



WILLISTON STATE COLLEGE

“Where The People Make [The Difference]”

Dual Enrollment Programs Reference Guidebook

Version Date: October 16, 2023

Updated: August 7, 2024; October 1, 2024; April 6, 2026



Dual Enrollment Program Overview

At WSC, we believe in getting an early start to your academic career. We offer two types of pathways to help high school students on their academic journey to college.

High school students can enroll in **Dual Credit** courses, which allow them to receive **both** college and high school credits. For example, the student who successfully completes ENGL 110: College Composition I, will earn 3 college credits **and** equivalent high school credit.

The Dual Credit program allows eligible high school sophomores, juniors, and seniors to take coursework and earn credits for both high school and college.

Early Entry programs allow high school students to take college courses from WSC **in addition to** their high school schedule. **The student will only receive college credit for these courses.**

Students who are college-bound and academically eligible can reap these benefits through:

- Gradual transition into colleges
- Challenging coursework
- Reduced tuition for college courses with the opportunity to earn a **WSC Dual-Credit/Early Entry Scholarship Award from the WSC Foundation**
- Students who enroll in dual credit or early entry courses and decide to attend WSC after high school will receive a reimbursement for the concurrent enrollment courses completed.

How do the Dual Credit/Early Entry programs work?

The high school and the college must agree on the course, instructor, mode of instruction, and content. The WSC department has final approval. This process is jointly facilitated by the Assistant Academic Dean, the Academic & Student Affairs Administration, the Faculty Liaison, and the Director for Enrollment Services.

School District Superintendents must formally grant permission for said high school students in this process per N.D.U.S. Procedure, Section 402.3.2.

- Students visit with their high school counselor to ensure the university course(s) taken will meet high school graduation and university/career requirements. Counselors will review the student's academic standing to determine eligibility for the Dual Credit program.
- Students apply for enrollment at WSC as **non-degree** students. Only Early Entry students will be issued a WSC student ID card, which can be used for athletic events, library services, theatre, and other campus events.
- WSC fee-paying students have memberships to the Williston Area

Recreation Center (ARC) <https://wi11istonstate.edu/students/Campus-Life/Wi11iston-ARC/>

- Tuition is paid to the university by the student for the course(s) being taken.
- The grade earned in the course becomes part of the student's permanent high school and college record. Policies and procedures for Academic Records are provided in the link below:

<https://wi11istonstate.edu/uploads/19/20200108%20WSC%20Academic%20Record%20Policy.pdf>

College Pathways

Williston State College Pathways allows students to fulfill their high school graduation requirements while enrolling in WSC courses. Students can follow a pathway in STEM, Humanities/Social Science, Technical, Health, Business, or Agriculture.

To qualify for the Dual Credit/Early Entry program, students must meet the following requirements:

- *Must be a High School sophomore, junior, or senior.*
- *Must have at least a cumulative GPA of 2.0 or higher.*
- *Must meet course-specific placement score and/or prerequisite requirements as determined by the NDUS and WSC policies.*
- *Permission from the parent/legal guardian and the high school.*

Students may preview each pathway and its requirements. To see the full sheet with all WSC's Career Pathways, [CLICK HERE](#).

EdReady & Accuplacer Placement

Under ND State University policy 402.1.2, placement scores are required for enrollment in dual credit and early-entry courses in English and Math (e.g., College Composition I, College Algebra, Elementary Statistics, Pre- Calculus, Applied Calculus, and Calculus I). WSC's placement guideline outlines tests accepted for admission and for Math and/or English placement. *WSC accepts Accuplacer results from other sites.*

Students who have not taken the ACT/SAT will be responsible for filling out a Placement Test Request Form found on the Williston State College [website](#). You need an account to use EdReady, so students must register before they can start. Please click this link: <https://willistonstate.edready.org/home>

If students are testing remotely, they have 14 days to schedule an exam time after the voucher is sent. After 14 days, the voucher will expire, and the student will be responsible for filling out a new request. If the student would like to retest, they are responsible for filling out a new request.

WSC offers placement testing to prospective students considering attending our campus. WSC currently offers EdReady placement testing for Math and English. This exam assesses college Math and English readiness and provides a study option, as well as personalized study paths to fill in knowledge gaps. *Students can complete this exam on their own and do not require a Proctor.*

Students **MUST** notify **WSC Enrollment Services** at wsc.admission@willistonstate.edu upon completion of their EdReady exam. p. **701.774.4200** t. **701.595.7389** *Scores will not be processed unless this department has been notified. **Score to place into College Algebra: 75. Score to place into English 110: 80.***

If you do not reach the target goal, you may continue to work in EdReady to increase your score. EdReady Help Center (Knowledge Base & FAQs): <http://support.edready.org>

Course Approval

Before a course can be offered for Dual Credit on a high school campus, approval must be obtained by the appropriate Williston State College Academic Department. The request for course approval can be initiated through the Office of the Assistant Academic Dean.

All WSC instructors are required to hold a Master's degree in their field of instruction or a Master's degree in an unrelated field plus 18 graduate credit hours in the field of instruction. Potential faculty must submit a letter of application addressed to the *Vice President of Academic Affairs*, a vitae, and a transcript of the highest degree earned to the office of the Assistant Academic Dean.

Implementation specifics will be discussed with the High School offering the course, including: contracts, timeline, course schedule, and responsibility for textbooks/supplies (paid by the high school or students).

College Approved Syllabi

A college-approved syllabus and textbook must be used for each Early Entry and Dual Credit course. Faculty may personalize the Syllabus but must maintain pertinent learning outcomes and WSC policy information. Each semester, a copy of the course Syllabus must be sent to the Office of the Assistant Academic Dean. Enrollment will begin only after approval has been granted by the WSC Academic Department and the Faculty member has completed all new-hire paperwork required by WSC.

Dual Credit Faculty

The Higher Learning Commission (HLC) requires all collegiate faculty to meet certain qualifications. Please view the matrix before applying to teach dual credit at Williston State College.

[WSC Faculty Qualifications Matrix:](#)

All WSC candidates wishing to be considered must complete the same hiring and onboarding processes:

- Submit a Person of Interest Request Form to Williston State College.
- Attach your unofficial transcripts, vitae, and cover letter to your application. Official transcripts are required before class session you are teaching begins.
- Submit a [WSC Instructor Approval Form](#) to be signed by the Vice President of Academic Affairs to the VPAA's Executive Assistant.
- The course section is approved for dual- credit by 1) the N.D.U.S. institution offering the course, and 2) the High School Principal and District Superintendent.
- ***Once steps are completed, all Dual Credit Instructors/Faculty will receive a WSC Faculty Liaison in their program discipline.*

Helpful Documents:

- [Student Checklist "How to Guide."](#)
- [Syllabus Checklist with WSC Standardized Template \(WIDS, gather from Academic Chair\)](#)
- Check [WSC Class Roster](#) in [Campus Connection](#). (See page 13).

Faculty Responsibilities

Syllabus

Dual Credit Faculty will obtain a copy of an approved syllabus for their course. Once modified, a copy of the syllabus should be reviewed by the appropriate faculty liaison and the Assistant Academic Dean. A copy must be filed with the department each semester. A copy of the Syllabus must be provided to each student.

Enrollment Reporting

After the last day to drop for a 100% refund, faculty are required to verify course enrollment via email to the office of the Director of Enrollment Services and the office of the Assistant Academic Dean.

Final Grading

Please regularly validate your enrollment roster in Campus Connection. After 8 weeks of instruction, ensure you are up to date with mid-term grading. Final Grades are required to be entered into Campus Connection by the due date set by the WSC Registrar's Office.

A reminder to submit Final Grades will be sent to instructors' WSC and our K-12 school email accounts as soon as rosters are available. Grades must be entered for all students, and the approval status must be changed from "Not Received" to "Approved".

When submitting Final Grades, faculty should ensure names identified on the Campus Connection grade roster match the students in attendance. Please report any discrepancies to WSC's Registrar/Research Analyst. The respective High School semesters may not end at the same time as the college. However, Instructors need to post grades according to the WSC Academic Schedule.

Use of WSC Learning Management System (LMS)

Dual credit faculty are required to utilize Blackboard LMS for their WSC dual credit courses. Dual credit faculty will be supplied with a Blackboard Minimum Expectations document to outline these expectations.

Each semester, dual credit faculty will receive a Blackboard course shell to use. This course shell will be pre-built with assignments linked to institutional learning outcomes. These assignments are to remain in the shell. Otherwise, dual credit faculty can edit the course shell to make it their own course.

Course Evaluations

WSC will send students a link inviting them to provide feedback on their courses approximately two weeks prior to the end of the semester. The evaluation period will be open for seven days, and students will receive reminders to complete the evaluation. During this time, faculty are asked to encourage students to check their WSC messages and provide feedback on their courses.

Faculty Compensation

Williston State College adheres to the following North Dakota University System policies and procedures regarding dual-enrollment program faculty.

Dual enrollment faculty are observed by a designated WSC Faculty Mentor or Academic Chair to evaluate Communication, Instructional Skills, Student Participation, and Interaction with course content delivery.

Early Entry courses offered on the high school campus, during regular school hours, and are taught as part of the high school teacher's load are considered subsidized by the school district. *In this case, students are charged the high school student subsidized tuition rate as outlined by NOUS Procedure 805.1.*

Additionally, WSC may pay the local School District a stipend for adhering to the guidelines in this manual, including submitting required attendance and grade reports by the due dates set by the WSC Registrar, as well as submitting general education assessment data as required by the WSC Assessment Committee. It is up to the individual High School whether this stipend is ultimately shared with the Instructor (or whether funds go toward other administrative expenses for Guidance Counselors, Follow-Up Advising with Students/Families, Grades, etc.).

The High School's stipend earned from WSC is \$90.00 per student for up to 20 students typically, or \$1,800 per class. This stipend is paid directly to the School District for the local High School. *If reimbursed by ND Department of Public Instruction, ChoiceReady grant, this amount is slightly lower at \$89.43 per student.*

Dual credit courses offered on the high school campus at times outside normal school hours, or taught by a WSC campus faculty member, are considered unsubsidized by the school district. *In this case, students are charged the unsubsidized high school student tuition rate as outlined in NDUS Procedure 805.1.* Dual credit faculty members are compensated according to the WSC Adjunct, Overload, and Independent Study Salary Schedule (please refer to Academic Affairs and Human Resources). These Faculty members must also adhere to the guidelines in this manual, including submitting required attendance and grade reports by the due dates set by the WSC Registrar and submitting general education assessment data as required by the WSC Assessment Committee.

Resources

E-mail Account & Support

All early entry dual credit Adjunct Faculty/Instructors are required to have and use an WSC e-mail account. Important information about classes will be sent to this account throughout the semester from the WSC Registrar or other WSC personnel. *Mail to WSC email accounts may also be forwarded to any other email account.*

Campus Connection

Help Desk: 1-866- 457-6387

Course information, class, and grade rosters are found in the North Dakota University System's Campus Connection program. Course information is available seven days a week, 24 hours a day.

WSC Photo ID

701.774.4226

ID Cards can be obtained in the Photo ID office located on the second floor of Stevens Hall in the Learning Commons. All WSC Adjunct Faculty/Instructors must be on contract and entered into PeopleSoft or Campus Connection to obtain an ID card. A government issued photo ID must be presented at the time of original card issuance. Adjunct Faculty/Instructors geographically removed from campus can forward a professional photograph with a copy of official identification (i.e., passport, driver's license, etc.) and the campus will create and forward the identification card.

Learning Commons 701.774.4226

Adjunct and dual credit faculty may check out Library Resources using their WSC Photo ID.

Library Resources

These resources can also be accessed through the WSC Learning Commons website:

<https://willistonstate.edu/academics/Learning-Commons/>

When on campus, no login is required to access our catalog and online resources. When off campus, please use your Campus Connection login information to access.

Contact Us

Learning Commons Stevens Hall, 200

wsc.circulation@willistonstate.edu

p. 701.774.4226

Assistant Academic Dean

Cade.coles@willistonstate.edu

p. 701.774.4501

Policies

Class Attendance

Students are expected to attend all scheduled class sessions. A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member teaching the course.

Protocol: Dual credit faculty may establish attendance standards and determine whether a student may make up work missed due to absence(s).

Grade Change Policy

Grade change policy for Williston State College can be found at <https://willistonstate.edu/academics/Academic-Records/>
Inquiries can be directed to the Registrar, Research Analyst at: wsc.records@willistonstate.edu

Student Appeal of Course Grade Procedure

If a student is dissatisfied with a final letter grade, and who has reason to believe the grade issued is incorrect, the grade appeals policy can be found within WSC's Academic Records Policies and Procedures <https://willistonstate.edu/academics/Academic-Records/>

WSC Campus Mailing Address

Williston State College 1410 University Avenue
Williston, ND 58801

College Website

www.willistonstate.edu

Office for Extended Learning Website

<https://willistonstate.edu/academics/Academic-Resources/Distance-Learning/>

Online Student Complaint Process

In the event that a complaint cannot be resolved at the College level, all students can contact the North Dakota University System (NOUS) which is governed by the State Board of Higher Education. The NOUS is also the State Authorization Reciprocity Agreement (SARA) portal agency in North Dakota. <https://ndus.edu/state-authorization-sara/>

Claire Gunwall, Director of Academic Affairs

North Dakota University System 600 E Boulevard Ave, Dept 215
Bismarck, ND 58505
Office: 701.328.4140 or stateauth@ndus.edu

Student/Faculty Services Offices

Admissions

Enrollment Services, Stevens Hall, 1st Floor
p. 701.774.4200

Bookstore

Stevens Hall, Student Services, 1st Floor
p. 701.774.4260

Campus Connection Help Desk

p. 1-866-457-6387

Office for Extended Learning

Learning Commons, Stevens Hall 200
p. 701.774.4226

Scheduled Proctoring

Learning Commons
p. 701.774.4226

Director for Extended Learning

Michelle.eslinger@willistonstate.edu
p. 701.774.4594

Instructional Technologist

Elizabeth.marcus@willistonstate.edu
p. 701.774.4590

WSC Library

Learning Commons
p. 701.774.4226

WSC Photo ID

Learning Commons
p. 701.774.4226

Financial Services

Stevens Hall, 2nd Floor
p. 701.774.4299

Human Resources/ Payroll

Administration, Stevens Hall, 202A
p. 701.774.4204

Information Technology Help Desk (WSC Local)

Stevens Hall, 2nd Floor
p. 701.774.4570

Registrar's Office Student Services

Stevens Hall, 1st Floor
p. 701.774.4267

Academic Affairs Division

Vice President for Academic Affairs, Stevens Hall, 201C
p. 701.774.4500

Academic Dean of Arts and Sciences

Stevens Hall. 115E
p. 701.774.4286

Business & Trades Technology

Western Star, (CTE) 129
p. 701.774.4532

Nursing and Allied Health/Health Science

Healthcare Training Facility 222 (1st and 2nd floor)
p. 701.774.4501
p. 701.774.4290

Student Affairs Division

Vice President for Student Affairs
Stevens Hall 105
p. 701.774.4200

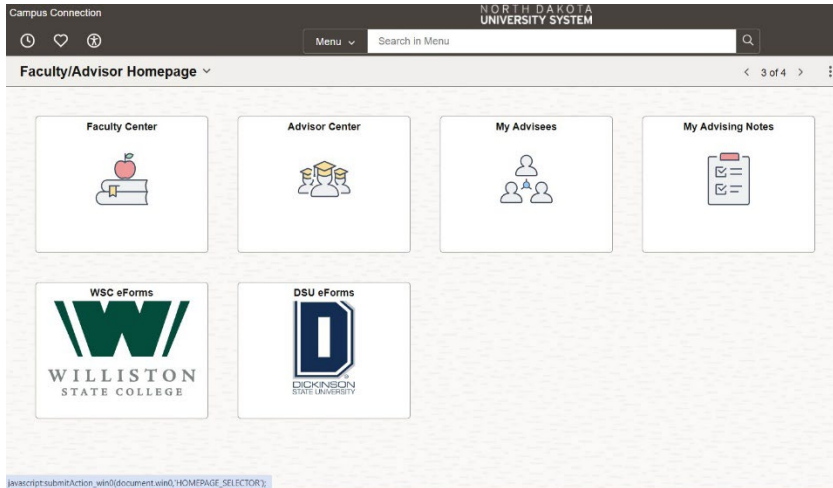
WSC Code of Conduct <https://willistonstate.edu/students/Student-Policies/WSC-Code-of-Conduct/>

How to Check Student Roster through WSC Campus Connection

1. Log into Campus Connection

- a. If you have not claimed your Campus Connection Account, please visit this [link](#)
- b. If you have not claimed your WSC email account, please visit this [link](#)

2. Once logged in, your homepage should look like the picture below. To view currently enrolled classes, go to Manage Classes



3. Click on 'Faculty Center.'

4. Once you click on 'Faculty Center, you should see your course listed with an icon shaped like three-headed figures. Click on this icon. Verify that each student who is supposed to be enrolled as dual credit is on this roster.

Faculty Center

My Schedule | Class Roster | Grade Roster

Cade Coles

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

My Schedule

2026 Spring | Williston State College [Change Term](#) [View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option
 Show All Classes Show Enrolled Classes Only

Icon Legend | [Class Roster](#) | [Grade Roster](#) | [Learning Management](#)

My Teaching Schedule > 2026 Spring > Williston State College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
PSYC 270-1 (35675)	Psyc Disorders & Treatment (Lecture)	8	MoWe 6:00PM - 7:15PM	WSC Stevens Hall, Rm 114	Jan 12, 2026- May 15, 2026

[View Weekly Teaching Schedule](#) [Go to top](#)

Grade Reporting Instructions

Each semester, faculty must enter the end-of-semester grades in Campus Connection. Faculty will receive an email to their WSC account each semester with the due dates. If the High School semester does not end at the same time as the college semester, the designated campus official will work collaboratively with the academic chair and respective Department Faculty to ensure grades are submitted to the Registrar/Research Analyst by Dual Credit Instructors.

This is mission-critical, and grades must be submitted prior to the census deadline. The WSC Registrar cannot submit the institution's grades globally unless every course and the respective Faculty/Instructor's student grades are accounted for.

To enter grades, follow the same directions listed above in the 'How to Check Student Roster through WSC Campus Connection.' However, during finals week, a grade roster icon will appear next to the student roster icon. Click on this icon. A list of your students will appear, and you can manually enter each grade.

Grades Integration offers Instructors the option to import grades from PeopleSoft. Created Blackboard courses directly into Campus Connection instead of entering grades manually. A step-by-step overview of how the process works is available - if you actively utilize the LMS.

- In Campus Connection, navigate to
 - a. Self-Service
 - b. Faculty Center
 - c. Grade Roster
- Click on the large, green 'Import Grades' button on the
- side of your screen
- After grades are pulled in, it is important to review the results.

WSC Email Instructions

Accessing WSC Email

- WSC email can be accessed by going to willistonstate.edu
- Click on Email at the top of the webpage above the green navigation bar

Forwarding WSC Email to Another Email Account

- Click on the gear wheel (settings) in the upper right-hand corner (next to your name) and select Options
- Select Organize Email on the left hand side
- Click the+ to Create a new rule for arriving messages
- A pop-up window will open to create the new inbox rule; enter the following information:
 - a. Name (this will automatically fill in when you complete the other steps, but you may name it something else)
 - b. When the message arrives and [Apply to all messages]
 - c. Do the following: Redirect message to...
- Another popup window will open to select where you would like the message sent to
- Next to the word TO, type the email address you would like all messages sent to and select OK
- Click Save
- A popup window will appear asking, "Do you want this rule to apply to all future messages?" Click yes

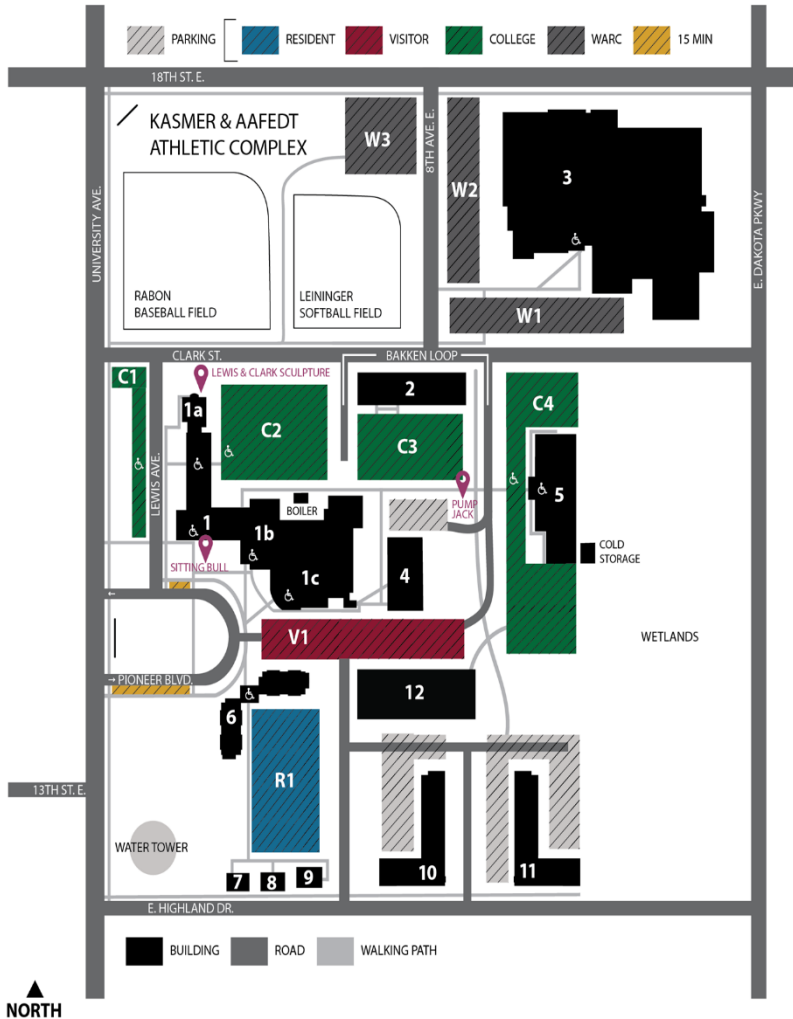
The rule can be modified or deleted on this screen if you need to turn off mail forwarding in the future.

Campus Maps



WILLISTON STATE COLLEGE CAMPUS MAP

1410 UNIVERSITY AVENUE, WILLISTON, ND 58801
701.774.4200 or 1.888.863.9455
www.willistonstate.edu



- 1. STEVENS HALL**
Classrooms, Learning Commons (library), Academic Affairs, Student Services, Teton Grill, Andrea's (bookstore), Skadeland Gymnasium, Teton Lounge, Student Life, Counselor and Administrative, Marketing, Staff and Faculty offices.
- 1a. SCIENCE CENTER**
Labs and Faculty offices for Biology, Anatomy, Physics and Chemistry.
- 1b. LEONARD P. NELSON HEALTH & WELLNESS WING**
Health, Physical Education and Nursing classes.
- 1c. THOMAS WITT LEACH COMPLEX (THE WELL)**
2,200-seat sports arena, walking track, weight room and Athletic offices.
- 2. CRIGHTON BUILDING**
Classrooms, labs and offices for Diesel Technology program.
- 3. WILLISTON AREA RECREATION CENTER**
Community Rec Center with indoor walking/running tracks, cardio/weight lifting areas and indoor waterpark.
- 4. ART WOOD BUILDING**
Campus Services offices.
- 5. WESTERN STAR CAREER AND TECHNOLOGY CENTER**
Business/Technology, Art, Welding, Ag, Petroleum and Massage Therapy classrooms, labs and Faculty offices. Also houses Adult Education and GED Testing
- 6. FRONTIER HALL (CAMPUS HOUSING)**
- 7. ABRAMSON HALL (CAMPUS HOUSING)**
- 8. MANGER HALL (CAMPUS HOUSING)**
- 9. NELSON HALL (CAMPUS HOUSING)**
- 10. WSC FOUNDATION APARTMENTS II**
- 11. WSC FOUNDATION APARTMENTS I**
WSC Foundation. Retail space on lower level includes: Jimmy Johns.
- 12. HEALTHCARE TRAINING FACILITY**
Healthcare program classrooms & clinical labs for Nursing, Massage Therapy, CMA, etc.

WORKFORCE TRAINING CAMPUS [TRAINND]
Located in the industrial park on the east side of Williston.

WORKFORCE TRAINING CENTER | 415 22ND AVE NE
PETROLEUM SAFETY & TECH CENTER | 421 22ND AVE NE
 safety.training@willistonstate.edu
 willistonstate.edu/trainND | 701.572.2835



WILLISTON STATE COLLEGE STEVENS HALL

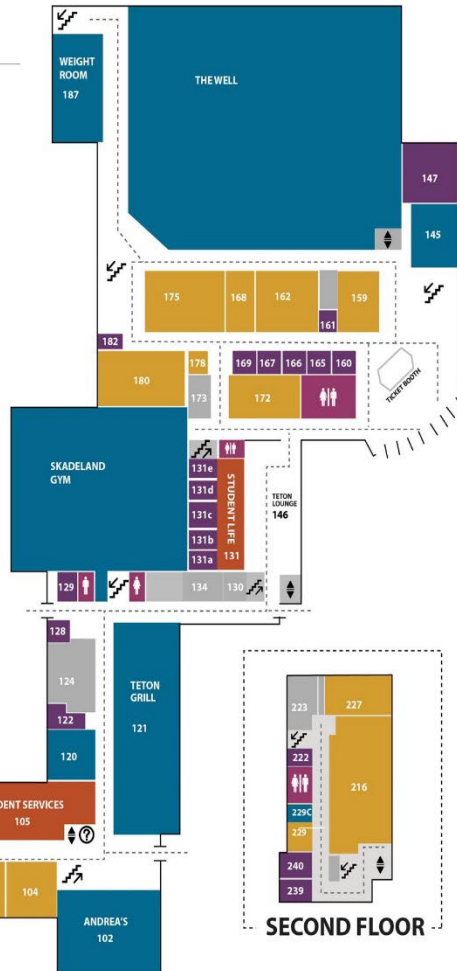
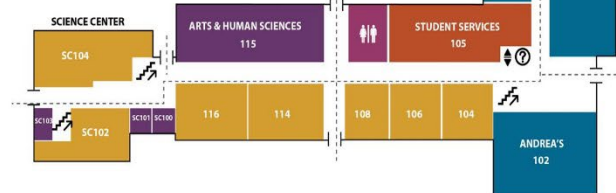
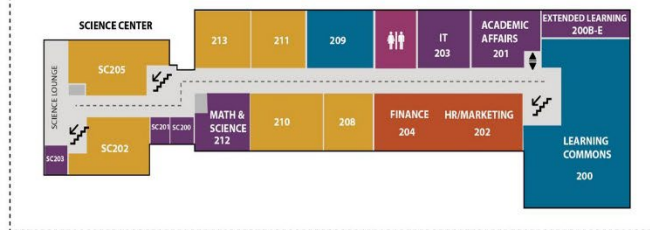
- STUDENT SERVICES**
- 105 Enrollment Services
 - 105 Financial Aid
 - 105 Registrar
 - 129 Counselor
 - 131 Student life
 - 202 HR/Marketing
 - 204 Finance

- FACULTY/STAFF OFFICES**
- 115 Arts & Human Sciences
 - 147 Athletics
 - 201 Academic Affairs
 - 200 Extended Learning
 - 203 IT
 - 212 Math & Science

- COMMON AREAS**
- 102 Andrea's Bookstore
 - 120 Comm Lab
 - 121 Teton Grill
 - 145 Alumni Room
 - 200 Learning Commons
 - 209 Math Lab
 - 229C Lactation Space

CLASSROOMS

SECOND FLOOR



SECOND FLOOR



Where the people make [the difference].



- FACULTY/STAFF OFFICES
- STUDY AREAS
- CLASSROOMS



Where the people make [the difference].



**Williston
State College**



**Office of the Assistant Academic Dean
1410 University Avenue
Health Care Training Facility, 221
Williston, ND 58801**

701-774-4501 or 1-888-863-9455 ext. 4501

Cade.coles@willistonstate.edu

Assistant Academic Dean of Health Programs and Partnerships

701-774-4594 or 1-888-863-9455 ext. 4594

Michelle.eslinger@willistonstate.edu

Director of Extended Learning

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