

Information about Dual Credit Courses *-an agreement between IFA and ECC*

Registering for ECC credit

Iowa Falls-Alden High School students take dual credit classes online and at the ECC campus location. All students must complete the High School Student Application/Registration form and submit it to the ECC Admission's Office. Contact the IFAHS Guidance Office for information about class options and how to enroll.

Earning credit

A student enrolled in dual credit earns both IFAHS and ECC credit. Iowa Falls-Alden Community School District pays for the college credit(s). Take each class seriously, remembering that the grade(s) will be permanently recorded on an official college transcript that follows throughout all college endeavors.

Dropping a class

For a student to drop a college credit class, two drop forms must be completed: one for IFAHS and one for ECC. The high school counselor has the ECC drop slip, which requires the signature of the instructor and the counselor. The Guidance Office collects and mails the drop slips to ECC. **The last day to drop 2016-2017 courses, through the College, is November 18 (Fall semester) and April 14 (Spring semester).**

Failing a class

The failure of a pupil to complete or otherwise receive credit for an enrolled course requires the pupil to follow the individual procedures of his/her school.

Transferring the credit to another college

A student must request the transfer of credit by submitting a transcript request form to the ECC Registrar's Office. **The form is available at the Registrar's Office or online at <https://ecc.iavalley.edu/resources-for-students/registrars-office/>.** The College charges a minimal \$5 processing fee to send a transcript. The student must pay this fee; IFA Community School District does not pay this fee. The transcript may be sent immediately or select 'send at the end of the term' to ensure all grades are posted on the transcript. **As you submit college applications, you need to indicate that you have transfer credits.**