

LOYOLA UNIVERSITY CHICAGO

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# DUAL CREDIT HANDBOOK

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FOR STUDENTS

2021-22



*Preparing people to lead extraordinary lives*

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## DUAL CREDIT CONTACT INFORMATION

The Dual Credit Director is available to assist with all issues related to Loyola's Dual Credit Program including student application and registration, transcript requests, course withdrawal, etc.

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# WELCOME TO LOYOLA'S DUAL CREDIT PROGRAM

Loyola's Dual Credit Program is an extension of Loyola's Jesuit tradition to promote academic excellence and improve access to college. Through participation in the program, you can earn college credit and at the same time fulfill your high school graduation requirements.

## WHAT IS DUAL CREDIT?

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

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**. By offering college credit in the high school classrooms, you are more primed to succeed in college. In fact, studies show that students who begin college with credit earned in high school are more likely to stay in college and complete their degree in four years.

## ELIGIBILITY

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

- Currently enrolled in the 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 the year in school and academic standing

Sophomores enrolled in courses that are typically junior or senior level courses — that is, courses whose majority enrollment is junior or senior level — may participate in the Loyola Dual Credit Program with an email request from the dual credit liaison (usually your high school principal, assistant principal, or guidance counselor) indicating the following:

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

## STEP 1 APPLYING TO THE LOYOLA DUAL CREDIT PROGRAM

All students interested in taking dual credit courses must apply to Loyola's Dual Credit Program. Even if you have taken previous dual credit courses at Loyola, you must apply again in order to verify your eligibility and to update your information.

Log onto the Loyola Dual Credit web site at [www.luc.edu/dualcredit](http://www.luc.edu/dualcredit).

Click on **Apply Today** on the right-hand side of the page. Fill out the application in its entirety.

Upon completion and submission of your application, an email will automatically be sent to your high school dual credit liaison (principal, assistant principal, or guidance counselor) requesting eligibility confirmation on your behalf. Your liaison will verify that your 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 registering for courses via the email address you provided in your application. If you don't receive an email in 5-7 days, please check your junk mail before contacting the Dual Credit Director.

Applying to the program does not commit you to actually enrolling in the dual credit course and there is no fee to apply.

## STEP 2 REGISTERING FOR DUAL CREDIT CLASSES

Once you receive your acceptance email, you will need to actually register for your dual credit course(s).

Before you can register for a dual credit course, you must change your temporary password. After receiving your User Name (UVID) and initial password — which was provided in your admissions acceptance letter— you should log into [www.LUC.edu/password](http://www.LUC.edu/password) to reset your password and establish your security question. You will not be allowed to log in unless the security question is in place.

### LOGGING INTO LOCUS

In order to register for actual courses, you must log in to LOCUS, Loyola's online information system: [www.LUC.edu/locus](http://www.LUC.edu/locus). Please be sure to have the Loyola course name and number, section number, and your high school teacher's name available before you log in. This information should be listed on your class syllabus provided by your teacher. You will need this information to register for the correct course. Students may enroll in a maximum of 9 dual credit hours per semester.

A tutorial for registering can be viewed at:  
[www.LUC.edu/dualcredit/registrationtutorial](http://www.LUC.edu/dualcredit/registrationtutorial).

## STEP 3 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 tuition a typical Loyola student pays. Note: most classes are 3-4 credit hours.

### HOW TO PAY YOUR BILL

Loyola uses the same online information system, **LOCUS (Loyola Online Connection to University Services)**, to help parents and families stay abreast of important enrollment and tuition information.

Tuition and fees are billed to students on the 15th of each month and payment is due on the 5th of the following month. **Bills are emailed to the student's campus (luc.edu) address.**

Loyola offers several methods to pay your bill, so that you can choose which is most convenient for your family.

- **Online**—In LOCUS through electronic check or Credit Card. Credit cards are assessed a 2.75% service fee.
- **By Mail**—Checks or money orders can be mailed to:
  - Loyola University Chicago
  - 3953 Solutions Center
  - Chicago, IL 60677-3009
  - *Note: This address is different than 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.

### ACCESS YOUR E-BILL

- Login to your LOCUS account at: [www.LUC.edu/locus](http://www.LUC.edu/locus)
- Click on **Campus Finances**.
- Click on **View e-Bill(s)** to view the Student e-Bill History page.
- Click on **View Detail** next to any of the months listed to view that month's e-Bill.

**Remember:** Your e-Bill is a snapshot of your account on the day we generate the statement. Payments and other changes we have received since the last e-Bill will not show up until the next e-Bill is generated. The Account Summary in LOCUS is the place to find the real-time status of your account.

### VIEW YOUR ACCOUNT SUMMARY

To access a real-time view of your financial account, follow these steps:

- Login to your LOCUS account at: [www.LUC.edu/locus](http://www.LUC.edu/locus).
- Click on **Campus Finances**.
- Click on **Account Summary by Term**.

The first line, Balance for All Accounts, displays the current balance of your Loyola student account. Below that line is the breakdown of the balance for each individual term. Specific payments and charges can be located by clicking on the term name and then clicking View Account Detail.

Students who fail to pay their dual credit tuition by the posted deadline will be dropped from the dual credit course and will not receive Loyola credit. Students will continue to receive high school credit granted by their school.

### **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 guidance counselor for details.

**ATTENTION CHICAGO PUBLIC SCHOOLS STUDENTS:** If you are eligible for Free or Reduced Lunch (FORL) 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 FORL paperwork **MUST** be turned into your school no later than **October 2**. No exceptions will be made for students who turn in their FORL documents beyond this date.

### **WITHDRAWING FROM CLASSES**

As a dual credit student, although still in high school, you are beginning your official college transcript, regardless of where you attend college in the future. Grades earned in dual credit courses will be part of your records throughout your college career. It is important to consider your readiness to enroll in and successfully complete dual credit courses. You should be especially aware of drop dates and procedures to avoid a transcript with a negative grade.

Students who decide, after registering for a dual credit class, that they no longer want to be enrolled in the class for Loyola University credit, must withdraw by the withdrawal deadline. (75% of the class has elapsed) Be sure to check the withdrawal deadlines posted below. You must contact the Dual Credit Director at [Dualcredit@luc.edu](mailto:Dualcredit@luc.edu) and notify them of your intent to withdraw. In the email, you should include your name, Loyola ID #, course name, faculty name, and the name of your high school. It is important to officially drop a class to avoid an "F" on your transcript.

### **YEAR-LONG COURSES VS. ONE-SEMESTER COURSES**

Many of the dual credit courses, while offered in just one semester when taught on-campus at Loyola, run the entire school year at your high school. For these year-long courses, you only register once, in the fall. Tuition is due in the fall as well. Some dual credit courses (many of the science courses) run for only one semester and are followed the second semester by the next course in the sequence. (Ex: Biology 101 in the fall, followed by Biology 102 in January). In the case of a second-semester course, you are required to re-register in January for the second-semester course. Tuition will be due upon registration. Please see the payment deadlines in this handbook. Students who wish to register for the second semester course must have successfully completed the first semester course.

## TRANSCRIPTS AND TRANSFERRING CREDIT

Credit earned for courses taken through Loyola's Dual Credit Program is recorded on an official Loyola transcript. These credits are generally transferable to other accredited colleges and universities across the nation. However, the receiving institution will always make the final decision on the transferability of courses. Students are encouraged to consult with any institution they are considering to inquire directly regarding their policy for accepting transfer credit. For students who decide to come to Loyola after graduating from high school, credit earned through the Dual Credit Program will be included in the calculation of their Loyola grade point average. Students may not replace the course and grade with credit by examination. To request a copy of official transcripts, follow the directions outlined at: [www.luc.edu/hub/requesttranscript.shtml](http://www.luc.edu/hub/requesttranscript.shtml)

## TERMS

### IMPORTANT TERMS TO KNOW

#### UNIVERSAL ID

- Your Loyola Universal ID (UVID/Username) is unique to you.
- Your UVID and password provide you single source sign-on to university applications, and access to university computers and resources.
- Secure your account with a strong password.
- For recommendations on password security, visit the security office guidelines.

#### LOCUS

- Where you register for classes.
- Pay your bill and more...
- You can sign in with your universal ID and password at [www.luc.edu/locus](http://www.luc.edu/locus) 24 hours a day, 7 days a week.
- How to login to LOCUS: [www.luc.edu/media/lucedu/technologyroadmap/pdfs/LOCUS-LoggingIn.pdf](http://www.luc.edu/media/lucedu/technologyroadmap/pdfs/LOCUS-LoggingIn.pdf)
- Student Center Overview: [www.luc.edu/media/lucedu/technologyroadmap/pdfs/LOCUS-StudentCenterOverview.pdf](http://www.luc.edu/media/lucedu/technologyroadmap/pdfs/LOCUS-StudentCenterOverview.pdf)

#### EMAIL

- We frequently send information, requests or updates to your Loyola email account. Be sure to regularly check your **Loyola email account** or arrange to have messages sent to your Loyola address forwarded to the email program you use.
- Access your email account via the web or contact the Help Desk and they will guide you through the steps to add it to your mobile device.
- How to check your email: <https://www.luc.edu/media/lucedu/technologyroadmap/pdfs/outlook-email.pdf>

#### ITS HELP DESK

If you encounter difficulty with the password self-service, please contact the ITS

## FERPA

### STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS

Dual credit students are considered Loyola University students in every way as related to their academic record.

According to the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to the following:

1. Inspect and review their education records within 45 days from the day the University receives a request for access.
2. Request the amendment of their education records that they believe are inaccurate or misleading.
3. Consent to disclosures of personally identifiable information contained in their education 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: <http://www.luc.edu/regrec/ferpa.shtml>

## SERVICES

### LOYOLA UNIVERSITY DUAL CREDIT STUDENT SERVICES

When you enroll in Loyola's Dual Credit Program you become a member of our student body with the opportunity to access Loyola's numerous resources.

#### CAMPUS ID CARDS

All Loyola University Dual Credit students are eligible to receive a Loyola Campus Card. The Rambler Card is Loyola's official identification card and identifies all members of the Loyola community. Students can visit the Campus Card Office to be issued their Rambler Card once they have registered for classes. To find location and hours for the Campus Card Office, please go to:

<http://www.luc.edu/campuscard/>

Prior to visiting the Card Office, students are encouraged to confirm the issuance of their Loyola Identification Number (or LID), which authorizes them to receive a Rambler Card.

#### UNIVERSITY LIBRARIES

All Loyola University Dual Credit students are encouraged to use the university libraries. The Loyola University Libraries facilitate the pursuit of knowledge and creativity through user-focused services and collections in an inviting, collaborative, and innovative learning environment. To use any of the library materials, students must present their Loyola Campus Card. Students also have full access to Loyola's online resources. Simply visit <http://libraries.LUC.edu> to begin.

## **THE CENTER FOR TUTORING & ACADEMIC EXCELLENCE**

The Center for Tutoring & Academic Excellence provides Loyola University students the opportunity to engage in Collaborative Learning conversations that will increase retention of course material, improve study habits, and assist in achieving higher grades. For more information concerning our free tutoring services visit: [www.luc.edu/tutoring/index.shtml](http://www.luc.edu/tutoring/index.shtml)

## KEY DATES

FALL 2021	
September 20	Last day to <b>apply</b> 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 18	Last day to <b>register</b> for Dual Credit Classes
November 1	Last day to <b>drop</b> a semester-long course with no penalty—tuition refunded  <i>After this date, students enrolled in a semester-long course will have their earned grade posted to their transcript. <b>No tuition refunded.</b> Students enrolled in a year-long course will have until February 2 to drop their course without penalty.</i>
November 1	Dual Credit tuition due
December 4	Students dropped for non-payment
SPRING 2022	
February 1	Last day to <b>drop</b> a year-long course with no penalty—tuition refunded.
February 7	Last day for <b>NEW</b> student applications. Students registering for the second course in a sequence (i.e., BIOL 102), need only register for the course. There is no need to reapply.
February 22	Last day to <b>register</b> for second-semester courses
March 1	Last day to drop a <b>year-long course</b> with a grade of "W." No tuition will be refunded. After this date, student's earned grade will be posted to their transcript.
March 12	Last day to <b>drop</b> new second semester courses with no penalty. Tuition refunded.  <i>After this date, students enrolled in a semester-long course will have their earned grade posted to their transcript. <b>No tuition refunded.</b></i>
March 14	Dual Credit second-semester tuition due
April 4	Students dropped from second semester courses for non-payment

# **LOYOLA UNIVERSITY CHICAGO**

## **DUAL CREDIT PROGRAM**

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**P** 773.274.3000 • **E** [dualcredit@luc.edu](mailto:dualcredit@luc.edu)

**[LUC.edu/dualcredit](https://luc.edu/dualcredit)**



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