

Loyola University Chicago Dual Credit Program

STUDENT HANDBOOK



LOYOLA
UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

Loyola University Chicago Dual Credit Program

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TABLE OF CONTENTS

Program Overview	3
Eligibility	3
Course Expectations	3
Registration	4
Tuition and Payment	5
Withdrawing from Classes	6
Year-long Courses vs. One-Semester Courses	6
Transferring Credit	7
Requesting Transcripts	7
Course Evaluations	7
Student's Right to Privacy and Access to Records	7
Disability Services	8
Academic Integrity	8
Academic Advising	8
Library Privileges	8
Key Dates	9
Contact Information	9

Welcome to Loyola University Chicago's Dual Credit Program

The Dual Credit Program is an extension of Loyola's Jesuit mission to promote academic excellence and improve college access. By participating in the program, you can earn college credit while also fulfilling your high school graduation requirements.

PROGRAM OVERVIEW

Loyola's Dual Credit Program allows you to enroll in college-level courses for credit prior to high school graduation. **Classes are taught at your high school** during the regular school day by teachers who have earned affiliate lecturer status at Loyola University Chicago. You can expect the rigor of dual credit courses to match the rigor of on-campus university courses.

Credits earned through Loyola's Dual Credit Program can be applied to your high school graduation requirements and, in most cases, **transferred to other colleges and universities** (for more information, see section titled "Transferring Credit" on page 7 of this document).

Research indicates that students who start their college journey with credits earned in high school have a higher likelihood of completing their degree within four years. By taking this proactive step, you are setting yourself up for a smoother and more successful college experience.

ELIGIBILITY

Students must have the appropriate academic qualifications to be considered for the Dual Credit Program. Loyola seeks highly motivated and capable high school students who meet the following criteria:

- Currently enrolled in their junior or senior year of high school
- Have a cumulative unweighted GPA of 3.0 or higher on a 4.0 scale
- Have authorization from the high school administrator that certifies their school year and academic standing

Sophomores enrolled in high school courses that are typically junior or senior-level — that is, courses with majority enrollment at junior or senior level — may participate in the Loyola Dual Credit Program if:

- The designated course is a junior (or senior) level course.
- The student has scored in the 90th percentile or above composite score on their most recent standardized test (ACT, SAT, PSAT, MAP, IBTS, or EXPLORE), verified by a copy of the official test report.
- The student meets the required 3.0 GPA standard, verified by a copy of the student's high school transcript.

Sophomores should contact their high school dual credit liaison (usually your high school principal, assistant principal, or guidance counselor), who will then submit the required documentation to Loyola's Director of Dual Credit.

COURSE EXPECTATIONS

No matter where your dual credit classroom is located, it serves as an extension of Loyola University. The dual credit courses you take are identical to those offered at our main campus, providing you with an authentic Loyola University educational experience. These courses are designed to mirror the rigor and expectations of university-level education and align with the requirements set by the university. Skills such as time management, critical thinking, problem-solving, and self-motivation will be essential.

Three-Step Application, Password, and Registration Process

To enroll in this program, there are three essential steps you must complete: application, password reset, and registration. Failure to complete all three steps may result in not being awarded college credit for the courses you take.

Step 1: Application

Students who participated in Loyola's Dual Credit program in previous years must reapply.

To apply, visit LUC.edu/dualcredit. Click on "Apply Today" on the right-hand side of the page, then fill out the application in its entirety. Be sure to use an email address that you check frequently. The email you provide in your application will be used for most dual credit communication, including program acceptance, registration tutorials, and important deadlines. Be sure to know your email provider's SPAM/junk mail protocol.

The application also requires you to include a parent/guardian email. As part of the application process, parents/guardians will receive an electronic release form to sign and upload, allowing you to participate in Loyola's dual credit program. Students that are 18 or older must sign and upload a student release form.

Students will not receive their dual credit acceptance email with directions for registering until Loyola receives the signed consent form.

Upon completing and submitting your application, your high school dual credit liaison (usually your principal, assistant principal, or school counselor) will automatically receive an email requesting eligibility confirmation. Your liaison will verify that your cumulative unweighted GPA is 3.0 or greater and that you are a current high school junior or senior.

You will be notified of an admission decision and directions for course registration via the email address you provided in your application. You should receive your acceptance email by mid-September. If you don't receive an acceptance email, please check your junk mail before contacting the Dual Credit Director.

Applying to the program does not commit you to enroll, and there is no fee to apply.

Step 2: Password First-Time Setup

You must reset your temporary password before registering for your dual credit course(s). Password reset directions are included in your acceptance email. During this process, you'll be prompted to set up a multi-factor authentication, meaning you'll choose whether to use the Microsoft Authenticator app, receive a text, or receive a phone call to verify your identity.

NOTE: DO NOT skip the multi-factor authentication setup, as doing so will prevent you from accessing various resources.

Your temporary password follows this format: LUCfImmddy!

- LUC (all CAPS)
- f = first initial of you legal first name (**must be lower case**)
- l = first initial of your legal last name (**must be lower case**)
- mm = two digits of your birth month (**must be 2 digits, may include a preceding zero**)
- dd = two digits of your birth day (**must be 2 digits, may include a preceding zero**)
- yy = last two digits of your birth year
- **NOTE:** LUC is capitalized and there is an exclamation mark (!) at the end.

To complete the first-time password reset and set up multifactor authentication, go to LUC.edu/its/services/passwordmanagement/firsttimesetup/.

Step 3: Registering for Dual Credit Classes

Once you reset your temporary password, you can register for your course(s) using LOCUS, our online registration system (LUC.edu/locus). Please be aware of the registration deadlines on page 9 of this handbook.

All university students use LOCUS to register; however, the registration directions for dual credit students are streamlined, making it easier for you to find your dual credit course(s). Please carefully follow the unique dual credit registration directions provided in your acceptance email. Please have the high school teacher's name, the course name, and the course number on hand before you log in, as you will need this information to register for the correct course. These details should be listed on the class syllabus provided by your teacher. Students may enroll in a maximum of 9 dual credit hours per semester.

Loyola University strictly prohibits retroactive registration for dual credit courses once the registration deadline has passed. Please be aware of important deadlines listed on page 9 of this handbook and on the dual credit website (LUC.edu/dualcredit).

TUITION AND PAYMENT

Dual Credit Tuition

The tuition for high school students participating in Loyola's Dual Credit Program is \$65 per credit hour. This represents approximately 10% of the typical university tuition. Most classes are 3-4 credit hours.

How to Pay Your Bill

Please note that tuition is not automatically posted to your account upon completing the registration process. Please wait 24-48 hours after registering before logging back into LOCUS to pay the tuition. Bills are emailed to your Loyola email address. **We do not send paper bills.**

To make a payment:

- Login to your LOCUS account at LUC.edu/locus using your Loyola username and password.
- Click on "Financial Account."
- Click on "Make a Payment."

Payment Methods

There are several ways to pay your bill, so choose which is most convenient for you and your family.

- **Check:** e-Check payments can be made through LOCUS. With e-Check, you can debit your checking or savings account directly for no additional fee.
- **Credit Card:** You also have the option of paying through LOCUS by credit card, but please note that a nonrefundable 2.95% (minimum of \$3) service fee is charged and retained by TouchNet for the use of this service.
- **By Mail:** If paying by check or money order, please include your name and Loyola ID# (LID), followed by "Dual Credit." Checks or money orders can be mailed to:
Loyola University Chicago
3953 Solutions Center
Chicago, IL 60677-3009
Note: This is different from Loyola's mailing address.
- **In Person:** Check and cash payments can be made at both Office of the Bursar locations (Lake Shore and Water Tower Campuses). Checks should be made payable to Loyola University Chicago.

We do not offer payment over the phone. Students who fail to pay their tuition by the posted deadline will be dropped from the course and will not receive Loyola credit. However, students may continue to receive high school credit granted by their school. **Loyola University will not consider retroactive registration for LUC dual credit courses once students have been dropped for non-payment.**

Parent/Guest Payment Options

Parent/Guest Access enables you to grant someone else access to your financial accounts. By granting this access, you are also giving Loyola school officials permission to speak with the designated individual regarding your account. In addition, your designee(s) will receive the same monthly billing statement you receive. To add an authorized parent or guest, please follow the directions at LUC.edu/bursar/parent_access.

Financial Aid

Financial Aid is not available to dual credit students at Loyola. However, some high schools offer assistance with dual credit tuition. Contact your high school liaison for more information.

ATTENTION CHICAGO PUBLIC SCHOOLS STUDENTS: If you are eligible for a fee waiver based on your financial status for the current academic year, your dual credit tuition may be covered by your high school. However, to be eligible for tuition assistance from your school, your fee waiver paperwork **must be turned in to your school by October 1.**

Typically, fee waiver paperwork is turned in to your school when you registered for your high school classes for the current academic year. This October 1 deadline is for dual credit tuition assistance only and may differ from your school's overall fee waiver deadline, which may be later than October 1. No exceptions will be made for students who submit their fee waiver documents beyond this date. Loyola's Dual Credit Director will verify your fee waiver eligibility with your high school liaison. There is no need to submit documentation to the Loyola Dual Credit Program.

WITHDRAWING FROM CLASSES

As a dual credit student, though still in high school, you are beginning your official college transcript, regardless of your future college attendance. The grades you earn in dual credit courses will become a permanent part of your academic record throughout your college career. Therefore, assessing your readiness to enroll in and successfully complete dual credit courses is crucial. Talk to your teacher and guidance counselor if you are registered for a dual credit course and now believe you will not be successful.

If you no longer wish to be enrolled for Loyola University credit, you must withdraw before the withdrawal deadline, typically when 75% of the class has elapsed. Please refer to the posted withdrawal deadlines for specific information. Students who fail to meet the withdrawal deadlines risk receiving a failing grade on their Loyola transcript.

Students should be aware of how their withdrawal impacts their transcript. For specifics, please visit the website (LUC.edu/dualcredit) or see the section titled "Key Dates" on page 9 of this document.

To initiate the withdrawal process, contact the Dual Credit Director at dualcredit@LUC.edu, and inform them of your withdrawal intent. In your email, include your name, course name, teacher's name, and the name of your high school. You must officially drop the class to avoid receiving an F grade on your transcript. **Dropping a dual credit course through your school's counseling department DOES NOT remove you from the Loyola dual credit course. You will remain in the Loyola course until you contact the Dual Credit Director requesting your withdrawal.**

YEAR-LONG COURSES VS. ONE-SEMESTER COURSES

While offered in just one semester when taught on-campus at Loyola, many dual credit courses run the entire school year at the high school. For year-long courses, you register once in the fall. Tuition is due in the fall as well.

Some dual credit courses run for only one semester and are followed in the second semester by the next course in the sequence (e.g. Biology 101 in the first semester, followed by Biology 102 in the second semester). You must register again in January for the second-semester course. You may only register for the second-semester course if you successfully completed the first-semester course as a Loyola dual credit student. **You do not need to reapply to the Dual Credit Program.**

For one-semester courses that begin in the Spring, you should follow the second-semester course deadlines listed on page 9. If you did not take a dual credit course in the Fall, you will need to apply to the dual credit program as outlined on page 4. **If you applied and took a dual credit course in the Fall, you do not need to reapply to the program.** You can log into LOCUS using your username and password and register for your second-semester course. If you have forgotten your password, you can reset it here: LUC.edu/its/services/microsoftselfservicepasswordreset/passwordreset/

TRANSFERRING CREDIT

Credits earned for dual credit courses are recorded on your official transcript. These credits are generally transferable to other accredited colleges and universities nationwide. However, the receiving institution will always make the final decision on the transferability of courses. You are encouraged to consult with any institution you are considering and directly inquire about their policy for accepting transfer credit. To begin, consult with your academic advisor and inquire about the appropriate point of contact. If your advisor is unaware, consider speaking with a college official such as a dean or department chairperson.

Typically, colleges and universities do not include grades earned in transfer credit courses when calculating students' GPA at their own institution. If you are attending a postsecondary institution and have concerns about the grades earned in Loyola University's Dual Credit Program, you should contact the registrar at the college you plan to attend for specific information and clarification.

If you decide to come to Loyola after graduating high school, credit earned through the Dual Credit Program will be included your Loyola GPA. You may not replace the course and grade with credit by examination.

REQUESTING TRANSCRIPTS

To ensure that your coursework is recognized, you should request your transcript be sent to your chosen college or university. Your transcript will not be sent automatically; you must initiate this process through Loyola's Office of Registration and Records. Loyola's Dual Credit Program does not process transcript requests.

Current students can access their transcripts by logging into LOCUS at LUC.edu/locus. Former students can access their transcripts at transcriptrequest.LUC.edu/alumni/pages/jsp/ by entering the last four digits of their Social Security number or by entering their Loyola Universal ID (LID). Students who did not supply their Social Security number in their dual credit application and have forgotten their LID will be required to submit a Written Request Form, available on the transcript request webpage.

You can request to send your transcript to any university or college you choose. To avoid incomplete transcripts, please ensure that your final grades have been posted before placing your transcript order.

COURSE EVALUATIONS

Like our on-campus students, dual credit students will be able to complete a course evaluation for each dual credit course. The student ratings provided will help enhance teaching practices and foster student learning. All responses are anonymous, ensuring confidentiality and encouraging honest feedback. Course evaluation results are shared with the high school instructor, the Loyola faculty mentor, and the Director of Loyola's Dual Credit Program.

Course evaluations take place at the end of every course, prior to final exams. Evaluations are sent to your Loyola email address.

STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS

As a dual credit student, you are considered a Loyola University student in every way as it pertains to your academic records. According to the Family Education Rights and Privacy Act (FERPA) of 1974, you have the right to the following:

1. Inspect and review your education records within 45 days from the day the university receives a request for access.
2. Request an amendment of records that you believe to be inaccurate or misleading.
3. Consent to disclosures of personally identifiable information contained in your records, except to the extent that FERPA authorizes disclosure without consent.
4. Refuse to permit Loyola University from disclosing "Directory Information." Directory Information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed.
5. File a complaint with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures by the university to comply with the requirements of FERPA.

Further details regarding FERPA can be found at: LUC.edu/regrec/aboutus/ferpa/

DISABILITY SERVICES

Your high school is responsible for providing you the assistance needed to ensure equal opportunity as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. If you have followed the established procedures at your high school but still require further assistance, you or your instructor should reach out to the Director of Loyola's Dual Credit Program at dualcredit@LUC.edu.

ACADEMIC INTEGRITY

Your dual credit classroom is an extension of Loyola University, an institution that values academic integrity. Students at Loyola University are called upon to know, respect, and practice this standard of personal honesty. Plagiarism is a serious violation of this standard.

Plagiarism is the appropriation for gain of ideas, language, or work of another without sufficient public acknowledgment and appropriate citation that the material is not one's own. Every thought probably has been influenced to some degree by the thoughts and actions of others, and such influences can affect how we see things and express our thoughts. Plagiarism, however, involves the deliberate taking and use of specific words and ideas without proper acknowledgment of the sources. More information on Loyola's academic integrity policies can be found here LUC.edu/academics/catalog/undergrad/reg_academicintegrity.

ACADEMIC ADVISING

Academic advising is an essential component of your educational journey. It provides guidance, support, and valuable information to help you make informed decisions about your course selection, academic goals, and overall progress.

You are strongly encouraged to talk with your school counselor, teacher, and parent or guardian before enrolling in Loyola's dual credit courses. In addition, considering the increased rigor and additional preparation involved in university courses, please exercise caution and avoid enrolling in more than two courses per semester. This will ensure that you can effectively manage your workload and succeed in your studies.

LIBRARY PRIVILEGES

As a Loyola University dual credit student, you will have access to our online library resources. To access these resources, you must use your university-provided username and password to log in to the library's online platform. This allows you to search, browse, and retrieve materials from the library's digital collection.

Here's what online library access entails for Loyola dual credit students:

- **Online Databases:** You will be able access a wide range of online databases that provide scholarly articles, research papers, e-books, and other academic resources. These databases cover various subjects and disciplines, enabling you to conduct research and access credible sources for your assignments.
- **E-Books and E-Journals:** Online library access includes a vast collection of e-books and e-journals that you can view digitally. These resources cover a broad range of topics and provide you with in-depth information and reference material for your studies.
- **Reference and Research Assistance:** The library provides online reference and research assistance services. You can seek help from librarians through chat or email and receive guidance on research strategies, database usage, and finding relevant resources for your assignments or projects.

KEY DATES

September 16	Last day to apply to Loyola's Dual Credit Program.
October 1	Last day for CPS students to submit FORL paperwork to their school to be eligible for dual credit tuition assistance.
October 16	Last day to register for dual credit classes.
October 30	Last day to drop a semester-long course with no penalty – tuition refunded. After this date, students enrolled in a semester-long course will have their earned grade posted to their transcript. No tuition refunded. Students enrolled in a year-long course will have until February 2 to drop their course without penalty.
October 30	Dual Credit tuition due.
November 25	Students dropped for non-payment.
February 3	Last day to drop year-long courses with no penalty – tuition refunded.
February 7	Last day for NEW student applications. Students registering for the second course in a sequence (i.e. BIOL 102) only need to register for the course. There is no need to reapply.
February 21	Last day to register for second-semester courses.
March 1	Last day to drop a year-long course with a grade of "W." No tuition will be refunded. After this date, the student's earned grade will be posted to their transcript.
March 10	Last day to drop new second-semester courses with no penalty – tuition refunded. After this date, students enrolled in a semester-long course will have their earned grade posted to their transcript. No tuition refunded.
March 10	Dual Credit second-semester tuition due.
March 31	Students dropped from second-semester courses for non-payment.

CONTACT INFORMATION

The Director of Loyola's Dual Credit Program can provide additional advising and support by answering questions about program policies and academic requirements, and resolving any issues that arise during the dual credit experience.

Dr. Yvonne El Ashmawi
Faculty Director
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