



Fall 2016 – 17 Dual Credit Registration Checklist

DUAL CREDIT ADMISSION AND REGISTRATION

ADMISSION:

Students that have **NEVER** enrolled/registered for dual credit courses at Kentucky State University need to open www.kysu.edu in their browser and complete the following steps: *(See page 6 for more detailed information on completing the dual credit application.)*

- 1) Toggle the link labeled WIREED
- 2) Choose **Apply for Admission**
- 3) Choose **First Time User Account Creation**
- 4) Choose **Dual Credit/High School**
- 5) Follow the prompts and complete the required enrollment information
- 6) Print off the necessary verification forms found under “Supplemental Forms” based on the following:
 - a. **High school students:** *2016-17 Dual Credit Counselor Verification form and 2016-17 Dual Credit Parent/Student Release and Guarantee of Payment.*
 - b. **Homeschool students:** *2016 – 2017 Homeschool Dual Credit Parent Verification/Authorization Form.*
- 7) Electronically submit your application. New students will receive an email with their KSU ID, confirmation their application is complete, and directions for Blackboard, email and registration.
- 8) Follow the link to the Dual Credit Website. Carefully read the **Course Registration** directions below to register for classes.
- 9) After completing the dual credit application process students will receive a confirmation email welcoming them to KSU. The email will include their KSU student number along with directions for accessing WIREED, Blackboard and their KSU email.

COURSE REGISTRATION:

Both new and continuing students must complete the following registration process each semester.

- 1) Open www.kysu.edu in your browser.
- 2) Choose **ACADEMICS** at the top of the page
- 3) Toggle the Dual Credit link which will take you to the dual credit page
- 4) On the Dual Credit page toggle the Dual Credit Application.
- 5) Carefully read the **Choosing a Course** and **Course Type** descriptions below.
- 6) Fill in the requested identification information and choose the courses that you wish take.
- 7) Submit your registration.

Choosing a course: A detailed course list of dual credit courses available can be found on the Dual Credit page. Meeting times, days and class availability for any course, particularly those with multiple sections, can be found on the KSU website under WIREED. *(See page 6 for more detailed instructions on accessing WIREED.)*

Course Types: There are different course types that dual credit students can register for. Please read the following list carefully before choosing a course.

- 1) **On campus:** These courses are traditional on campus courses and taught on the Kentucky State university campus only. Students must commute to campus to participate.
- 2) **Online:** These courses are traditional online courses available for KSU students. Before taking an online course, check with your counselor/parent to make sure you have the necessary support to successfully complete an online course.
- 3) **Virtual:** These courses are taught in the classroom on the Kentucky State university

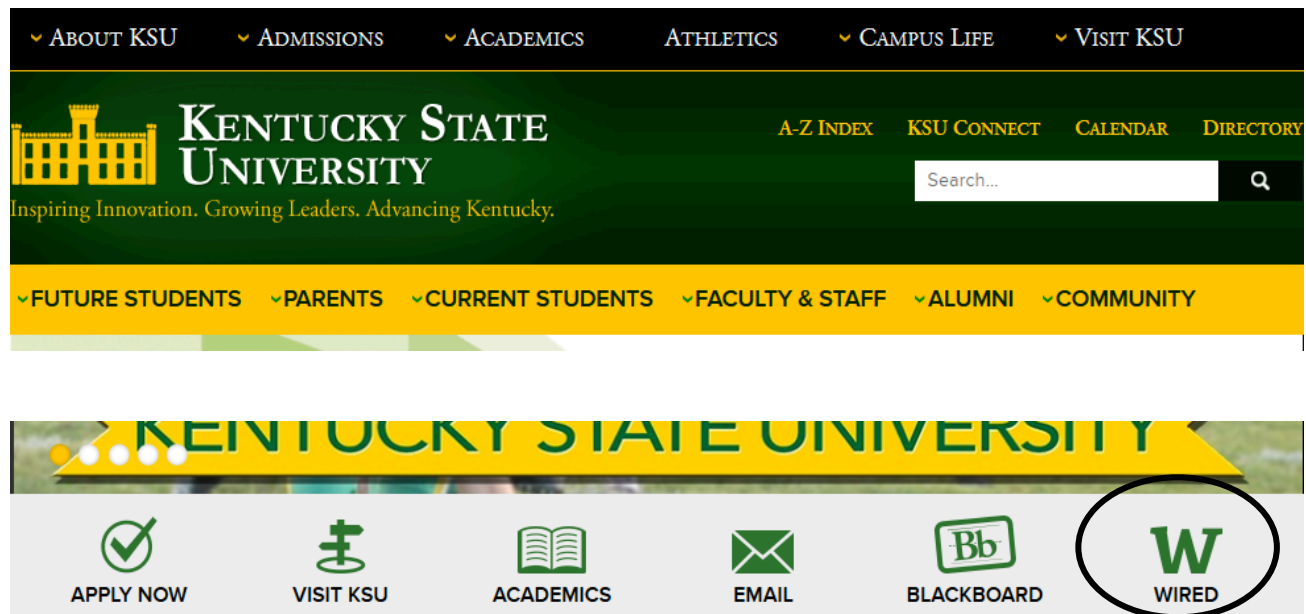
campus. Students are part of a high school class which remotely joins the college class using Skype or ZOOM and Smart Board Technology.

- 4) **On-site Team Teaching:** These courses are team taught at the high school and must be facilitated by a high school teacher working in collaboration with a KSU faculty member. Check with your counselor to see what Team Teaching courses are available at your high school.

VERIFY ADMISSION AND REGISTRATION:

Once a student has completed the application process they should receive a confirmation email with their KSU student ID number. Login to WIRED using your KSU student number and review your account information for accuracy. Students must check the accuracy of their course schedule, high school designation, and tuition information as soon as possible.

1. Go to the Kentucky State University website toggle the **WIRED** icon (see diagrams below).
2. Toggle ENTER SECURE AREA
3. USER ID → type in your KSU student ID number
4. PIN → type in your birthdate in the format MMDDYY. For example, if you were born on July 10, 1998 your PIN would be 071098
5. Choose the STUDENT tab to access your account information.
6. Once you have registered you will want to check the status and accuracy of your course(s) registration by toggling the following links:
 - a. Registration → **Registration Status:** If you have a financial hold you will not be registered for any classes and must contact the One Stop Shop (502) 597-5884 to clear any financial holds.
 - b. Registration → **Student Detail Schedule:** Students should check to make sure they are registered for the correct course(s).



BILLING

Payment of tuition for on-campus, online and virtual dual credit courses is due no later than Friday, the **Last day of add/change registration** as stipulated in the 2016-2017 Academic Calendar located at the end of this document. Payment can be made online through WIRED by cash or check or paid directly to the KSU cashiers office. (*See below*)

Payment of tuition for the On-Site Team Taught courses is due no later than the Friday after the **Last day of add/change registration** as stipulated in the 2016-2017 Academic Calendar located at the end of this document. Cash checks must be turned into the student's affiliated high school course teacher or counselor. The high school bookkeeper will receive an invoice from KSU and pay with a purchase order for all dual credit students enrolled in team taught courses.

Cost for dual credit courses is currently \$60 or \$165 per 3 credit hour course. Detailed course cost can be found in the **Dual Credit Course Listings** document.

Payment methods for on campus and online courses: Students can pay their tuition either online or by check.

- **Online payment with credit card:**
 - Login to the student WIRED account
 - Choose the STUDENT tab
 - Choose STUDENT RECORDS → ACCOUNT SUMMARY or ACCOUNT SUMMARY BY TERM
 - In the center at the bottom of the page will be a link MAKE PAYMENT
 - Choose MAKE PAYMENT and follow the directions
- **Payment by check:**
 - Payments can be delivered directly to the KSU cashiers office located in Room 364 on the 3rd floor of the Academic Services Building. Hours are Monday through Friday 8 a.m. to 4:30 p.m.
 - Payments can also be made by check and mailed to the following address. Do not mail cash.
 - Kentucky State University
 - 400 East Main St.
 - Cashier Office Room 364
 - Frankfort, Ky. 40601

Further information can be found at: <http://kysu.edu/administration-governance/finance-business/bursar/how-do-i-pay-my-bill/> or from the KSU webpage under CURRENT STUDENT → Tuition and fees → How do I pay my bill.

GRADING

Students can use WIRED to access their midterm grade and final KSU semester grade. Official transcripts can be ordered by following the directions at www.getmytranscript.com

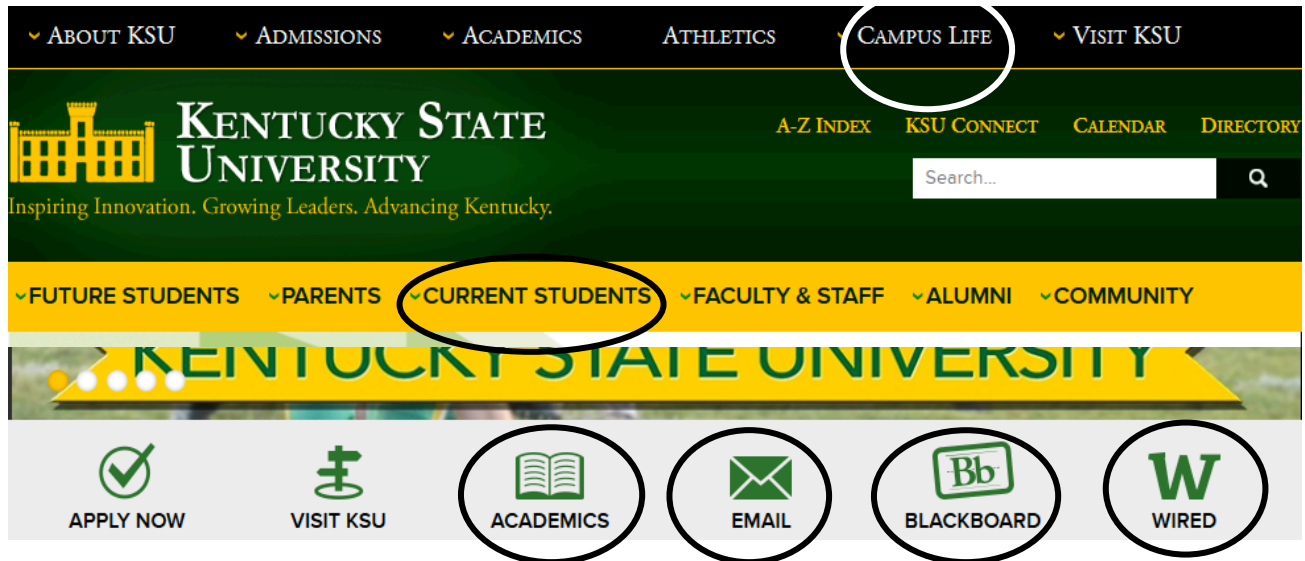
The structure of dual credit courses provide both high school and university credit. A student's high school grade and university grade **may or may not be the same**. A student's high school will determine how the high school portion of the grade is calculated. The KSU instructor of record is solely responsible for calculating grades for the college credit portion of the course which should be clearly detailed in the course syllabus. A student's transcript will only reflect the grade assigned by the KSU instructor of record.

Grading Deadlines:

- **On campus, virtual and online** dual credit course grades are due at the end of the University semester as stipulated in the university academic calendar found at the end of this document. The student's high school grade and KSU credit bearing course grade will usually be the same.
- **On-site Team Teaching** dual credit course grades are due, depending on the course structure, at the end of the university semester or at the end of the regular high school semester. The student's high school grade may be different from their official KSU course grade. During the semester, the student's high

school teacher will keep them apprised of their university grade. At the end of the semester students can access their final KSU semester grade through WIRED, once grades have been posted.

KSU WEBSITE HOT LINK PATHWAYS



The following sites can be accessed from the main page of the KSU web page using embedded hot links referenced in the above website illustration.

WIRED: Toggle the WIRED icon

BLACKBOARD: Toggle the BLACKBOARD icon

EMAIL: Toggle the EMAIL icon

DUAL CREDIT: Toggle ACADEMICS at the top of the page → Dual Credit

STUDENT ONE STOP SHOP: Toggle CAMPUS LIFE at the top of the page → Student One Stop Shop

ACADEMIC CALENDAR: Toggle CURRENT STUDENT → Academic Calendars

ACADEMIC CENTER FOR EXCELLENCE (ACE): Toggle CURRENT STUDENT → Academic Support.

INFORMATION TECHNOLOGY: Toggle CURRENT STUDENT → Information Technology

DISABILITY SERVICES: Toggle CURRENT STUDENT → Disability Resource Center

REGISTRAR: Toggle CURRENT STUDENT → Registrar

TUITION PAYMENT: Toggle CURRENT STUDENT → Tuition and Fees → How Do I Pay My Bill?

KSU SUPPORT SERVICES FOR DUAL CREDIT STUDENTS

Academic Center for Excellence (ACE): (502) 597-6680

ACE offers free tutoring for all students enrolled in KSU classes. ACE is located on the 1st floor of the KSU student center. Further information can be found on the KSU website at <http://kysu.edu/administration-governance/student-affairs/rmas/academic-center-for-excellence/> or by following directions in the section **KSU WEBSITE HOT LINK PATHWAY**.

Smart Thinking Tutoring (STT): STT offers free online tutoring to KSU students 24/7. Students can access STT at any time day or night although appointments are encouraged to ensure that a tutor in the content area requested is available. To access STT students should login to their Blackboard course and toggle the button/link to the left labeled **Smart Thinking Tutoring**.

Blackboard support: Questions or concerns with Blackboard should be addressed to Jennifer Miles at jennifer.miles@kysu.edu or (502) 597-7023, **NOT** Information Technology. Blackboard can be found on the KSU website at http://blackboard.kysu.edu/webapps/portal/frameset.jsp?tab_tab_group_id=2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_5442_1%26url%3D or by following directions in the section **KSU WEBSITE HOT LINK PATHWAY**.

Information Technology (IT): Question/problems involving student email should be referred to IT. Further information can be found at on the KSU website at <http://kysu.edu/administration-governance/academic-affairs/registrar/2015-2016-bulletin/general-education/information-technology/> or by following directions in the section **KSU WEBSITE HOT LINK PATHWAY**. To make a request for IT support, email the help desk at helpdesk@kysu.edu

Student One Stop Shop: (502) 597-5884

Questions/problems involving registration issues such as WIRED login or password issues or financial holds should be referred to the student one stop shop. Further information can be found on the KSU website at <http://kysu.edu/administration-governance/student-affairs/sos/> or by following directions in the section **KSU WEBSITE HOT LINK PATHWAY**.

Disability Resource Center: (502) 597-5076

Information about disability resources and services can be found on the KSU website at <http://kysu.edu/administration-governance/finance-business/human-resources/disability-resources/> or by following directions in the section **KSU WEBSITE HOT LINK PATHWAY**.

DETAILED ADMISSION AND REGISTRATION INFORMATION

Online application information

Students must have access to the following information available to complete the online application:

- ✓ Full legal name
- ✓ Student Kentucky Department of Education (KDE) Number
- ✓ Student email address
- ✓ Parent/guardian email address
- ✓ Student Social Security number
- ✓ Home phone and parent/guardian cell phone
- ✓ Emergency contact information – include work phone
- ✓ Name, address, phone number of at least one relative – preferably parent
- ✓ Current GPA
- ✓ Graduation date
- ✓ ACT/SAT composite and subscores as well as KYOTE placement scores (*if available*)
- ✓ *Affiliated high school

* *Not required for homeschooled students or students not affiliated with a Kentucky high school.*

Viewing available courses in WIRED

A detailed course list of dual credit courses available can be found on the dual credit website. Meeting times, days and class availability for any course, particularly those with multiple sections, can be found on the KSU homepage:

1. Under CURRENT STUDENTS - choose **Schedule of classes**.
2. Choose the current term and press **Submit**
3. Choose an academic area from the first dropdown menu, then press **Class Search**
4. To check on class section availability (number of seats left), click on the course title.
5. Course descriptions can be found by toggling **View Catalog Entry** for that course.
6. Online courses are designated by section numbers V1, V2....

ADDITIONAL INFORMATION FOUND ON THE DUAL CREDIT WEBPAGE

The following additional information can be found on the dual credit website:

- Dual credit introduction and list of benefits:
 - Discounted tuition rates
 - Decrease time to College degree
 - Increase in college preparation and career readiness
- Registration and add/drop deadlines
- **Dual Credit Course Listings** with course definitions
- Counselor/Parent Verification Form
- Link to dual credit online application
- Billing information
- Transcript request directions
- One-stop shop contact information

2016 – 2017 ACADEMIC CALENDAR

Not yet available