FROM THE PRESIDENT

Thank you for your interest in Peru State’s Dual Enrollment Program and for recognizing its value. Your students are fortunate to have administrators who want to give them a head start on their college career, which benefits them both academically and financially.

Student achievement is at the heart of Peru State’s mission. Creating an educational environment that encourages student participation and leadership is critical to ensuring that our students are able to draw on their experiences to respond effectively to future challenges.

Relevant coursework, undergraduate research and professional development opportunities all play an important role in the education process. By giving our students the tools needed to think critically, we ensure they can compete successfully when they graduate.

The role our faculty and staff play in the student experience at Peru State cannot be overstated. The success of each student is a direct result of the engagement, support and interaction our employees provide.

Best of all, we offer all of this for one of the most affordable prices in the country.

The ideal way for you and your students to get to know Nebraska’s First College and all we have to offer is to visit! Please accept our open invitation for you and your students to join us on campus any time for a tour or to learn more about our historic institution.

Sincerely,

Dan Hanson, Ph.D.
President

FAST FACTS ABOUT PERU STATE:

LOCATIONS: Peru, NE and online
FOUNDED: 1867 as Nebraska’s first college
ENROLLMENT: 2,349
AVERAGE CLASS SIZE: Under 20
JOB PLACEMENT RATE: 96.8% within one year of graduation

SCHOOLS PARTICIPATING IN PERU STATE’S DUAL ENROLLMENT PROGRAM: 65+
STUDENTS SERVED EACH YEAR BY THE DUAL ENROLLMENT PROGRAM: 1000+
DUAL ENROLLMENT PROGRAM ESTABLISHED: 1974

PERU STATE’S MISSION

In educating the individual to the benefit of society, Peru State cultivates the capacity and propensity for life-long learning by fostering independent inquiry and promoting the value of knowledge and discovery. Through innovative undergraduate and graduate programs, Nebraska’s first college continues its commitment to making a vital contribution to the future of the region and the state.

VISION

Peru State College will be renowned for transforming student lives through a personal and engaged educational experience while valuing Pride in accomplishment, Excellence in action, Resilience in character, and Unity as a diverse and inclusive community.
Dear Teachers, Counselors and Administrators,

Thank you for your interest in working with Peru State College to deliver dual enrollment courses to your students. Earning college credit while in high school is an excellent way to challenge your best students and provide them with an advantage when they start college. Our staff is committed to providing the best experience for you and your students. Don’t hesitate to contact us if you have questions, concerns, or suggestions.

Thanks again for your partnership. We look forward to working with you.

Dr. Tim Borchers, Ph.D.

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STUDENT TESTIMONIAL

Throughout my four years at York High School, I received 28 credits that will be put towards a Business Degree; most of these credits came from Peru State Dual Enrollment courses. I love that high school students get the opportunity to take dual credit courses. These courses have not only given me college credit, but they have also taught me what an upper level class looks like and how to handle having more homework with a little less instruction from teachers. I liked being able to challenge myself so that the transition from high school to college will not come as such a shock. Having these credits, I am going into college nearly as a sophomore. Because of this, I will be able to take less credits in each semester and be able to really focus on each of the classes I am taking, putting in all of the work needed to be successful. I am so thankful for the amazing opportunity both York High School and Peru State College gave me during my four years.

-Sydney Woodruff

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Peru State College lives its mission and vision through engagement in the classroom, engagement across campus, and engagement in the region and beyond while valuing:

PRIDE:
We proudly celebrate our history as Nebraska’s first college, our heritage of educating all students, and our tradition of achievement by students, alumni, faculty, and staff. We cherish the stately Campus of a Thousand Oaks entrusted to us.

EXCELLENCE:
We pursue excellence through best practices and innovation in scholarship, teaching, research, and student development. We commit to providing exceptional facilities and resources supporting an engaged collegiate experience.

RESILIENCE:
We recognize resilience as a key factor in success. We provide support and encouragement to achieve high standards by cultivating passion and perseverance.

UNITY:
We embrace unity as a diverse and inclusive community. We believe in creating a culture of respect, mutual support, and understanding. We lead and model this culture on campus, in the region, and around the world.
WHAT IS DUAL ENROLLMENT?

Dual Enrollment is a program at Peru State where well-qualified high school juniors and seniors can earn college credit. At participating high schools, students can earn Dual Credit (high school and college credit) while taking approved courses taught by their high school instructors, whose qualifications are reviewed by Peru State College, in their high school classroom.

Students can also earn Dual Credit while taking an online course. Online courses are taught by a Peru State faculty member using Blackboard as the education platform. A mentor from the high school will monitor students’ progress and provide assistance and guidance when needed.

ELIGIBILITY FOR DUAL ENROLLMENT
- Junior or Senior in high school
- Recommended by the high school academic staff
- Meet prerequisites for the course
- Have a cumulative grade point average of “B,” or its equivalent or better; or rank in the top half of their high school class; or earn an ACT composite score of at least 20 or an equivalent score on another valid assessment

COST
Dual Credit tuition is $60 per credit hour for both traditional and online courses - a considerable savings from our undergraduate tuition rate. Students can take an unlimited number of credit hours. Textbooks are the responsibility of the student or the high school. Students may also apply for the ACE Scholarship. For more information, visit: WWW.CCPE.NEBRASKA.GOV/ACE

First-time students will be required to pay a one-time matriculation fee of $15. Please note that students applying for the ACE Scholarship will still be required to pay the $15 matriculation fee as the ACE Scholarship does not cover this cost. Students enrolling for college credit only can enroll for “personal enrichment” and will pay the full tuition rate.

WHERE DO STUDENTS APPLY?
The Dual Enrollment application can be found online on the left-hand side of the www.peru.edu/dualenrollment homepage. The application will be labeled as ‘Student Application.’

ADVANTAGES OF DUAL ENROLLMENT
There are several advantages to participating in the Dual Enrollment Program offered through Peru State College, such as:

1. Earning credit that meets both high school and college requirements.
2. Courses will transfer to most colleges and universities and will count toward a general studies requirement or elective requirement.
3. Students will pay less than a third of the cost of a normal college course through the Dual Enrollment Program.

WHEN DO STUDENTS NEED TO PAY FOR THE COURSE?
Payment is due by November 1 for Fall 2018 courses and by March 25 for Spring 2019 courses, regardless of whether the course is traditional or online. All students who have not made arrangements with the Peru State College Business Office to pay for their courses by the due date will be dropped from their class. This includes ACE Scholarship recipients.

HOW DO STUDENTS PAY FOR THEIR COURSE?
Once students have been enrolled in their course(s), they can pay tuition online through MyPSC (via debit/credit card or electronic check) or by sending a check or money order to: Peru State College, Business Office, PO Box 10, Peru, NE 68421.
DO DUAL ENROLLMENT CREDITS TRANSFER TO MOST COLLEGES AND UNIVERSITIES?
Most colleges and universities will accept transfer credit if a student earns a grade of “C” or better. However, transfer policies vary and students should check the specific transfer and academic standing requirements for other institutions in which they have an enrollment interest.

CAN STUDENTS TAKE DUAL ENROLLMENT COURSES DURING THE SUMMER?
Dual Credit courses are not available during the summer. However, students could choose to enroll for “personal enrichment” at Peru State. They are able to take online courses for college credit but would have to pay the full tuition rate.

WHAT IS THE TUITION RATE FOR A DUAL ENROLLMENT STUDENT?
Tuition for Dual Enrollment students is $60 per credit hour with no limit on the number of credits that can be taken. First-time students will be required to pay a one-time matriculation fee of $15. Please note that students applying for the ACE Scholarship will still be required to pay the $15 matriculation fee. The ACE Scholarship does not cover this cost.

ARE ANY SCHOLARSHIPS AVAILABLE FOR DUAL ENROLLMENT STUDENTS?
Yes! The Access College Early (ACE) Scholarship is available for Dual Enrollment students who qualify. For more information regarding the ACE Scholarship, please visit Nebraska’s Coordinating Commission for Postsecondary Education (CCPE) website at WWW.CCPE.STATE.NE.US or contact:

J. Ritchie Morrow, Financial Coordinator, CCPE
P.O. Box 95005
Lincoln, NE 68509-5005
Email: ritchie.morrow@nebraska.gov
Phone: 402-471-0032
Fax: 402-471-2886

DO STUDENTS HAVE ACCESS TO COLLEGE-LEVEL RESOURCES?
Yes! Dual Enrollment students receive all the same access to library resources and study materials like every other Peru State student. The library provides 24/7 access to online resources with more than 53,468 magazines, journals, and newspapers and more than 340,820 eBooks that can be downloaded for offline reading. All online resources are accessible from any location with the use of a student’s MyPSC login. Students may also utilize the library on campus with its collection of books and DVDs. A helpful staff is available to answer questions and to assist with research.

HOW DO I ACCESS MY TRANSCRIPTS?
Order through PSC’s Transcript Service:
WWW.PERU.EDU/STUDENTRECORDS/TRANSCRIPT
Click “Create Account” and complete the personal information.

Please note: To receive a copy of your official transcript, your PSC account must be free of financial obligations.

HOW DO I ACCESS MY PSC?
Go to WWW.PERU.EDU, hover over ‘Students’ in the upper left-hand corner of the page, and click on ‘myPSC.’ Students will use the same login information that they created when they completed the online Dual Enrollment application.
PARTICIPATION AGREEMENT

Peru State College will send the participating high schools a letter outlining the Dual Credit Program at the start of each semester. School districts will receive a service fee from Peru State at the rate of $10 per credit hour per student after the semester.

FACULTY QUALIFICATIONS

A high school teacher who wishes to become an instructor in the Dual Enrollment Program must hold a Nebraska Teaching Certificate within the subject area they propose to teach as well as a master's degree from an accredited institution. More information can be found at [WWW.EDUCATION.NE.GOV](http://WWW.EDUCATION.NE.GOV)

APPROVAL PROCESS

New schools wishing to join the Traditional Dual Enrollment Program are asked to submit their teachers' current resumes reflecting their teaching and professional development experiences and credentials. This should include non-credit education experience, institutes/conferences attended, special awards received, etc. Teachers seeking Dual Credit approval must also submit a copy of their official undergraduate and graduate transcripts.

The school district or instructor will also be required to submit a course syllabus. The syllabus must include the following: course description, objectives of the course, explanation of instruction, textbook, supporting materials, a tentative course schedule with topics and assignments, and assessment and grading information. The course description and objectives must be the same as on-campus courses. The course syllabus must list all required prerequisites for the course and clearly state that, "Regardless of grades earned previously, the culminating assessment must be passed in order to receive college credit for the course."

A copy of the final exam must also be submitted to ensure consistency with the on-campus course offered at Peru State College.

COLLEGE SYLLABI

College syllabi are available to all students. Requests are to be made with Dual Enrollment Coordinator Amy Barrett at abarrett@peru.edu.

CLASSROOM ENVIRONMENT

The general principle is that Dual Enrollment students taking courses for Peru State credit should be in a classroom environment as close to that of on-campus courses as possible. Conditions may vary from high school to high school. In order to guarantee academic quality and assess student outcomes, all Traditional Dual Enrollment students must pass a final exam or culminating experience that substantially measures the extent to which the course's stated learning objectives are achieved. High schools may give the final exam that is being used on the Peru State campus or one that has been created by their high school faculty and is approved by Peru State. If there are any changes or updates to a Dual Credit course's syllabus, final exam or textbook information, the high school must resubmit the updated documents to the Distance Education & Online Services Office for approval.

All Dual Credit instructors must submit copies of their students' completed final exams or culminating assessments to Peru State at the end of each semester.

ONLINE STUDENT SUPPORT

Each school must assign a 'mentor' located within their high school to provide support for their online students. They must also provide computer access for student use. In exchange, a service fee will be provided to the high school by Peru State. The mentor provides assistance and guidance for students to ensure successful course completion and has the ability to enter the student's grade into the high school grading system. The mentor should also have a working relationship with the Distance Education & Online Services Office should any questions or concerns arise.

COURSE ROSTERS

Once all Traditional Dual Credit enrollments are processed, your school will receive a course roster for each of their Dual Credit courses. It will be the high school counselor or instructor's responsibility to verify the roster and report any changes to the Distance Education & Online Services Office.

GRADES

Schools will receive an official grade sheet to be completed by the course instructor. A copy will be kept at the school and an official copy will be sent to the Distance Education & Online Services Office.

Grades for online courses are recorded on an official grade report filed in the Peru State Student Records Office at the end of the semester. These grades will be sent to the high school at the end of each academic term. The recorded grades will be the same on the high school and college transcripts.
ONLINE DUAL ENROLLMENT PROGRAM

Peru State offers a variety of courses online. High school juniors and seniors may choose to enroll in online courses for Dual Credit if their school participates in this component of the Dual Enrollment Program. Some high schools don't have qualified instructors to teach in the Traditional Dual Enrollment Program or the resources available to offer college credit courses. This is where Peru State can step in to help provide opportunities for students to earn college credit while still in high school. Many students enjoy the flexible nature of these courses, given their busy schedules.

REGISTRATION
Students may register for the Online Dual Credit option by completing the Dual Enrollment Application online at WWW.PERU.EDU/DUALENROLLMENT. For any questions, students may contact their counselor or principal, or they can email the Distance Education office at DistanceEducation@peru.edu.

The deadline to register for online courses is before the course start date. Early enrollment is encouraged as courses fill quickly. Enrollment is on a first-come, first-served basis.

DROPPING OR ADDING A COURSE
If a student decides to drop or add a course, they must notify their mentor and the Dual Enrollment Coordinator right away. The student should send a written request to abarrett@peru.edu. After the final drop deadline, noted on the academic calendar for the term enrolled, there will be no refund of tuition and the student will receive a 'W' (withdrawal) on his or her transcript. A current Peru State academic calendar can be found online at: WWW.PERU.EDU/ACADEMICS/CALENDARS.

TEXTBOOKS
Students are responsible for purchasing textbooks for online courses before the course begins. Textbooks can be purchased online via the Peru State Bookstore at: WWW.PERU.TEXTBOOKX.COM.

TRADITIONAL DUAL ENROLLMENT PROGRAM

The Traditional Dual Enrollment Program (Dual Credit) is a partnership between Peru State and participating school districts. The primary goal of the program is to offer qualified high school junior and senior students opportunities to experience the challenge of college courses. The program effectively utilizes the junior and senior year by giving well-prepared students a chance to get a head start on their college career or to see if college is right for them.

Dual Enrollment courses are taught in the high schools by teachers who have met the requirements of the College’s academic departments and have been approved by Peru State. These courses are a part of the high school teachers’ regular teaching load. Support is provided by Peru State College Distance Education & Online Services Department and faculty.

REGISTRATION
Students may register for the Traditional Dual Credit option by completing the Dual Enrollment Application online at WWW.PERU.EDU/DUALENROLLMENT. For any questions, students may contact their counselor or principal, or they can email the Distance Education office at DistanceEducation@peru.edu.

DROPPING OR ADDING A COURSE
If a student decides to drop or add a course, they must notify their teacher and the Dual Enrollment Program Coordinator right away. The student should send a written request to abarrett@peru.edu. After the final drop deadline, noted on the academic calendar for the term enrolled, there will be no refund of tuition and the student will receive a 'W' (withdrawal) on his or her transcript. A current Peru State academic calendar can be found online at: WWW.PERU.EDU/ACADEMICS/CALENDARS.
Students are required to complete the online Dual Enrollment Application and have their parent/guardian complete the Parent Authorization Form. Both the application and form are located at WWW.PERU.EDU/DUALENROLLMENT.

TRADITIONAL DUAL ENROLLMENT:
Students enroll for courses for dual enrollment taught by their high school instructor within the high school classroom. Students will be required to complete:
- Online Dual Enrollment Application
- Parent Authorization Form
Both can be found at WWW.PERU.EDU/DUALENROLLMENT.

ONLINE DUAL ENROLLMENT:
Students enroll in an online course through Peru State College, and have a high school mentor, to receive credit for the coursework through the high school and Peru State College. Students will be required to complete:
- Online Dual Enrollment Application
- Parent Authorization Form
Both can be found at WWW.PERU.EDU/DUALENROLLMENT.

HIGH SCHOOL COUNSELOR RESPONSIBILITIES:
The Counselor will have the following responsibilities:
- Assist students with enrolling in the Dual Enrollment program
- Complete Counselor Approval Form for each student
- Request approval of courses
- Assist with teacher certification for Dual Enrollment

More information about the high school counselor responsibilities can be requested from Peru State's Distance Education office at DistanceEducation@peru.edu or 1-888-258-5558.

Students must complete the Dual Enrollment Application online at: WWW.PERU.EDU/DUALENROLLMENT

FALL 2018 DATES:
Applications for online courses due August 10
Applications for traditional courses due September 7
Payments due November 1

SPRING 2019 DATES:
Applications for online courses due December 21
Applications for traditional courses due February 2
Payments due March 25

All students who have not made arrangements with the Peru State College Business Office to pay for their course(s) by the due date will be dropped from their course(s) the following day.