

REQUESTING TRANSCRIPTS

All courses offered through the Trine University Dual Enrollment program are entered on a Trine University transcript as the regular course number and credits, and they are maintained in the same ways as courses taken on campus. Therefore, courses are recognized by Trine University and other institutions in the same way that an on campus course would be.

Attending Trine University after High School Graduation

Students who wish to attend Trine University after high school graduation must apply to be accepted as Trine University full or part time students. High school students who graduate with Trine University Dual Enrollment credit do not need to transfer credits. The grades received in courses while enrolled as a Dual Enrollment student will be factored into the student's cumulative grade point average.

Attending another institution after High School Graduation

Students accepted to another higher education institution must request an official transcript from the Trine University Registrar's Office to be sent to the institution. Transferability is determined by the accepting institution*. Recognition of credit may come in several forms: directly applied toward a student's graduation requirements, exempt a student from taking a required course, make students eligible for placement into a higher level course, or count as elective credit within a department.

***Note for Students attending another Indiana institution.** The Indiana Core Transfer Library (CTL) is a list of courses transferable among all public institutions in Indiana. The Independent Colleges of Indiana website hosts a list of courses transferable to any other Indiana institution (public and private). For more information, please visit www.transferin.net/ctl.aspx for a list of courses at CTL maintains. This is not a complete list of courses that are transferable from Trine University, but it does list many of the DEP courses.

To obtain a Trine University transcript, students should visit <http://www.trine.edu/registrar/transcripts.aspx>. Student accounts must be paid in full before any transcripts will be released.

TRINE UNIVERSITY

DUAL ENROLLMENT

Dual Enrollment Program

STUDENT HANDBOOK 2014-2015

Trine University
Dual Enrollment Program
1 University Avenue
Angola, IN 46703
Phone: 260.665.4648 or 260.665.4655
Email: dual-enrollment@trine.edu
Website: www.trine.edu/dual-enrollment

MISSION

Trine University Dual Enrollment promotes college-level intellectual development for high school students through dual credit and college preparatory opportunities, preparing students to graduate from high school and transition into higher education.

The Academic Experience at Trine University Dual Enrollment serves high school students, teachers, and schools by increasing access to college learning, providing professional development for teachers, and forming partnerships between high schools and Trine University.

University courses offered through the Academic Experience are taught by qualified high school instructors during the regular school day on the campus of the high school. Academic Experience instructors are appointed as Trine University DEP Adjunct or Hybrid Instructors and are prepared and continuously supported through training provided by Dual Enrollment staff, university specialists, and university faculty from the sponsoring academic departments.

VALUES

Trine University Dual Enrollment's mission is supported by four main values:

- Quality teaching through all programs
- Mutually supportive partnerships with high schools
- Effectively advising students into productive and beneficial academic pathways
- Training students to take responsibility for their own learning

ACADEMIC MISCONDUCT

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity. Violations of academic honesty may result in a failing grade on the assignment failure in the course, or expulsion from school. Violators of academic honesty include, but are not limited to, the following activities:

- Copying another person's work and claiming it as your own (plagiarism);
- Using the work of a group of students when the assignment requires individual work;
- Looking at or attempting to look at an examination before it is administered;
- Using materials during an examination that are not permitted;
- Allowing another student to take your examination for you;
- Intentionally impeding the academic work of others;
- Using any electronic device to transmit portions of questions or answers on an examination to other students;
- Using any electronic device to improperly store information for an exam;
- Knowingly furnishing false information to the University;
- Assisting other students in any of the acts listed above.

Presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, computer tampering or submitting a forged grade change slip. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to the Office of Student Life.

REGISTRATION PROCESS

DEP student applications and registration forms are completed with Dual Enrollment staff on a day designated by the high school. Student Agreement Forms are discussed at this time, as well. An updated high school transcript is required each year in order to register for courses (these are requested from the high school guidance office after the Dual Enrollment staff receives the student application). DEP students should discuss interest in courses with the high school guidance counselor or call the Dual Enrollment staff with questions. All registration for dual credit must be completed through Dual Enrollment staff. Seeing “Dual Credit” on the high school schedule does not mean the student is registered for college credit.

COURSE ADD/DROP DEADLINES

Course drop dates are determined by the university registrar. Students are not permitted to drop a course after the final drop date. After the initial drop date set by the university, students will not receive a refund for courses they drop at a later date.

Students must contact the Dual Enrollment staff if any changes are made to the high school schedules which affect dual credit classes. Adding or dropping DEP courses must be done through Dual Enrollment staff. Dropping the course at the high school does not constitute dropping the course at the university. If students do not drop a course through the Dual Enrollment staff, they may be in danger of earning a failing grade on the university transcript.

UNIVERSITY PRIVILEGES

- Student ID Card – used for access to university events and can be used for community discounts.
- University Library Access – ID card serves as on-site library card, passwords given for online access to all library services (databases, catalogues, subscriptions, etc.).
- Facility Usage – academic and recreational facilities are accessible during regularly scheduled days and times.
- University Email Access – a Trine student email account is assigned to each student. Events, resources, and correspondence from campus are given through this account.
- Moodle Access – this online learning management system may be used by instructors to enhance classroom instruction by allowing students to have access to course materials from home.
- Academic Advising – Each Dual Enrollment student has access to academic advising sessions with Dual Enrollment staff. One academic advising time is required per academic year.
- Academic Support Services – Dual Enrollment students have access to all the academic support systems available at the university: writing center, learning center, & math help sessions.
- Dual Enrollment Staff – The staff is available throughout the year (including summers) for questions, comments, and concerns. Do not hesitate to contact Dual Enrollment staff at any time.
- On-Site Registration – students in the DEP register with Dual Enrollment staff at the high school campus.
- Reduction in Tuition – CEP students pay \$20/credit hour for courses held on the high school campus
- Reductions in cost of textbooks – textbook costs are determined by the high school system (usually through the regular textbook rental program).

STUDENT EXPECTATIONS

As Dual Enrollment students, all DEP students are considered Trine University students, and are held to the same academic standards and codes of conduct as students on the main campus. The Trine University Student Handbook covers all agreements between students and the University. This handbook is available in online format at www.trine.edu/campus_life/student_handbook. Please review the policies and codes of conduct before registering as a student at Trine University.

All Dual Enrollment students are also held to the standards and codes of conduct administered by the high school. Please ask high school officials if there are questions in regards to those policies.

Dual Enrollment students are also expected to abide by all policies and procedures included in the university course syllabus distributed in each course.

STUDENT AGREEMENT FORM

This form is required from each participating student and parent/guardian, and must be collected prior to enrollment in any courses.

FINANCIAL INFORMATION

Tuition is paid by individual students through a student billing system. Bills are sent to students' home addresses prior to the semester in which the course is taken or when a student registers later in the registration period. Late fees are assessed on accounts which are not paid in full by the date given on the bill. Students are also not permitted to obtain official transcripts or register for a new semester of courses until the bill is paid in full.

Tuition for DEP courses - \$20/credit hour
 Student/Course Fees – all student fees are waived
 Application Fee – application fee is waived

ONLINE SERVICES AND RESOURCES

If DEP students have issues accessing any of the following resources, please contact the IT Help Desk at (260)665-4275, (877)236-7682, or help@trine.edu. The following website contains many helpful instructions: www.trine.edu/it/helpdesk.cfm.

Your User ID for all online systems is created in this format: first initial middle initial last name year you began courses (EX. John D Smith began classes in Fall 2014; User ID – jdsmith14). Passwords are initially set as your birthday in this format: mmddyyyy.

Student Email Account Website: www.outlook.com/my.trine.edu. Student email accounts are necessary for every student. Access your email by going to this website and using the “Sign In” option. Username: Your User ID@my.trine.edu.

Online Library Services - Website: www.trine.edu/lis. DEP students can access electronic resources anytime off-campus. When students click to access a database, they will be directed to a login screen. Username: Your User ID.

MyPortal – Website: <https://myportal.trine.edu/ics>. Trine University students have access to MyPortal, which hosts all the course information, grade reports, billing, and other vital course information for students. Username: Your User ID

COURSES CONTINUED...

MA 124 Pre Calculus 4-0-4

Topics include: review of algebraic expressions, linear systems, partial fractions, synthetic division, matrices, slope, fractional exponents, exponential and logarithmic relations, Trigonometric functions, identities, inverses, vectors, polar coordinates, conic sections, summation notation, and elementary series.

Prerequisites: Three years of high school mathematics and adequate SAT/ACT Mathematics score or approval of department chair.

MA 134 Calculus I 4-0-4

Topics include: limits continuity, differentiation, applications, definition of the integral, and fundamental theorem of integral calculus. Uses symbolic algebra software.

Prerequisites: Three years of high school mathematics, including trigonometry, and adequate SAT/ACT Mathematics scores or approval of department chair.

PSY 113 Principles of Psychology 3-0-3

Introduction to the scientific study of human and animal behavior. Course covers all of the major areas within psychology, including development, learning, intelligence, personality, attitudes, altered states of consciousness, abnormal behavior, and psychotherapy.

Prerequisites: None

SOC 103 Principles of Sociology 3-0-3

A presentation of the basic concepts and principles of sociology, designed to develop a system of thought about the nature of society and major special problems, such as ethnic patterns, social stratification, your, educational, and religious institutions.

Prerequisites: None

SP 203 Effective Speaking 3-0-3

Application of communication principles to improve extemporaneous public speaking and listening skills. Considers principles of audience analysis and rhetorical invention, worthy and effective evidence and inductive reasoning, speaker and source credibility, organization and outlining, effective speaker-audience interaction, listening for comprehension, and critical listening. Prerequisite: ENG 113 or ENG 133

**FOR COURSE AVAILABILITY AT YOUR HIGH SCHOOL, PLEASE SEE
THE GUIDANCE COUNSELOR.**

COURSES

The following courses are offered through the Dual Enrollment Program. Not all courses are offered at each high school. Please see the high school guidance counselor for a list of courses available at your high school.

BA 113 Business Computer Applications 3-0-3

This course emphasizes predominant software packages in word processing, spreadsheets, presentation graphics, database management, and e-mail usage with an eventual goal of the student gaining certification in those areas.

Prerequisites: None

BA 123 Business Concepts 3-0-3

A survey course designed to introduce the student to business issues and practices in the United States. All major functions of business are included (management, marketing, law, finance, economics, operations, accounting, information technology) as well as issues facing the business person (ethics, globalization, motivation, etc.) Suitable for students considering a career in business as well as for non-business majors who will interact with the business enterprises (e.g., educators, engineers). Planning for a business career through the creation of a portfolio is initiated. A major focus of this course is on career planning, beginning at the student's current career stage. A career plan is required for completion of the course.

Prerequisites: None

BIO 104 General Biology 3-2-4

An introduction to the basic principles of biology with an emphasis on: biological chemistry, cell biology, metabolism, genetics, diversity of organisms, evolution, and ecology. A background in high school chemistry is strongly recommended. Open to non-science majors only. This course cannot be substituted for BIO 114 for either science or engineering majors.

Prerequisites: None

CH 104 General Chemistry 3-3-4

Fundamentals of chemistry with emphasis on atomic structure, stoichiometry, thermochemistry, properties of solution, properties of matter. The laboratory is quantitative in nature.

Prerequisites: MA 113

COURSES CONTINUED...

ECO 213 Microeconomics 3-0-3

Introduction to the theory of demand and supply and price determination in market economies. The study of individual consumers and producers, different market structures and the distribution of income.

Prerequisites: None

ENG 103 English Composition I 3-0-3

Intensive training in methods of exposition leading to the ability to write coherent, clear, and persuasive essays.

Prerequisites: Adequate SAT verbal score or ACT English score, class rank, and high school GPA, or successful completion of non-credit preparatory English courses, or approval of department chair.

ENG 113 English Composition II 3-0-3

Continuation of ENG 103. Concentration on research paper and library methods.

Prerequisites: ENG 103 or ENG 104

ENG 153 Introduction to Literature 3-0-3

Introduces the student to literature of some complexity and sophistication, developing a critical vocabulary and skills in reading on an advanced level. Analysis of genre: short fiction, poetry, and drama.

Prerequisites: None

GOV 113 Introduction to Government 3-0-3

An examination of the origins and operations of the national political machinery; the development, functions and philosophy of political parties; the problems and tasks of leading governmental agencies.

Prerequisites: None

HIS 103 American History I 3-0-3

Traces the major trends in the history of the United States from colonial times to the end of Reconstruction. Concentrates upon the diplomatic, political, economic, intellectual, and cultural achievements of the American nation, set within the larger framework of the European world.

Prerequisites: None

HIS 113 American History II 3-0-3

Increasing emphasis on the post Civil War industrial development of the United States and to subsequent role as a great world power to present.

Prerequisites: None

HIS 203 World Civilization I 3-0-3

A historical review of human civilization from prehistoric times through the Renaissance. The class focuses upon the political, economic, and cultural achievements of various civilizations of the world.

Prerequisites: None

HIS 213 World Civilization II 3-0-3

A survey of major civilizations of the world in the post-Renaissance period, including Asian, African, and Western European civilizations in the areas of politics, economics, and scientific, and cultural developments. Emphasis I placed on the increasing interdependence of world civilizations and people.

Prerequisites: None

INF 103 Information Technology Applications 3-0-3

Terminology, concepts, principles, and use of computer in solutions of business, scientific and educational decision-making problems. Introduction to system structures, storage media, peripheral equipment, communications and Web development. Emphasis on topics in human-computer interaction and human factors, collaborative technologies, ethics, privacy, and ownership of information and information sources, information representation and the information life cycle, the transformation of data to information. Hands on assignments: word processing, spreadsheet analysis, database, presentation graphics, and collaboration software.

Prerequisite: Computer Literacy

MA 113 College Algebra 3-0-3

Topics include: rational algebraic expressions, quadratic equations, non-linear systems, partial fractions, binomial expansion, synthetic division, determinants, 0065ponents, radicals, logarithms.

Prerequisites: Adequate SAT/ACT mathematics score or approval of department chair.

MA 123 Trigonometry 3-0-3

Topics include: Trigonometric functions, identities, inverses, unit circle, solutions of triangles, trigonometric equations, complex numbers, radian measure, angular velocity.

Prerequisites: Adequate SAT/ACT mathematics score or approval of department chair