



Dual Credit Handbook

March 2019

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Overview of Credit Options

I. What is Dual Credit? What is Dual Enrollment?

Dual Credit courses are college courses offered to qualified secondary school students who enroll and potentially receive credit that will apply to both the high school and the college transcript. Students take the same course on a high school or college campus and receive two different types of credit to satisfy their high school and college requirements.

Dual Enrollment is when a student enrolls in a course at the college as a college student with or without receiving credit from the high school. Sometimes school districts will pay for these classes while others may not. These are students hoping to get a head start on college coursework outside of high school such as evenings and weekends.

Purpose

Triton College offers general education and career and technical education college-level courses to qualified high school students in order to provide access to affordable higher education to individuals residing in Triton Community College District 504. Dual credit courses serve as an important link in the transition from one educational experience to another. They help to create a more seamless transition from high school to college or into the workforce. Triton College dual credit is a partnership between the college and the district public and private high schools.

Benefits of Dual Credit

- Dual credit courses help prepare for transition to college by engaging students in college-level courses while still in high school. They can use their dual credit work to demonstrate their ability to complete college-level work when they apply for admission to colleges, universities, and vocational schools.
- Studies show that students who successfully complete dual credit courses are more likely to complete their future studies successfully.
- Students learn the rigors of college work early. They are able to adjust their study habits to college work before they begin their college experience.
- Students are offered expanded high school course offerings and provided seamless transition from high school to college.
- Students get a jump start on their education, which may shorten the time to complete an undergraduate degree or certificate.
- Students can complete entry-level general education, elective, or career and technical education college credit work at lower costs than they would experience at four-year public or private institutions of higher education.

Additional Considerations

While dual credit courses offer a multitude of benefits, participants should also be made aware of the impact a dual credit course may have on their high school and college transcripts. Even good students may earn a lower grade in their first college course as compared to a similar high school course. Additionally, each postsecondary institution individually determines whether to accept AP, IB, and/or dual credit courses. Students are encouraged to check the transfer policies at each of the colleges considered for post-secondary education before selecting their dual credit coursework.

II. What Types of Courses May Qualify for Dual Credit?

Career Courses

Applied Science programs provide occupational preparation in a range of careers. Courses offered in Applied Science programs are college-level and designed primarily for career preparation. Therefore, the career programs are designed to prepare students for direct or upgraded employment following graduation. Some career education courses transfer to colleges and universities in specific majors depending on college-to-college transfer agreements.

Transfer Courses

Courses in the arts and sciences curricula parallel those offered at universities and may be transferable to baccalaureate granting institutions. These include courses that meet general education requirements for all associate's degrees.

a. Dual Credit offered at the high school campus

Offerings vary by high school and are based on college approval of both course content and corresponding credentials and qualifications of assigned high school instructors. Approval of a high school course does not obligate the high school to offer that course in a particular academic year or semester. Please request the current master approved list by high school from the Triton College Office of Dual Credit.

b. Dual Credit offered at the college campus

The master list of courses approved by the Des Plaines Valley Region Education for Employment System (DVR) Board of Control (high school superintendents and college president) for dual credit on the Triton campus are located in Appendix A, but courses offered from this list may vary by semester depending on faculty schedules and enrollments in the academic courses. Requests to add additional courses to the master list are forwarded from the Triton College academic deans to the Director of the DVR for consideration by the Board of Control. The master list is reviewed and updated annually. Please see current course list in Appendix A. Also refer to www.dvr-efe.info to review current dual credit courses required by specific certificates or degree programs.

III. High School Campus Dual Credit

Applying for Triton Approval of Dual Credit Courses and High School Instructors

1. The appropriate district personnel completes and submits the Dual Credit Course Request Form (Appendix C) requesting dual credit course approval.
2. The proposed dual credit course request (Appendix C) will be reviewed and articulated between the high school's requestor and Triton department chair or coordinator to ensure it matches the curriculum and objectives of the college course. The Office of Dual Credit will notify the school of the course status once a decision has been reached.
3. High school instructors must meet established qualifications to teach and be approved to teach by the appropriate Triton College academic dean and chairperson/program coordinator. To establish qualifications to teach dual credit courses, high school instructors must submit their official college transcripts to the Office of Dual Credit and a resume, cover letter, teaching philosophy and dual credit instructor application to the Triton College Human Resources website at:

<https://jobopenings.triton.edu/applicants/jsp/shared//frameset/Frameset.jsp?time=1507651925312>

4. Upon receipt of all official documentation (resume, application, teaching philosophy and official college transcripts) the appropriate academic dean, chairperson/coordinator will meet with the high school instructor to interview, verify credentials, and approve/or disapprove the high school instructor to teach approved dual credit courses.

Confirmation of high school district participation

Once the course and high school instructor are approved for dual credit each high school district should follow-up to confirm their internal requirements and approval to proceed with participation in dual credit.

IV. Registration of Students for High School Campus Dual Credit

Dual Credit Application

Before the first day of the semester students seeking enrollment in dual credit courses must submit the online Dual Credit Application at:

<https://triton.elluciancrmrecruit.com/Admissions/Pages/createaccount.aspx>

Placement Testing

In order to participate in dual credit classes a high school student must take the current Triton College placement test (ACCUPLACER) and demonstrate a level of proficiency appropriate for required college level placement. High school students may be exempt if they have attained prescribed scores on ACT and/or SAT in English, Reading, and/or Math within the last two years or submit approved documentation of college level coursework in English and/or Math with a grade “C” or better from a regionally accredited institution. Appropriate academic deans or designee may grant an exception under certain circumstances. High school students seeking an exception should request, complete and submit a Triton College General Petition to the Office of Dual Credit for consideration by the appropriate academic dean.

Student Participation Lists

The high school dual credit point of contact will provide the Triton College Office of Dual Credit with official student rosters identifying students for approved Dual Credit courses prior to the first day of classes each semester.

Confirmation of Acceptance for Dual Credit

The Office of Dual Credit will determine the eligibility of high school students listed on the rosters provided by each high school dual credit point of contact based on their application status and placement test scores. After the registration period has ended the Office of Dual Credit will provide the high school dual credit point of contact with Triton’s official rosters of students enrolled for dual credit courses.

Tuition & Fees

There will be no tuition or fees charged for students taking dual credit courses at their high school taught by qualified high school instructors.

Midterm Verification Reports

High school instructors approved to teach dual credit courses will be provided with login access and instructions for using the Triton College web-based reporting system WebAdvisor. At the beginning of each semester a calendar of midterm verification due dates will be published by the

college. The college will distribute, or make available, via WebAdvisor the midterm verification reports that include the names of each participating high school student. High school instructors must complete the mid-term and submit it to the college by the specified deadline for each semester.

Final Grades

Final grade reports must be submitted to Triton College by each qualified high school instructor teaching dual credit courses by the specified deadline for each semester. The Final grade reports are available via the Web Advisor system at the end of each semester.

V. Registration of Students for Triton Campus Dual Credit

Dual Credit Application

On or before the stated deadlines for each semester students seeking enrollment in dual credit courses must submit the online Dual Credit Application at:

<https://triton.elluciancrmrecruit.com/Admissions/Pages/createaccount.aspx>

Placement Testing

In order to participate in dual credit classes a high school student must take the current Triton College placement test (ACCUPLACER) and demonstrate a level of proficiency appropriate for required college level placement. High school students may be exempt if they have attained prescribed scores on ACT and/or SAT in English, Reading, and/or Math within the last two years or submit approved documentation of college level coursework in English and/or Math with a grade “C” or better from a regionally accredited institution. Appropriate academic deans or designee may grant an exception under certain circumstances. High school students seeking an exception should request, complete and submit a Triton College General Petition to the Office of Dual Credit for consideration by the appropriate academic dean.

Enrollment Verification

Before the start of the semester a student seeking to take a dual credit course on Triton’s campus must meet with a high school counselor or principal to complete and sign the Enrollment Verification Form (DC Handbook page 16). This form is the high school’s official approval for a student to take a dual credit course and it gives Triton College permission to register the student.

Registration & Confirmation of Acceptance for Dual Credit

After the Enrollment Verification Form is completed and submitted to the Office of Dual Credit the student may schedule an appointment to meet with the Dual Credit Specialist to register for on-campus dual credit course(s). At the beginning of each semester the Office of Dual Credit will update and provide each high school with a master list of registered students.

Tuition & Fees

Tuition and fees will be paid to Triton College based on the semi-annual billing cycle of November and March in accordance with individual high school agreements.

Midterm Verification Reports and Final Grades

Midterm verification reports and final grades are submitted by the Triton College faculty/adjunct faculty assigned to teach the course. A midterm update and a report of final

grades will be submitted by the Office of Dual Credit to the high school dual credit point of contact at the appropriate points during each semester.

Withdrawals

Students may drop from their dual credit course during the schedule adjustment period – the first 5.5 percent of the class calendar days of each course - for a full tuition refund with no penalty to their academic transcript. After this period, any drop will result in a “W” grade being issued onto the academic transcript and a partial refund based on the percentage of course completion. After 75% of course completion, students may only withdraw with a “W” grade under special circumstances which will be left to the discretion of Triton College.

VI. Forms and Documents for High School Campus Dual Credit

- Dual Credit Course Request Form (Appendix C)
- Dual Credit Faculty Application – Done Online Under Part-Time Faculty
<https://jobopenings.triton.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1508775616824>
- Student Applications – Done Online
<https://triton.elluciancrmrecruit.com/Admissions/Pages/createaccount.aspx>
- Enrollment Verification Form – Page 16
- Midterm Verification Report – Done Online by Faculty
- Final Grade Report – Done Online by Faculty

VII. Dual Enrollment

Dual Enrollment Application

High school students may be permitted to take college courses after obtaining the written approval of their high school principal or counselor and must meet the college application and admission requirements before they are permitted to register for classes.

If a high school student wishes to enroll as a dual enrollment student they can apply as a regular college student by completing the online dual credit application. Select “dual enrollment” as the academic program.

VIII. Participating High School Responsibilities

- a. Approve high school student participation in college-level dual credit courses.
- b. Ensure that each student submits a completed online Dual Credit Application.
- c. Ensure that each participating student meets the college’s placement test requirements.
- d. Ensure that each participating student meets course prerequisites, as applicable.
- e. Ensure that each high school instructor who wishes to teach an approved dual credit courses completes and submits the Triton College online Employment Application and all other associated documents prior to offering dual credit courses.
- f. Ensure that total class contact time meets or exceeds the college’s requirement(s).
- g. Use the required college textbook for each dual credit course.
- h. Require all high school dual credit instructors to complete the midterm verification report and final grade report as required by the specified deadline for each semester.
- i. Assign grades following the college grading scale.

- j. Inform the college of any change in high school instructors to ensure compliance with rules and regulations that govern dual credit.
- k. Maintain copies of student enrollment information as per high school guidelines and/or college guidelines.
- l. Identify a high school representative to serve as the dual credit point of contact.

IX. Triton College Responsibilities

- a. Provide dual credit transfer courses and first-year courses from the ICCB approved occupational programs.
- b. Ensure that all dual credit courses are the same as courses offered on Triton's campus.
- c. Provide the high school with copies of college course outlines/syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements and methods of evaluation.
- d. Review the employment application, resume, official college transcripts, philosophy of teaching, and interview any instructor recommended by the high school to teach dual credit courses to ensure compliance with college qualifications to teach requirements.
- e. Identify, when possible, an experienced faculty member to serve as a contact/resource to the high school instructor.
- f. Provide the high school with appropriate materials, forms and personnel to ensure students are registered.
- g. Provide placement testing as required.
- h. Maintain copies of student enrollment information as per college guidelines and/or high school guidelines.
- i. Maintain a master list of dual credit courses.
- j. Report student attendance, progress and/or course withdrawal at appropriate times during each semester.
- k. Award college credit and record student grades on college transcript.
- l. Identify the Office of Dual Credit to serve as the dual credit point of contact.

X. Privacy Act and Directory Information

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy Act (PL93-380) provides that educational institutions allow students to withhold from disclosure certain information regarded as public directory information. At Triton College a directory of records for all students will be maintained. There will be three categories of directory information: 1) name, address, telephone number, dates of attendance and class; 2) previous institutions attended, major field of study, awards, honors and degree(s) conferred and associated dates; and 3) past and present participation in officially recognized sports and activities, physical factors such as height and weight of athletes and date and place of birth.

To withhold directory information from disclosure, students must notify the Admission and Records Office in writing at the beginning of each semester. Failure to make such a written request indicates approval to disclose directory information by the college for any purpose, at its discretion. Copies of the college's policy are available in the Office of Admissions located in the Student Center.

Disclaimer

All materials contained in this handbook were accurate as of the day of release, but changes in Illinois State Law, Illinois Board of Higher Education, the Illinois Community College Board or Federal Rules and Regulations may dictate a need for immediate change. If such changes occur, they will be communicated to the appropriate entities in the high schools and/or districts as soon as possible. Triton campus dual credit tuition and fees are governed by the policies of the student's home district and students should inquire about any obligations that they may incur before signing up for the class to avoid any problems that might result in being dropped from a course for non-payment.

Appendix A – Triton Campus Approved Dual Credit Course List

<https://dvr-efe.org/wp-content/uploads/2019/03/FY19-Dual-Credit-list-for-HS-curriculum-guides-updated-02112019.pdf>

Course	Program/Course Title	Credits	Course	Program/Course Title	Credits
Architecture & Construction/Independent Contractor			Information Technology/Computer Information Systems		
ARC 102	OSHA - 10 Hour Construction Training	1	CIS 101	Introduction to Computer Science	3
ARC 104	Introduction to Architecture	3	CIS 105	A+ PC Hardware & Software	3
ARC 107	Codes, Specifications & Print Reading	3	CIS 106	A+ PC Maintenance & Repair	3
ARC 109	Architectural Drafting	4	CIS 150	Computer Systems Applications	3
ARC 110	Materials, Methods & Sustainability I	3	CIS 174	Windows Client-Server Sys Administration	3
ARC 161	Residential Interior Design	3	CIS 176	LAN Administration: Windows Server	3
ARC 189	AutoCAD & 3D Computer Modeling	3	CIS 121	Introduction to Programming	3
ARC 220	Materials, Methods & Sustainability II	3	CIS 125	Discrete Math	3
ARC 261	Revit	4	CIS 210	Data Comm. & Networking Fundamentals	3
Arts/Music Technology			CIS 212	Internetworking/Routing & Switching	3
MUS 101	Electronic Music Production	3	CIS 220	Intro to Networking Security (Security +)	3
MUS 120	Record Production I	3	CIS 222	Administering Network Infrastructure	3
MUS 215	Intro to Music History	3	CIS 224	Managing a Network Environment	3
Arts/Visual Design/Multimedia			CIS 277	Windows Comm& Processing	3
VIC 100	Graphic Design	3	Human Services/Early Childhood Development		
VIC 104	Computer Art I	3	ECE 110	Early Childhood Development	3
VIC 121	Intro to Quark/InDesign	3	ECE 111	Introduction to Early Childhood Education	3
VIC 142	Introduction to Illustrator	3	ECE 115	Infant/Toddler Development	3
VIC 161	Introduction to Photoshop	3	ECE 122	Infant Toddler Care & Curriculum	3
Business Office Support			ECE 146	Child, Family & Community	2
BUS 103	Keyboarding Techniques	1	Human Services/Personal Trainer		
BUS 107	Microsoft Office in Business Applications	3	HTH 281	First Aid & CPR	2
Construction			PED 116	Group Exercise	1
COT 106	Carpentry: Rough Carpentry	3	PED 153	Foundation of Exercise	3
COT 107	Codes, Specifications & Print Reading	3	PED 168	Theory & Practice of Weight Training	2
COT 111	Plumbing: Fixture, Valves & Faucets	3	PED 172	Group Fitness Instructor	3
COT 142	Construction Contract Documentation	3	PED 180	Strength Conditioning & Performance	3
COT 210	Plumbing: Fixture Installation	3	PED 194	Principles of Coaching	3
COT 211	Plumbing: Fixture Repair	3	PED 195	Introduction to Sport Management	3
Health Science			PED 196	Sport & Exercise Psychology	3
AHL 100	Introduction to Patient Care	2	PED 198	Lifeguarding	1
BIS 101	Human Biology	4	PED 200	Intro to Bio Mechanics	3
AHL 101	Essentials of Medical Terminology	1	PED 201	Sports Officiating	2
AHL 102	Ethics & Law for the Allied Health Professionals	1	PED 210	Exercise Testing & Prescription	3
AHL 103	Basic Pharmacology for Allied Health Professionals	1	PED 230	Sport & Exercise Science Practicum	1
AHL 201	Introduction to Diet & Nutritional Therapies	1	Law & Public Safety		
Health /Basic Nurse Assistant			CJA 107	Stress Manage in Law Enforcement	3
NAS 100	Basic Nurse Assistant	6	CJA 111	Introduction to Criminal Justice	3
NAS 101	Nurse Assistant: Care of Patients With Alzheimer's	1	CJA 116	Current Security Problems	3
Health /Emergency First Responder			CJA 148	Police Community Relations	3
EMS 131	Emergency Medical Technician	7	CJA 166	Criminal Investigation	3
Horticulture			CJA 171	Patrol Administration	3
HRT 100	Intro to Horticulture	4	CJA 181	Juvenile Delinquency & the Law	3
HRT 114	Floral Design & Display I	4	CJA 219	Criminal Law I	3
HRT 125	Plants & Society	4	CJA 241	Traffic Enforcement & Administration	3
Hospitality/Culinary			EMP101	National Incident Management Systems	1
HIA 110	Introduction to Hospitality Industry	3	Manufacturing/Engineering Technology		
HIA 115	Food Sanitation & Safety	2	ENT 104	Electricity Basic Fundamentals	3
HIA 120	Dining Room Service	3	ENT 106	Welding I	4
HIA 127	Cake & Pastry Decoration	3	ENT 107	Welding II	4
HIA 128	Introduction to Baking & Pastry	3	ENT 110	Production Drawings & CAD	4
HIA 129	Chocolate	2	ENT 111	Metrology w/ Geometric Dimensioning & Tolerancing	3
HIA 130	Culinary Arts Quantity-Food Preparation I	3	ENT 116	Fabrication Processes	4
HIA 132	Nutrition	2	ENT 201	Electrical Residential Wiring	3
HIA 133	Menu Writing	2	ENT 202	Electricity Sustainable Apps	4
HIA 150	Food Preparation Essentials & Theory	3	ENT 203	Electrical Codes & Standards	2
HIA 228	Specialty Baking & Pastry	3	ENT 204	Programmable Logic Controllers (PLC 1)	3
Other (may apply to many career areas)			ENT 205	Robotics 1	4
SPE 101	Principles of Effective Speaking	3	ENT 232	Descriptive Geometry	3
HTH 104	Science of Personal Health	2	ENT 252	Introduction to Mechanical AutoCAD	3
PSY 100	Intro to Psychology	3	ENT 280	Solidworks Design & Rendering	3
RHT 101	Freshman Rhetoric & Composition I	3	Transportation/Automotive Service		
			AUT 112	Introduction to Automotive Technology	3
			AUT 114	Fuel Management Systems	4
			AUT 127	Automotive Electricity & Electronics I	4
			AUT 136	Brake & Chassis Repair	4
			AUT 150	Automotive Power Plants	5



Appendix B – Online Application Guide

Step # 1: Go to Triton College’s web site: <http://www.triton.edu/>

Step # 2: Click on “Apply” in the upper right hand corner.

Step # 3: Create an Account

- Fill out personal information including name, email, phone number, and home address.
- For “**Entry Term**” select what term you anticipate starting the dual credit program (Fall starts in August, Spring starts in January).
- For “**Academic Program**” select Dual Credit/Dual Enrollees. Once all account information has been completed, click create account.

Step# 4: Start Application via My Account Page

Scroll down and click on start an application. Within the application listings, select Dual Credit/Dual Enrollment Application. Click “**continue current application.**”

Step # 5: Continue on with Application

- Fill out the rest of your personal information and click save and continue.
- For demographic information, fill out your citizenship and ethnicity and then save and continue.
- Under Academic Plan, fill out the entry term, course load, and what you plan to earn. Select “**Dual Credit Student**” for the option that best describes you. Save and continue. Fill out parents/guardians education level. Save and continue.
- Fill in your High School’s information including start date, anticipated graduation date, and whether or not you have taken the ACT or SAT within the past 2 years. **(Important - do not skip this step)**
- Next fill out emergency contact information. Certify that you all the information submitted is factually true, fill out your electronic signature, and submit your application.

Appendix C – Dual Credit Course Request Form

A separate form should be completed for each new opportunity. Approval from the high school district office must be obtained prior to submitting this form to Triton College.

Please indicate the first semester the course will be offered for dual credit:

Fall Semester 20_____(Please Note: Form submission deadline is May 1st of the same year)

Spring Semester 20_____(Please Note: Form submission deadline is November 1st of the year prior)

Requestor’s Information (Must originate from high school district office)

Print Name	Print Title
Signature	Date

Please check the box for the type of Early College Credit desired:

Dual Credit

Students participating in the Dual Credit program earn both high school and college credit simultaneously. When the class is complete, the student will receive a letter grade on both their high school and Triton College transcripts. Students must meet Triton College’s prerequisites for the course.

High School course title and #: _____

High School(s) to offer this course: _____

High School course duration:

1 semester 2 semesters

Course option: (please check one):

- A Triton course offered during the school day at the high school, taught by a high school instructor as part of their regular teaching load. Students and the high school district will not be assessed tuition or fees. High school instructors must meet Triton College’s teaching credentials.
- A Triton course taught by a Triton instructor offered at Triton. The high school district is responsible for paying tuition and fees.

Credit by Exam

Students participating in the Credit by Exam program could potentially earn college credit determined by the results of an exam taken at the end of the high school course.

Proposed instructor(s) for initial offering: _____

High School District Office Approval: (Must be a District Official)

Print Name	Print Title
Signature	Date

Regional Education for Employment Approval: (not required for approved off-campus courses)

Print Name	Print Title
Signature	Date

Triton College Approvals:

(To be signed after this form has been reviewed, approved, and Triton course information has been completed)

Program Chair or Coordinator:

Print Name	Print Title
Signature	Date

Division Dean:

Print Name	Print Title
Signature	Date

Vice President of Academic Affairs

Print Name	Print Title
Signature	Date

Triton Use Only

Course information to be completed by Triton Administrator: _____

Triton course title and #: _____

Semester(s) the dual credit course will be taught: Fall Spring

*Check both Fall & Spring for full year course *

Semester(s) in which Triton credit will be awarded: Fall Spring

Check only Spring for full year course

Required teaching credentials: _____

Textbook to be used (title, author, ed.): _____

Required amount of contact hours: _____

Student prerequisites for enrollment: _____

Discussed with AND distributed to requestor:

- Official Triton Course Outline
- Sample syllabus
- List of required chapters
and sections to be covered
- High School Dual Credit Syllabus
submitted to and approved by Chair

Triton College Administrator Signature: _____

Date: _____

Appendix D: High School Campus Registration Steps

STEP #1

Contact your High School

Speak with your high school counselor regarding the *Dual Credit* Program and requirements.

STEP #2

Complete the Application

Complete the *Dual Credit* application at home or with your high school counselor and have it submitted by the deadline (contact your high school counselor or the Office of Dual Credit for exact deadline dates for the latest semester).

STEP #3

Take the Placement Test

Complete the *Triton College ACCUPLACER Placement Test*. The placement test can be waived with ACT test scores of 20 and/or SAT scores of 480 in English and Writing and ACT scores of 22 and/or SAT scores of 530 in Math. Go to www.triton.edu/placementtesting for placement test practice.

All students must have a valid picture ID to take the Triton College Placement Test.

Step # 4

Forward Test Scores and Confirmation of Eligibility for Participation to the Office of Dual Credit

The high school's dual credit point of contact will forward over the student applications and test scores they have received to Triton's Office of Dual Credit. This information will be used to create official college records for participating students and qualify them to take the approved dual credit courses they are interested in.

STEP # 5

Rosters are sent to the Office of Dual Credit

Once the high school has determined which students will be enrolling in the dual credit courses offered on their campus, they will submit their finalized rosters to the Office of Dual Credit. This is to be handed in no later than a week before the first day of the semester. These rosters will be used to register students to the corresponding Triton College course in which they will receive college credit for. For more information on deadlines or additional assistance, please refer to the contact information below.

Dual Credit Director: Tim Nystrom

Location: Triton Campus, Building F-210

Phone: (708)-456-0300 ext. 3612

Email: timothynystrom@triton.edu

Appendix E: Triton Campus Registration Steps

STEP #1

Contact your High School

Speak with your high school counselor regarding the *Dual Credit: Triton Campus Program* requirements.

STEP #2

Complete the Application and Enrollment Verification Form

Complete the *Dual Credit* application and with your high school counselor fill out and sign the Enrollment Verification Form.

STEP #3

Take the Placement Test

Complete the *Triton College ACCUPLACER Placement Test*. The placement test can be waived with ACT test scores of 20 and/or SAT scores of 480 in English and Writing and ACT scores of 22 and/or SAT scores of 530 in Math. Go to www.triton.edu/placementtesting for placement test practice. **All students must have a valid picture ID to take the Triton College Placement Test.**

Step # 4

Contact the Office of Dual Credit

Contact the Office of Dual Credit for registration times and dates.

Dual Credit Director: Tim Nystrom

Location: Triton Campus, Building F-210

Phone: (708)-456-0300 ext. 3612

Email: timothynystrom@triton.edu

STEP #5

Enroll in a Dual Credit Course

Once the placement test is completed, set up a registration appointment with the Office of Dual Credit and bring in your paper application (if not done online) and Enrollment Verification Form. The form and test scores will be reviewed and you will be registered into the course of your choosing.

STEP #7

Pick Up Course Materials

The Office of Dual Credit will enroll you in the course of your choice and assist you in obtaining your course text books and materials. Stop by room F-210 for your book voucher (if applicable).

Bookstore Location: Triton Campus, Building C (Between the Cafeteria and US Bank)

Hours: Monday-Thursday 8:00am-7:00pm / Friday 8:00am-4:00pm / Saturday 9:00am-1:00pm

Phone: (708)-452-1180

STEP # 8

Triton College Student ID


The last step to becoming a *Dual Credit: Triton Campus* student is to pick up your Triton College Student Photo ID (Very Important!). Triton College Student ID's will be taken at the Welcome Center six days a week. You must be enrolled in class to receive a photo ID.

Welcome Center Location: Triton Campus, Building B, First Floor Lobby

Hours: Monday-Thursday 8:00am-7:30pm / Friday 8:00am-4:00pm / Saturday 9:00am-1:00pm

Appendix F – Adjunct Application

https://jobopenings.triton.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1415115191953



Create New Application for Administrative/Full-Time Faculty/Part Time Faculty

Where do I begin?
To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password. You will need it to apply for other positions or check the status of your application the next time you visit the site.

What if I have already created an application?
If you have already created an application with the online employment system and wish to update your information, please click the "login using your existing user name" link below to login with the user name and password that you used when you created your application.

Other Frequently Asked Questions (FAQ's)

- What information will I be asked to provide?
- What if I am not ready to fill out the application at this time?
- Do I have to fill out an application?
- How do I save my application?
- What if I want to submit a resume?
- Can I copy selected information from another electronic document?
- My document was created on a Mac, what do I need to do?

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes.

Please do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Use the navigational buttons within the site.

If you have already created a user name for Triton College, please login using your existing user name .

Select User Name and Password:

Select User Name: Use between 6 and 20 letters or numbers.	<input type="text"/>
Password: Use between 6 and 20 letters or numbers.	<input type="password"/>
Re-enter Password:	<input type="password"/>

CONTINUE TO PAGE 1 OF APPLICATION FOR ADMINISTRATIVE/FULL-TIME FACULTY/PART TIME FACULTY >>

[Security Information](#)

CANCEL

Appendix G: Student Access to Grade Information

- 1. Go to the following link to access the Student Portal Account and follow the login directions below:
<http://www.triton.edu/mytriton/>

How to access your Triton portal

Staff and Students will use the MyTriton Portal for registration, grades, class rosters, degree audit and more.

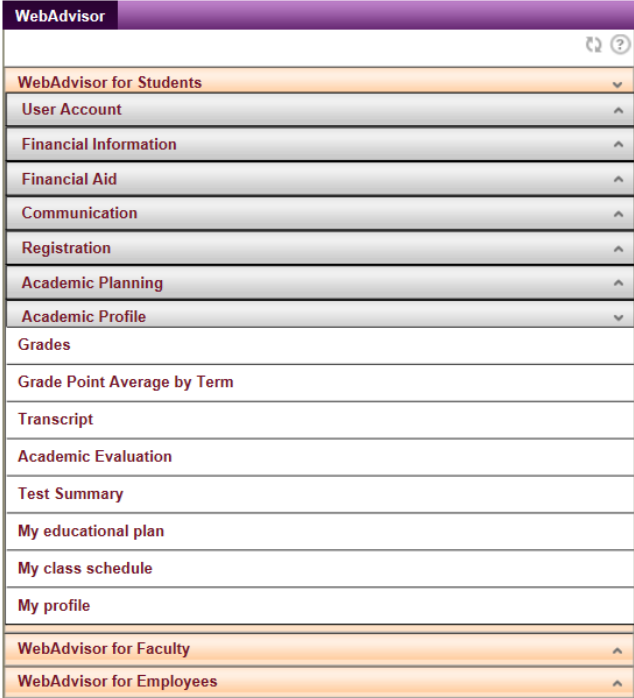
For additional information or assistance, please contact the Admissions Call Center at **708-456-0300 Ext. 3130**.

LOGIN TO THE MYTRITON PORTAL

LOOK UP ACCOUNT / RESET PASSWORD

For username verification or to reset your password, click the "Look Up Account/Reset Password" button above and complete the following steps:

- 1. Enter your legal last name
 - 2. Enter your full social security number (no dashes, ex. 123121234) or if you know your colleague ID, you may enter that number in the Colleague ID field
 - 3. Click submit
2. On the right hand portion of the screen under WebAdvisor there will be a selection of useful links that students can access for more information regarding their academic records and finances. Grade and transcript information can be found by clicking the links under academic profile.



WebAdvisor
WebAdvisor for Students
User Account
Financial Information
Financial Aid
Communication
Registration
Academic Planning
Academic Profile
Grades
Grade Point Average by Term
Transcript
Academic Evaluation
Test Summary
My educational plan
My class schedule
My profile
WebAdvisor for Faculty
WebAdvisor for Employees



Dual Credit Enrollment Verification

Name _____
 Last First Initial Colleague ID

Home Address _____
 Street Apt. No Date of Birth

_____ City State Zip Primary Phone

Alternate Phone _____ Email **Communication from the college will be sent to this email address.*

Semester: Fall Spring Summer Year: _____

Student Signature _____
**Your signature verifies that you are requesting to be registered for the classes listed below.*

Principal or Counselor Signature _____

Print Name _____ Phone _____

Example:

Dept.	Course	Section	Course Title	Semester Hours	Days	Time	Location
HUM	104	072	Humanities Through the Arts	3	M / W	10am – 11am	J 105

Entered by _____

Date: _____

**Please print clearly.*