroll in NIC courses held on the Coeur d'Alene campus, online, at NIC Outreach Centers and/or their high school campus. Earn college AND high school credit at the same time! This handbook is available on NIC.edu/dualcredit

Office of Advanced Opportunities
Dual Credit (208)625-2329 dualcredit@nic.edu
Career Technical Education (208)769-5964 techprep@nic.edu
Fax (208)769-7805 www.nic.edu
1000 W. Garden Avenue, Lee Kildow Hall Room 101
Coeur d'Alene, ID 83814

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The **Office of Advanced Opportunities** at North Idaho College has two programs exclusively centered around high school students:

- **The Dual Credit** program offers college credit for high school requirements such as English, math, science, foreign language, history, PE and others. ([www.nic.edu/dualcredit](http://www.nic.edu/dualcredit))

- **Career and Technical Education (CTE)** programs prepare students for a wide range of high-wage, high-skill, high-demand careers by earning college credit through CTE Dual Credit and Technical Competency Credit. ([www.nic.edu/techprep](http://www.nic.edu/techprep))

In order to ensure the most successful and positive dual credit experience, it is important to read and understand all information and policies included in this convenient student handbook. Enclosed are important dates, deadlines and policies critical to a NIC student.

If you are interested in developing a plan to receive your Associates Degree from NIC as you graduate from high school, complete the online application process and meet with a dual credit advisor. Forms have been included for your convenience but are also available online at [www.nic.edu/dualcredit](http://www.nic.edu/dualcredit). Additional information and policies are available in the NIC catalog.

**Tuition and Fees**

Tuition for an Idaho Dual Credit student is currently $65 per credit. Some college classes have an additional laboratory or special course fees that the student will be responsible for. A financial statement may be viewed through MyNIC. Paper statements will not be mailed.

All students are required to purchase books unless books are provided by the high school. Check with your high school before purchasing course books or materials.

**Advanced Opportunities Scholarship Toolbox:**

Dual Credit students do not qualify for traditional Financial Aid HOWEVER, there are scholarships available to Dual Credit students. The Idaho State Department of Education Advanced Opportunities offers the **Fast Forward** program which provides every student attending an Idaho public school, an allocation of $4,125. to use towards Advanced Opportunities in grades 7-12. The funds can be used for: Dual Credit tuition, exams and overload classes. Additional laboratory or special course fees will be the student’s responsibility to pay. ([www.nic.edu/dualcredit](http://www.nic.edu/dualcredit))

The **North Idaho College Foundation** scholarship is an additional scholarship source. For an application go to [www.nic.edu/dual credit → Paying for Classes](http://www.nic.edu/dual credit → Paying for Classes).

Please note: Students registering for NIC classes being taught in the high school only adds the student to the high school roster. Students must also register for NIC classes through MyNIC.
10 SIMPLE STEPS TO BECOMING A DUAL CREDIT STUDENT:

1. Meet with Your High School Counselor

**Student Eligibility:** Your high school counselor can determine if you are eligible and help you develop a plan. If you are home schooled, please contact the **Office of Advanced Opportunities – Dual Credit** at (208)625-2329 or (208)769-3321. To qualify you must be at least 16 years of age and/or have completed one-half of your high school graduation requirements. A 3.0 GPA is recommended.

2. Complete a NIC Application for Admission (APPLY)

"**Applying**" is the first step to being an NIC student. Registering at the high school for a NIC class being taught in the high school only puts you on the high school roster. You must also apply to NIC. 

www.nic.edu → APPLY (top right corner) → Dual Credit High School Student → (Step #2) Apply online. Complete application and click APPLY.

3. Complete NIC Dual Credit Authorization Form

The Dual Credit Authorization Form will need to be signed by the student, a parent or guardian **AND** the high school counselor. Return the completed form to NIC either by mail, FAX or email to the Admissions office. Their email address is admit@nic.edu. Other contact information is: FAX (208) 769-3399; phone number (208) 769-3311 and address NIC Admissions Office, 1000 W Garden Avenue, Lee Kildow Hall, Room 105, Coeur d'Alene, ID 83814. nic.edu/dualcredit

**Family Educational Rights and Privacy Act (FERPA):** North Idaho College is required by law, regardless of age, to keep student records confidential. Without your express permission, we cannot share your student records with anyone but you (or appropriate college employees, high school counselors, or dual credit instructors). If you will allow NIC to disclose your student records to your parents or legal guardians while you are in the Dual Credit program you must print their name(s) on the Dual Credit Authorization Form.

4. Complete Certificate of Residency Form (Kootenai County Residents - Skip this Step)

If you live OUTSIDE Kootenai County, a Certificate of Residency Form must be completed and returned to your county clerk. The form may be mailed or delivered to your county clerk for authorization. Students who live outside Kootenai County are assessed an additional tuition fee of $50.00 per credit. The county clerk will notify NIC if residency has been approved and will pay the addition tuition. Students are responsible to pay the out-of-county tuition unless NIC has received the approval from your county clerk.

nic.edu/dualcredit

**Congratulations!** You are ready to move to the next step of “**registering**”.

~~ **NOTE:** After the NIC Application, the Dual Credit Authorization Form and test scores are provided to the NIC Admissions office, it may take up to 5 business days to completely process the application for acceptance as a dual credit student. Upon full “acceptance”, you will then be able to register on-line for classes. Within a week of applying online, you will receive a letter in the mail. This letter will provide you with a student ID number and an outline of what needs to be done to complete your application to become fully “Accepted”. The student ID is necessary to be able to set up a MyNIC account and to take placement tests.~~
5. Meet Assessment Requirements – Testing!

The placement assessment is an important part of enrollment because it measures each student’s entry skills in reading, writing, and math. Assessment scores are used for placement in courses to ensure student success. ACT, SAT, or ASSET scores will substitute for the ALEKS Math Placement Assessment and/or thewriteteasclassnic.com, fulfilling placement requirements. The English Placement Assessment is non-proctored and may be taken at school or at home. A student ID number will be required to sign in. The ALEKS Math Placement Assessment is proctored and must be taken at a NIC facility.

Once you have a student ID number, make an appointment to take the math placement test at one of the NIC Testing Centers – Coeur d’Alene, Bonners Ferry, Sandpoint or Kellogg. Information about testing is available online at www.nic.edu/testingcenter or call the Testing Center at 208-676-7203.

6. Set up your MyNIC and Cardinal Mail.

Directions are enclosed in this packet to assist you in setting up a MyNIC account and Cardinal Mail. Go to NIC.edu and look in the top right corner.

7. Select Classes (REGISTER)

To schedule and register for NIC classes, go to NIC.edu → go to Student Planning → Plan and Schedule. Choose the classes you need and REGISTER! There are step-by-step instructions located on MyNIC under the Documents: Category Self Service.

8. Apply for Scholarships

The earlier the better! Ask your High School Counselor about available Idaho State Department of Education Fast Forward scholarships. The North Idaho College Foundation offers scholarships to Dual Credit students as well. Click on “Paying for Classes” on nic.edu/dualcredit for more information.

9. Pay Tuition

Dual Credit students pay a reduced tuition rate. Tuition and any course fees must be paid by the first day of semester, unless otherwise instructed. Tuition bills will not be mailed to you or your parents, but will be available on your Student Finance page → Log On to MyNIC → Self Service. Payments can be made through Self Service with a Visa, MasterCard, or debit card. Payments are accepted at NIC’s Student Accounts in the Lee Kildow Hall.

10. Purchase Books

Books can be purchased at the Mica Peak Exchange in the Student Union Building or on-line at www.bkstr.com/nicstore/home. Check with your instructor before purchasing books or materials. If your dual credit class is being held at your high school, the books may be provided through your high school.
SIMPLE STEPS TO BECOMING A NIC DUAL CREDIT STUDENT:

Complete an NIC Application for Admission – (SEE BELOW)

www.nic.edu
Step 2 is complete! A student letter will come in the mail with your student ID number.

Additional STEPS TO BECOMING A NIC DUAL CREDIT STUDENT:

3. Complete NIC Dual Credit Authorization Form
4. Complete Certificate of Residency Form (Kootenai County Residents - Skip this Step)

Congratulations! You are ready to move to the next step of “registering”

5. Set up your MyNIC and Cardinal Mail (instructions below)
6. Take the placement assessments!
7. Plan Classes through Self Service on MyNIC and REGISTER!
8. Apply for Scholarships – NIC.edu/dualcredit “Paying for Classes”
9. Pay Tuition and/or lab fees
10. Purchase Books
Step 1: Create MyNIC Account

Log in to MyNIC to set up your Cardinal Mail account.

Click on the link to proceed

Your username will display, click the link to proceed

Enter your Windows Live ID and Password

You have successfully created your MyNIC account

Password Successfully Changed

If you need assistance, please call or email NIC’s Help Desk at (208) 769-3280 or helpdesk@nic.edu

www.nic.edu/MyNIC

Enter your seven-digit ID number

Your 6-digit birthday (example: 123108)

6-9 characters with letters and numbers

MyNIC username plus

nic plus 6-digit birthday: Example: nic120308
# How to Register

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<tr>
<th>Step</th>
<th>Do This</th>
<th>Look for this</th>
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<tr>
<td><strong>BEFORE YOU REGISTER:</strong></td>
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<tr>
<td>1.</td>
<td>Review your Progress.</td>
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<td>2.</td>
<td>It is recommended you request a course plan review from your advisor.</td>
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<td>3.</td>
<td>If your advisor protects a course on your plan, it may not be moved to another semester.</td>
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<tr>
<td>1</td>
<td>Log into your <strong>MyNIC</strong> account.</td>
<td><strong>Log On to MyNIC</strong></td>
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<tr>
<td>2</td>
<td>Select <strong>Self Service</strong> button on the left-hand side if the page.</td>
<td><strong>Self Service</strong></td>
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<tr>
<td>3</td>
<td>From the Self Service main menu, select <strong>Student Planning</strong>.</td>
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<tr>
<td>4</td>
<td>Select <strong>Go to Plan &amp; Schedule</strong></td>
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In the upper right hand corner of **Student Planning**, you will see a search bar. Type in desired course.

Now click on **View Available Sections**

Then click **Add Section to Schedule**

You will now see the **Schedule** screen. **Use the arrows to change to current semester**.
Complete registration:
1. Click **Register** on each course

**OR**
2. Click the **Register** button in the top right to register for all classes.

3. Once you are **registered**, the course will turn **green** and provide you with the option to drop

**Note:**
- While you can plan for several sections of the same course, you may only register in one.
- You must meet the pre-requisites or you will not be registered for that course.
- If a class is full, and eligible for wait listing, you will be waitlisted for that course.
Math and English Placement Assessment

Placement at North Idaho College
All first-time students must provide placement information in order to register for English, communications (Speech), math or chemistry. Placement is based on: ACT, SAT, or COMPASS scores within the last two years and/or NIC English thewriteclassnic.com or ALEKS Math Placement Assessment www.ALEKS.com.

If you have taken the ACT, SAT, or COMPASS within the last two years and the scores are not in our system, send your scores to North Idaho College Admissions:

Mail or drop off to:  Fax:  Email:
NIC Admissions  (208)769-3399  admit@nic.edu
1000 W Garden Ave, LKH 105
Coeur d’Alene ID 83814

ALEKS Math Assessment Placement
Students MUST apply to North Idaho College up to five days before taking the ALEKS Math Assessment. The assessment requires a student ID number and NIC email for log in. Schedule an appointment with the CdA Testing Center through the online calendar https://www.nic.edu/signup/default.aspx?type=math or call the outreach centers directly.

INTRODUCTION
The Placement, Preparation and Learning (PPL) new ALEKS Student Module is available to all Higher Education students for the ALEKS Placement Assessment course product. The new Student Module will accurately assess, prepare, and place students into mathematics courses where they are most likely to succeed. The new Student Module provides an adaptive learning environment focused on guidance, transparency, engagement, and motivation.
North Idaho College English Placement Assessment

Before taking The Write Class placement assessment www.thewriteclassnic.com please read the three questions below first.

The Write Class (TWC) is an online English course multiple-measures placement tool that integrates various points of data to create a personalized course placement for each student. This free, un-proctored placement can be taken anywhere, at any time on the Internet. If you do not have internet access? We can help - call the NIC Testing Center (208) 676-7203. You will receive a NIC English course placement immediately after completion.

Still have questions? Email: Englishplacement@nic.edu

The Write Class integrates and analyzes each student’s:
  - high school GPA
  - standardized test scores
  - writing and reading history
  - preparedness for each course

It does not allow for multiple attempts, and placement results are final. Please take this process seriously and respond as accurately as possible. This process will take between 20-30 minutes. Please be sure you have the time to answer all questions before beginning.

Based on the information you provide in The Write Class, you will be placed into English 101, 101P or 102.

If you believe that you already have credit for one or more of these courses (whether through transfer credit or credit by exam), please talk to an advisor as you may not be required to complete this placement assessment. You may need to provide official transcripts from the institution(s) where the class was completed.

As a new student, this online process determines the best initial first-year writing course for you.

Ready to get started?

Here’s some information you will want to have available before you begin:

1. Your current overall high school G.P.A. Fill in high school GPA
2. Your ACT English or SAT Critical Reading Scores (If SAT/ACT scores meet the prerequisite for Engl-101, use those score instead of taking the TWC assessment. Click appropriate box for scores or click I do not wish to report at this time if no scores.
3. AP Language and Composition scores (If you have received credit by exam, you will need to produce documentation otherwise PLEASE click NO *)
   a. Information on first-year writing course (Engl 101 and/or 102 taken
as Dual credit or at another institution). Produce an official transcript from the appropriate institution or Click NO.

*Students who are answering “yes” to question three must supply documentation to the English department. If they click “yes” accidentally, they will be locked out of the assessment. If this happens, they must call the English Division Chair at 208-769-7713 to have the assessment released or re-opened.

General Advising for The Write Class

1. **What is The Write Class?**

   It is a multiple measures course matching tool. It uses information such as high school GPA, standardized test scores, reading/writing assessment, and student projections based on careful consideration of course materials and external factors to match students with the appropriate first year writing course.

2. **How do students access The Write Class?**

   Students access TWC online by visiting [www.thewriteclassnic.com](http://www.thewriteclassnic.com).

3. **How long does it take to complete?**

   The process takes about 20-30 minutes to complete. We encourage students to complete the process when they have time to carefully consider the information. We also encourage students to work through the process with parents, and/or advisors.

4. **Can students re-do The Write Class?**

   No. Students cannot go back and change answers during the process, which is why we stress the importance of completing The Write Class when they have the time and attention to devote to it.

5. **Can student still place into English classes using the COMPASS?**

   COMPASS scores are still valid for two years from assessment date and may be used for English placement.

6. **What is the process for the English 102 portfolio application?**

   Students whose results indicate that they may be ready to begin in English 102 are given the option to submit a portfolio, which is reviewed by English 102 faculty. If the application is accepted, the student will be notified via email and will be able to enroll in English 102.

   Students who begin in English 102 based on the portfolio application will receive credit for English 101 upon completing English 102 with a C or better and submitting the necessary form to the registrar’s office.
NEED HELP? Contact the NIC Outreach Center near you!
NIC Outreach Centers offer a variety of services, including admissions, academic advising, proctored testing, credit and non-credit courses, adult basic education courses, and GED instruction. To learn more about specific services and courses offered at the outreach center near you, call or visit:

NIC Bonners Ferry Center
6791 Main Street, Suite B
Bonners Ferry, ID 83805
(208) 267-3878

NIC Sandpoint Center
102 South Euclid Street
Sandpoint, ID 83864
(208) 263-4594

NIC Silver Valley Center
323 Main Street
Kellogg, ID 83837
(208) 783-1254

Coeur d’Alene Tribal Center
1115 B St
Plummer, ID 83851
(208) 686-0604

Student Rights and Responsibilities
Students participating in the NIC Dual Credit, CTE and TCC programs are subject to the same attendance and behavior policies required of all enrolled students. It is the student’s responsibility to read and understand the NIC policies. Please reference the current NIC catalog for more complete information: www.nic.edu/catalog.

Attendance
Dual Credit students are responsible for attending the courses in which they are enrolled. Failure to attend during the first week of a course will result in a drop for non-attendance.
High school students taking dual credit classes through NIC (on or off-campus) are not covered by NIC accident insurance, as they do not pay an insurance fee.

Student Code of Conduct
Students are expected to read and comply with the NIC Student Conduct and Discipline Code, which may be found in the NIC’s Student Handbook. Additional information may be found in NIC’s current catalog. www.nic.edu/modules/images/websites/121/file/section5/5.06procedure.pdf

Drop and Withdrawal Procedures from individual courses
To drop a class, a student must log in to Self Service through their MyNIC account and drop the course. Final dates for drops with a grade of “W” are published on the college/high school calendar.

Address/Name/High School Changes
Students’ correct names, addresses and high school locations are vital for college records. Students who change their name, address or high school should update their information through their Applicant menu on their MyNIC account or notify the Registrar’s Office.

“Inside NIC Orientation”
Orientation is an event that is designed to give students basic essentials and valuable information to successfully begin their education at NIC. Orientation is a requirement for incoming freshman and transfer students. It is strongly recommended for new Dual Credit students. Dual Credit students are academically advised through their high school counselor or NIC’s Office of Advanced Opportunities.

Grading Procedures
Letter grades are used to indicate a student’s quality of achievement in a given course. Each of the grades are also assigned an equivalency number, which is used to compute grade point averages: A 4.0 Excellent; B+ 3.3 Good; C+ 2.3 Average; D+ 1.3 Poor; F 0.0 Failing; NR - No Report; NG - No Grade
Start Here…. Go Anywhere –

Dual Credit

North Idaho College offers a Dual Credit Program that provides an opportunity for high school students to earn college credits while also satisfying high school graduation requirements. High school students can take courses on the NIC campus, the high school campus, at a NIC Outreach Center or online for a reduced tuition rate of only $65.00 per credit. NIC does not have an application fee.

North Idaho College has been accredited by the Northwest Commission on Colleges and Universities (the NWCCU) since 1950. Credits earned by NIC students will transfer to other accredited colleges and universities across the nation. Dual Credit provides high school students the opportunity to experience the rigor and intellectual challenge of college classes while still in high school. Students who are interested in earning an Associate Degree from NIC as they graduate from high school can contact the Office of Advanced Opportunities in order to develop a plan.

*Other laboratory or course fees may apply.

Courses Offered

Dual Credit students may take any class NIC offers as long as the prerequisite requirements have been met. Classes may be taken at your high school, on the NIC Coeur d’Alene campus, at the Outreach Centers or online. These are just some of the dual credit subjects offered to Dual Credit students in high schools all over Idaho:

- Art
- Biology
- CAD Graphics
- Carpentry
- Communications-Speech
- Computer Applications
- English
- French
- History
- Hospitality
- Math
- Medical Terminology
- PE
- Philosophy
- Political Science
- Psychology
- Sociology
- Spanish
- And more

Career Technical Dual Credit

Career Technical Dual Credit (CTDC) allows high school students to earn college credits and save money on tuition, utilizing Idaho State Legislator supported Fast Forward Funds. TDC is an arrangement where students earn both high school and college credit while learning the fundamentals of a trade they choose. Technical college courses are taught in the high school by college-technical certified high school instructors at no cost to the student or high school.

Dual Credit courses transfer seamlessly into NIC Programs and programs of the like at state colleges and universities in Idaho. Courses are available in a variety of areas including Health Science, Technical Trades, and various areas of emphasis in Business.

Available Technical Dual Credit Courses:

- Accounting
- Aerospace
- CADT-Mechanical & CADT-Architecture
- Computer Application Office Technology (CAOT)
- Hospitality and Tourism
- Medical Terminology
- Occupational Relations & Job Search
The **NIC Program** and **Transition Coordinators** work in high schools as a secondary school administrator. These professionals create programs that help students continue their technical education beyond high school into college and onto careers. They assist in the student’s application to dual credit courses, advise in all things Career Technical Education (CTE) and transcribe your dual credit from your high school to college or one college to another.

To see more details about NIC’s Dual Credit courses we offer, browse our [TCC & TDC](#) web page and document list. To find out if the course is available at your high school, contact your high school counselor or North Idaho College Transition Coordinator.

**College Course Types:**
- **Face-to-Face (Lecture)** - Class is taught face-to-face in a classroom environment.
- **Internet (INT)** - Online classes are driven by BlackBoard Learning Management System. There is not a specific time of day to access class information.
- **Hybrid (HYB)** – Class is taught online but will require face-to-face time too.
- **Interactive Video Conference (IVC)** -- Instructors and students can communicate directly in real time. "Originating," means where lecture originates. "Receiving” means location lecture is being sent to.
- **Web Enhanced (WEBE)** – Class is taught face-to-face but will require additional information from the internet.
- **Live Online** -- Students and instructors interact and communication within a live, online class.

**Apply Now! - Application Choices:**
- **Dual Credit High School Student** - I am attending high school or I am home schooled and would like to take classes in which I will earn high school and college credit.
- **Dual Credit Freshman** - Dual Credit students who will be graduating from high school and returning to NIC will need to re-apply as Dual Credit Freshman. This gives continuing students a registration priority, changes their admissions requirements and triggers financial aid opportunities that may not be offered to brand new students.

**All documents must be filled out completely** including parent and counselor signatures where required.

**GEM (General Education Matriculation)**

The GEM notation and its corresponding number (1-7) in the course description indicates that the course may be used to meet the requirements for that general education competency area as long as a grade of C- or better is earned. There is a link to the most current GEM requirements on www.nic.edu/dual credit for the AA, AS, and AAS degrees.

- GEM 1 Written Communication
- GEM 2 Oral Communication
- GEM 3 Mathematical Ways of Knowing
- GEM 4 Scientific Ways of Knowing
- GEM 5 Humanistic and Artistic Ways of Knowing
- GEM 6 Social and Behavioral Ways of Knowing
- GEM 7 Institutionally Designated

**The Add/Drop Period**

The Add/Drop period allows students to add classes on a space available basis or drop classes without transcript notation. The add/drop period is the first week of fall and spring semesters and the first two days of summer session. The drop period extends another week for full-length semesters. Remember to check posted calendars for BOTH the NIC & the high school schedules. For all late-start classes - drops with no grade must be processed prior to the second class meeting.
Transcripts Requests
Unofficial transcripts are available through [Self Service]. All requests for official transcripts must be ordered through a National Student Clearinghouse website. Through MyNIC, click on Transcript Request in the Bookmark Section. Transcripts will not be sent until payment is received. Standard transcripts are $7 and process within 3-5 business days.

Student Support Services – Free to NIC Students
Peer tutoring is academic assistance to students having difficulty in a specific course. Tutoring is administered by other students (peers) who have already successfully completed that course. Our goal is to help students develop the skills necessary to become confident and independent learners. Peer tutors meet one-on-one with Student Support Services program participants for up to two hours a week per subject.

The Writing Center provides several different types of services. The Writing Center upholds a student-centered environment that encourages the relationship between strong written and oral communication skills and success both in and beyond college. This environment not only helps students become more critical readers and more competent writers, but also promotes their success across the curriculum and encourages life-long learning.

NIC communicates three different ways with students. Important messages are sent to students contact information:
1. The phone number listed as “Cell Phone” will receive a text message.
2. “Business” or “Home” phone will receive a voicemail.
3. Cardinal Mail will receive an email.
Students are encouraged to regularly check and update their information through their MyNIC account.

The Office of eLearning provides training on how to use Blackboard at the beginning of every fall and spring semester. For those students that miss the face-to-face trainings or cannot make it to campus, there are also interactive training activities and an online, self-paced Blackboard student-training course available. Students may access their Blackboard once they are logged into their MyNIC Account. A Blackboard Student Training link is on the left hand side of the screen once logged in to Blackboard. eLearning offers two methods for Blackboard training - self-paced and interactive.

- Use Blackboard for Internet, hybrid, and web-enhanced class
  - Internet and Hybrid classes require computer access for completing assignments.
- Blackboard is accessible by clicking on the link via the MyNIC portal.

Create a plan “B” for power or internet interruptions. Public libraries, NIC computer labs, the Dual Credit office, NIC outreach centers, public Hot Spots or grandma’s house may be alternatives for internet access. Please do not use your phone to submit assignments.
The Faculty & Staff Directory

Communication is the key! The Faculty & Staff Directory lists NIC employee names, office locations, syllabus, schedules and phone numbers. Students will find a link to the Faculty & Staff Directory on the MyNIC portal. Read the class syllabus thoroughly. Each NIC and Dual Credit High School Instructor posts a syllabus detailing how the course will be taught, how grading works, any books or equipment needed to be purchased and more. If there are questions regarding assignments, books, attendance, etc. please contact the instructor. They are happy to answer your questions and help you be successful.

Certificate of Residency Form

Students who reside in Idaho but not in Kootenai County must file a Certificate of Residency with their home County Clerk’s Office. An additional tuition charge of $50.00 per credit, up to 10 credits is assessed for out-of-county students. The completed form may be mailed or drop off to their County Clerk’s Office. The County Commissioner will mail the approved or declined certificate to North Idaho College. If approved, the County Clerk will submit payment for the addition tuition charge.

The following counties require a Certificate of Residency each academic school year: Adams, Bannock, Bear Lake, Benewah, Bingham, Blaine, Bonner, Boundary, Camas, Clearwater, Gem, Idaho, Latah, Lemhi, Lewis, Madison, Nez Perce, Owyhee, Payette, Shoshone, Teton, and Valley County.

The following counties require a Certificate of Residency each semester: Boise, Bonneville, Butte, Caribou, Cassia, Clark, Elmore, Fremont, Gooding, Jefferson, Lincoln, Minidoka, Oneida, Power, and Washington County.

Reasons Students May Not Be Able to Register

• Dual Credit Authorization Form (DCAF) was not submitted or received.
• If a student applies to take classes but does not attend a semester, the student’s account goes dormant or inactive. The account must be re-activated before registration can occur. To reactivate their account, the student must re-apply as a Dual Credit High School Student - www.NIC.edu/Apply. It takes about 10 minutes. Within a few days, a registration time will be generated.
• Placement Assessment scores may not satisfy requirements for class.
• Outstanding tuition or fees on Student Account from previous semester.
• Academic Probation or Suspension - Call our office 625-2329!!
• High School prerequisite class may overlap NIC class between semesters.
• If you have taken college classes other than NIC, NIC needs an official transcript from that college (not the high school) to verify the course and grade. You may need to do this if a prerequisite course is needed prior to registering for an NIC class.
Tips and Hints for Success

Students are responsible for reading and understanding all NIC Dual Credit processes outlined in the NIC Dual Credit registration packet.

1. **Save your work!** Keep all discussion posts, documents and assignments stored on a computer, flash drive or file cabinet until the semester is finished. Instructors are human too and it is better to be prepared.

2. **Dual Credit students** may be attending classes that students of all ages and backgrounds attend as well. Topics may be of mature subject matter so be a respectful course participant and take class discussions seriously. Be thoughtful when posting to topic forums.

3. **Create a study space** and great study habits. Commit to at least three hours weekly per credit and do not procrastinate.
   a. Peer Tutoring - Each student may schedule two hours of tutoring per week in each subject area for free. ([nic.edu/collegeskills](http://nic.edu/collegeskills))
   b. The Writing Center provides writing consultants who will edit written papers before they are due and return them for you to update. ([nic.edu/writingcenter](http://nic.edu/writingcenter))

4. **Set up your MyNIC Cardinal email** to forward to your phone or the email account you read daily.
   You should forward your email to another account if you will not access your MyNIC account daily. NIC communicates with students by email to your Cardinal Mail account.

5. **If you receive a message saying your account is on hold**, check your MyNIC Cardinal Mail account first. There may be an email from Student Accounts regarding a balance on your account. Check your bill on your student [Self Service](http://nic.edu/selfservice) account as paper statements are not mailed to your parents.

6. **The add/drop period** allows students to add classes on a space available basis or drop classes without it showing on their transcript. The add/drop period is the first week of fall and spring semesters and the first two days of summer session. The drop period extends another week for full-length semesters. CHECK BOTH THE NIC & THE HIGH SCHOOL CALENDARS. For all late-start classes, drops with no grade must be processed prior to the second-class meeting.

7. **Do not get dropped for non-attendance or non-payment.** If you do not attend the first week of class, you will be dropped. If you are dropped, there is a short time period to complete the appeals process and are not guaranteed reinstatement.

8. Dual Credit Freshman, Continuing Dual Credit and New Dual Credit students all have different registration dates. Check the NIC calendar to be sure.

9. **Do not give up!** Create a great study space, save ALL your work, ask many questions and have fun!
Dual Credit students have the luxury of taking classes online or on the various NIC campuses that begin in August for fall or January for spring semesters. Dual Credit classes being taught in the high schools begin their classes two weeks later and end two weeks later than the classes taken on NIC campuses. Keep track of which calendar your classes are following. Be mindful of deadlines and drop dates.

For a calendar showing deadlines for classes taught on the NIC Schedule, click Calendar located in Bookmarks on the MyNIC homepage.

For a calendar showing deadlines for classes taught on the High School Schedule, look on NIC.edu/dualcredit. On the right Student Deadlines:
Important Dates: High School Calendar.