DE Important Information:

The newly formed Drake State Dual Enrollment team is dedicated to offering dual credit opportunities for local high students and to continual DE program improvement that meets the needs of both the school, the college, and the state. Each team member has different responsibilities on the DE team. The primary point of contact for DE at Drake State is: melinda.inglis@drakestate.edu. Ms. Inglis will appropriately coordinate any question or need to the appropriate team member to handle.

The Drake State Dual Enrollment team has and will continue to change many DE processes to ensure we are offering your school, school system, and students the best experience possible. One major change to note is that we will now follow application deadlines that are closely aligned with the state recommendations which means application deadlines will be earlier than in the past. For the Spring 2017 semester, completed applications must be submitted to Drake State no later than October 21 by 11:00 am. Incomplete applications or students not meeting the criteria will not be considered for DE courses. In addition, previously dual enrolled students will be given priority over new applicants. New applicants will be considered on a first come first serve basis if the number of applications exceeds the number of available slots based on the DE budget.

Completed applications should be submitted to a designated school system representative (or designated individual for homeschool organizations) for a final check. This designated representative will coordinate with Drake State to officially submit the completed applications. Please be sure to submit through the appropriate individual in your school. Do NOT have students, parents, or teachers drop the applications off at Drake State as they will only be accepted from the official designated representative.

Application Location:

Information regarding DE and applying for this program is located at:

www.drakestate.edu

After going to this site, please click on programs and then click on dual enrollment. There are links to informational pages, as well as the online application and forms. Please note that many of these forms are now fillable so students can fill in the information via computer and print for easier access and accuracy. A common question asked is why students applying for DE must complete the online application. This application puts the student’s information directly into Drake State’s system and provides valuable experience to the student in completing a college application. Feel free to contact your local counselor, career coach, or DE coordinator for assistance in completing the packet. They can contact the Drake State DE team if additional assistance is needed.
Spring 2017 Course Offerings:

A list of Spring 2017 course offerings is included. Previous and current DE students at Drake State will have additional course offerings available to them due to their prior coursework. Our DE Admissions Advisor will work individually with these students to place them in appropriate classes.

Criteria for DE students:

1) Students must have a 2.5 GPA or above.
2) Students must be in at least the 10th grade.
3) Students must have reliable transportation if taking the course on the Drake State campus.
4) Students must have a completed application with appropriate signatures submitted by the application due date.
5) Students must enroll in a state approved technical course before being able to register for an academic course.
6) Students must follow their school system guidelines for courses they can and cannot take.
7) Students must attend the mandatory new DE orientation schedule prior to their first semester while returning students must attend a semester follow-up session.

Completed Packets Include:

1) Drake State online application completed with printed verification sheet
2) Transcript roster signed by all students asking their counselors about DE at Drake State.
3) DE Registration Form (signed by student, parent, principal, and superintendent or designated proxy)
4) DE Statement of Eligibility Form (signed by student, parent, and counselor). [Current transcript must be attached!]
5) In-state residency form (signed by student)
6) ID Form (ID info completed and counselor initial on bottom of form). Copy of ID or INOW page with photo attached.

Important - Please Note:

1) Dual enrollment applications are only needed for students who are new to the Drake State DE program or have not participated in DE since before the summer semester.

2) Students who participated in Dual Enrollment during the Summer 2016 and Fall 2016 semester and still meet the GPA requirement do not need to complete a new application. Please simply submit a DE registration form with the student’s name, contact information, and a current transcript. These returning students must attend a follow-up meeting every semester for upcoming semester scheduling.

3) All completed applications for new DE students must be submitted to Drake State no later than October 21, 2016. [Late applications will not be accepted!] Returning DE students must the November DE Follow-Up session to be announced in order to be scheduled for classes by the due date.
New DE Application Steps:

1) Counselors should print the form marked TRANSCRIPT ROSTER. Any students that come to inquire about dual enrollment should sign this form. If they decide not to pursue DE after meeting with the counselor, they should mark Participation Disagree to indicate they do not wish to continue with the application process. Students wishing to apply or continue participating in DE should mark Participation Agree.

2) COMPLETE THE ONLINE DRAKE STATE APPLICATION. Follow the link on the DE forms site on the Drake State website (www.drakestate.edu). From the screen shown below, select first time user account creation. Hints: On the screen that asks for type of student, be sure to change the drop down box to say dual enrollment. Also, when entering phone numbers, please be sure to put the area code in the first box and complete number in the second box. The third box provided for phone numbers should be left blank. The verification of completed app should be printed and attached to registration packet.

3) HELP THE STUDENT PRINT AND COMPLETE THE DE REGISTRATION FORM. It is fine to leave the Drake Course blank empty. Please be sure to have the student indicate in the high school course blank what program they wish to take classes in (i.e. Medical Assisting-MAT, Computer Information Systems-CIS, Welding-WDT). The student should then take this form home to obtain parent signature and return to the counselor the next day.

4) HELP THE STUDENT PRINT THE STATEMENT OF ELIGIBILITY FORM. The student should complete this form. New students will leave the course section blank but returning DE students should notate Current DE Student to indicate they took classes in the summer or fall semesters. Student should also take this form home for parent signature and return the following day to counselor. Once the parent signed copy is received, the counselor should attach a current unofficial transcript.

5) HELP THE STUDENT COMPLETE THE IN-STATE ELIGIBILITY FORM. After completing the eligibility form, the ID form should be attached with the ID information completed. Counselors should initial the bottom of this form to indicate they personally viewed the ID. A copy of the student’s picture ID should be attached. Driver’s license or permit preferred. Picture school ID can be used if needed.