

Dual Credit Registration

School Dual Credit Course Selection for Fall 2020 and Spring 2021

Please email Dr. Brandi McCraw (blmccraw@iccms.edu) a list of your course offerings for the fall and spring semesters. Please include the desired delivery (online or traditional) and the name of the instructor **if** it is one of your instructors.

Please note that if your school has not offered a particular dual credit course prior to the fall 2020 semester, the course will need to be approved by the Vice President of Instruction prior to offering to your students. Simply indicate “new” by the course, and we will begin the approval process.

Admissions Process for Dual Credit Students

Please note that if your student was enrolled in dual credit courses for the spring 2020 semester, he/she will **not** need to reapply for admission for the fall 2020 semester. We will only need an updated copy of the high school transcripts and the appropriate recommendation form.

All **new** dual credit students will need to apply for admission online at www.iccms.edu/apply. Please make sure each applicant is applying for the fall 2020 semester, selecting the correct graduation date, and using the correct social security number. This is **very** important and will help with eliminating multiple applications and allowing a quicker process of admitting. In addition to the admissions application, each student will need to submit a partial transcript and a dual credit recommendation form. We will only need ACT scores if the student wishes to enroll in English Composition I or College Algebra.

ACT Scores and Course Placement

We are aware that because of the cancellation of the March ACT, some of your students will not have had the opportunity to sit for the test until June or July, delaying the receipt of scores and verification of eligibility for English Composition I and College Algebra. Because of this, we ask that you conduct your pre-registration process as normal, assuming that all of your students **will** be eligible to take English Composition I or College Algebra, and submit the numbers to me accordingly. We will allow the students to begin the course; however, the students will be removed from the course if we have not received appropriate scores within 3 to 5 days following the “last day to add” for the particular term.

Course waivers will no longer be an option for dual credit students.