Advanced Opportunities Frequently Asked Questions

Where do I receive guidance in filling out the paperwork for Dual Credit and Funding?

- Teachers go over the applications for the credit, as well as the request of funding from state accounts, during class time.
- Students may also access the applications (credit) and the portal (funding) from home.
  - Information and links to on-line applications are located on the CHS Career Center Advanced Opportunities Subpage (On Main High School Website).

In addition to requesting funding on-line on the state portal what must be on file at Columbia for me to receive funding?

- Students and parents both must have read and signed the state paper-based “Participation Form” and have turned it in to their teacher or counseling.
  - **UPDATE:** This participation form is now part of your registration paperwork you complete in August on-line and following you completing it will be housed in Powerschool!
  - Students will be denied requested funding if the form is not on file and a college will send a bill.
- If you have billing questions please contact the college
  - College Contacts are on the CHS Career Center Advanced Opportunities Subpage.
- Students may get the form from their teachers, in counseling, or on the CHS Career Center Advanced Opportunities webpage at the very bottom of the page
  - Students only need to do one form for all classes one time and do not need to do it every year.
  - Students who used funding last year should already have a form on file

How do I ensure credit and payment?

- Students must both have applied through the college provider of the class (to ensure credit), and students must have requested funding through the state portal on-line (to get it paid for).
  - Separate websites are used for both processes.
    - Your teacher will announce in class which websites you are to use, and they are also located at on the CHS Career Center Advanced Opps Subpage

How do I confirm I am enrolled?

- Teachers will have the students name on the college roster if the student has completed the college application to ensure credit.
  - Students should follow up with their teacher(s) to make sure they are on the college roster.
  - If not on the roster by the Sept. 28, 2018 deadline you will not be able to earn college credit.
    - Please note CSI has two deadlines. Sept. 21·2018 for CSI college application, Sept. 28·2018 for Application to Register for the class.
How do I confirm funding has been requested?
- Students log in to the portal and click on “Student Landing” and then “Previous Course Applications”.
  - On that page you should see the class(es) you have requested funding for and it should say “Pending” under payment.

When will the payment be made?
- Once the accounts are reviewed by colleges and the state department payment will occur. This process usually takes about 6-8 weeks after the portal has closed (Portal closes Sept. 28, 2018).
  - Once paid by the state on “Previous Course Applications” page on the portal it will say “paid” if there are no issues.

How do I know if the class has to be submitted this semester or next?
- Teachers will let students know during class time. If not sure ask your teacher and you may also contact the college rep.
  - College rep contact info. is located CHS Career Center Advanced Opps Subpage

If I am in an overload on-line class who do I go to for help accessing the funding?
- The student should first meet with their guidance counselor regarding taking the class.
  - Lillena Borden: A-G
  - Jason Hoyt: H-P
  - Mike Chavez: Q-Z
- Next the student needs to meet with Ms. Talbott to be led through the process for payment (if they have never done it before).
  - Otherwise students who already have portal accounts can just go into the portal and request funding.
- If the course is not listed on the funding portal please let Ms. Talbott know and she will have the district add the class.

What are the deadlines?
- Always check with the teacher or college to confirm deadlines, but the following deadlines are what is in place for Fall 2018.
  - All College Application (For Credit) registration deadlines: Sept. 27, 2019
    - CSI has two deadlines: College Application for the College itself and College Application Registration Deadline (See your teacher for more information)
  - State Portal (Funding) Deadline: Sept. 27, 2019
- Important: Do not wait to set up a new account on this date, as it will not give enough time to get the account approved to go ahead and request the funding.

How do I know if a class will transfer to a specific college?
- Please contact the college admissions office directly to get accurate information. You may also use the website http://coursetransfer.idaho.gov/
  - The link for course transfer is also on the CHS Career Center Advanced Opportunities Subpage
**How do I transfer the college credit?**

- Students are responsible for keeping track of what dual credit classes have been taken and from what college provider, as well as funding they have requested.
  - Your college credits are NOT on your high school transcript!
- All seniors need to send a transcript from the college who provided the credit to the college he/she will be attending.
  - This is usually done on-line for a small fee, and if you have more questions please contact the college provider of the class(es) you took for Dual Credit.
- Under “Previous Course Applications” on the state portal students can view what classes they have requested courses for in the past and currently.

**When do I request funding for AP tests?**

- The state funding does cover AP tests (but does not cover ACT/SAT).
- The AP Test Funding requests are completed on-line on the state portal. Please see Mrs. Caron in the Counseling Center for more information as College Board registration is changing for the 2019-2020 school year.

**Where can I find a list of dual credit classes offered at all three high schools and college numbers?**

- On the Career Center Advanced Opportunities subpage in a document on the very bottom of the page.

**Questions?**

- If you have unanswered questions after contacting the teacher regarding the college application, you may also contact the college rep (teacher will provide or college rep contact information is located on the CHS Career Center Advanced Opportunities Subpage.
- If after speaking with the teacher you are not able to figure out an issue with portal issues for your account for the funding please contact Ms. Cassie Talbott, ctalbott@nsd131.org regarding the funding.