

CEP (Concurrent Enrollment Program) **Dual Credit courses offered at BCLUW**

BIO151 Nutrition (MCC course)

3 credits

Understanding and implementing present-day knowledge of nutrition. Use of food for health and satisfaction of the individual and the family.

Information about CEP Courses

-an agreement between BCLUW and MCC/ECC

Registering for MCC credit

All students must register through the high school counseling office. The High School Student Application/Registration form must be submitted to the MCC Admission's Office.

Earning credit

A student enrolled in dual credit earns both BCLUW and MCC/ECC credit. BCLUW 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 BCLUW and one for MCC. The BCLUW counselor has the MCC drop slip, which requires the signature of the instructor and the high school counselor. The BCLUW Counseling Office collects and mails the drop slips to MCC. **The last day to drop 2017-2018 courses, through the College, is November 17 (Fall semester) and April 13 (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 MCC and/or ECC Registrar's Office (as listed above, the agriculture courses are offered through ECC). **The form is available at the Registrar's Office or online.**

Access the MCC request form at <https://mcc.iavalley.edu/resources-for-students/registrar-office/> and the ECC request form at <https://ecc.iavalley.edu/resources-for-students/registrar-office/>.

The College charges a minimal \$5 processing fee to send a transcript. The student must pay this fee; BCLUW 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. The MCC Registrar's Office and the ECC Registrar's Office operate independently. If you've taken classes through both, you'll need to contact both offices to request that a transcript be sent from each institution.

As you submit college applications, you need to indicate that you have transfer credits.