

## **IPFW Dual Credit Application and Payment Information**

All of the following information concerning the IPFW Dual Credit courses offered at Carroll is from the IPFW Collegiate Connection website (June 27, 2014): <http://www.ipfw.edu/offices/cc/index.html>

(To learn more about the Dual Credit offered through Ivy Tech, please see the Ivy Tech Dual Credit Application and Payment Information Document.)

### **IPFW Admissions Requirements:**

<http://www.ipfw.edu/offices/cc/index.html>

Students must meet the following criteria to enroll in courses that Carroll offers through IPFW: •Pass End of Course Assessments in algebra and English.

- Maintain a B average (3.0 on a 4.0 scale)
- Complete (or will be able to complete) enough high school credits to meet CORE 40 or Academic Honors high school graduation requirements
- Be in the top half of their graduating class
- Approval from parent/guardian and high school guidance office

After meeting the admission requirements, you need to apply for admission to IPFW. All paperwork is available in your high school guidance office or on this website. You do not need to submit your ACT or SAT test scores and the application fee has been waived. (Students who met these requirements and who had signed up for Dual Credit courses for the upcoming school year filled out paperwork in Student Services in April. If you did not do so, please read the "How to Apply" section of this document. Contact your Carroll Guidance Counselor if you have any questions.)

### **How to Apply:**

<http://www.ipfw.edu/offices/cc/apply/>

### **New Students**

1. Talk to your high school guidance counselor to determine eligibility (consult the Admission Requirements). 2. Obtain a Collegiate Connection booklet from your guidance counselor or complete the Interest Form.
3. Apply online or obtain an IPFW Collegiate Connection Application Form from your guidance counselor and a registration card. Or you may apply by clicking on the links above, downloading the PDF files, and printing them. There is no application fee. 4. Make sure your parent/guardian sign both sides of the application form.
5. Take completed application form to your high school guidance office for signature.
6. Request that an official HHS high school transcript be sent to IPFW at [www.parchment.com](http://www.parchment.com).
7. Mail your application form to: Collegiate Connection, Indiana University-Purdue University Fort Wayne, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805-1499.

### **Returning Students**

If you took an IPFW credit course in a previous semester, you do not have to complete a new application form. Obtain a registration card from your guidance office or download the file by clicking on the link above and print it. Sign and date it, and return it. All registrations are processed in the Collegiate Connection office. Students cannot register themselves for classes.

**Note:** Applications will be accepted through August 22, 2014. General education courses fill early, so course selection will become more limited the later you register.

**IPFW Dual Credit Payment Information:**

<http://www.ipfw.edu/offices/cc/general/payment-information.html>

Fees are payable by check, MasterCard, VISA, or Discover. Payment plans are available. Student fee statements are posted electronically to the student's myIPFW account. Paper invoices are not mailed to the home nor to the student's parent/guardian. New students must activate their computer accounts by going to my.IPFW.edu and clicking on the first-time user button.

Failure to pay for classes does not withdraw you. Not attending classes or notifying your high school that you wish to drop classes does not withdraw you from classes. You are responsible for all fees unless you process a drop form through the Collegiate Connection office during the refund period.

**IPFW Dual Credit course fee information:**

<http://www.ipfw.edu/dotAsset/c8e3b2b3-5908-4da2-8f3d-47c247112f10.pdf>

**How to Pay:**

<http://www.ipfw.edu/offices/cc/student-accounts/>

IPFW uses email to communicate with you about registration, billing, and other important information. You need to activate your computer account as soon as possible. Through your myIPFW account, you will be able to view and print your class schedule and billing statements, make a payment toward your balance, view your grades after they have been posted, log in to Helmke Library databases or check out library materials, and more.

1. Go to <http://my.ipfw.edu> and click the Get me started link.
2. Click the link for the Account Management Service page. ◦You will see a screen of information describing the account activation process.
3. Click Continue. ◦You will be presented with the Ethical Guidelines for Computer Users.
4. Review the Ethical Guidelines.
5. Enter Yes at the bottom of the page to indicate you agree to the ethical guidelines and click Continue.
6. Enter your last name, birth date and either the last 4 digits of your social security number or your IPFW ID number.
7. Click Continue. ◦The resulting page will contain your username and email address. Be sure to write these down and keep them in a safe place.
8. Enter a password for your account at the bottom of the page. ◦Follow the password rules listed. ◦Note: Do not write your password down.
9. Click the Submit Password and Activate Account button. ◦You should see a success message that your account is activated. 10. Enter a security question and answer. ◦This can be used to reset your password if forgotten.
11. Click Submit. ◦You can now use your account to log into myIPFW, access the student computing labs, online course work, log in to Helmke Library databases or check out library materials, etc.

For additional instructions or assistance you can contact the Information Technology Services (ITS) Help Desk at 260-481-6030 (option 0 for a technician).

**Course Textbook and Materials Fees:**

In many cases, students will purchase or rent their textbook through IPFW, although not all courses adhere to this. Most consumable fees will be part of the NACS fee statement sent out each semester, just as they are for all traditional Carroll courses.