

## Information about the High School Dual Enrollment Program at Roberts Wesleyan University

Topic	Details
<b>ELIGIBILITY TO TAKE ROBERTS DUAL ENROLLMENT COURSES</b>	Any high school Junior or Senior in the current academic year may enroll in Dual Enrollment courses.
<b>COST PER CREDIT</b>	Tuition for Dual Enrollment Courses is \$85 per credit. A three-credit course is \$255. A four-credit course is \$340. This is a significant savings compared to the usual tuition rate for an enrolled student at Roberts Wesleyan University. There are no additional fees or administrative costs.
<b>COURSE PREREQUISITES</b>	Some courses have prerequisites; courses which must be successfully completed before registering for the course in question. Your teacher should advise you of any prerequisites for your course. Prerequisites are also listed on <a href="#">our webpage</a> and the <a href="#">online registration form</a> . Students and high schools are responsible to ensure students only register for courses for which they are eligible. Students taking courses through homeschool groups must provide proof of completion of prerequisite course material to the Roberts Dual Enrollment Office.
<b>REGISTRATION AND PAYMENT DUE DATES</b>	<p>Registration and payment for <b>fall and full-year courses</b> are due by Friday, <b>November 1st, 2024</b>.            Registration and payment for <b>spring courses</b> are due by Friday, <b>March 7th, 2025</b>.</p> <p>On-line payment can be made any time 24/7 until the payment deadline.            Contact the Roberts Dual Enrollment Office to set up a time to make in-person payments. Mailed payments must be postmarked by the payment due date.</p> <p><b><u>REGISTRATIONS THAT ARE NOT PAID FOR BY THE PAYMENT DEADLINES WILL BE CANCELLED.</u></b>            The student will still be registered for their high school class, but will not earn Roberts Wesleyan University credit for the course.</p>
<b>HIGH SCHOOL REGISTRATION CODE</b>	Your teacher will provide you with your school's registration code. You will use this code when creating your Dual Enrollment Registration Account.
<b>CREATE A ROBERTS DUAL ENROLLMENT REGISTRATION ACCOUNT</b>	<ol style="list-style-type: none"> <li>1. Go to <a href="https://roberts.edu/DualEnrollmentRegistration">roberts.edu/DualEnrollmentRegistration</a> and create an account for yourself.  <b>Your account can be reused from year to year.</b></li> <li>2. Read this FAQ sheet to be completely informed of the policies and deadlines of the program. Share this information with your parent(s)/guardian(s).</li> <li>3. Complete the registration form and register for your course(s). <b>Use your legal name.</b> <ul style="list-style-type: none"> <li>○ <b>Your High School code, Social Security number, e-mail address and parent/ guardian e-mail address are required to register.</b> <u>International students with no SS# will be provided an opportunity to indicate this on the registration form.</u></li> </ul> </li> <li>4. SAVE and SUBMIT your registration form.</li> <li>5. You have the option to pay immediately or pay at a later date. Be sure not to miss payment deadlines. Registrations not paid for by the deadlines will be cancelled.</li> </ol>
<b>HOW TO REGISTER FOR COURSES</b>	
<b>HOW TO PAY FOR COURSES</b>	<ul style="list-style-type: none"> <li>• <b>On-line tuition payment via echeck</b> is made through your Roberts Dual Enrollment Account at <a href="https://roberts.edu/DualEnrollmentRegistration">roberts.edu/DualEnrollmentRegistration</a>. Click on the green "Pay (\$\$) Tuition Here!" box. This payment box only appears once your course registration has been successfully submitted. If you do not see the payment box, make sure there is a green checkmark next to both 'Registration Form' &amp; 'Registration was Submitted'. A red 'X' indicates the form has not yet been submitted.</li> <li>• <b>In-person tuition payment</b> can be made at the Roberts Wesleyan University Dual Enrollment Office or at the Cashier's drop box. Contact the office for hours and instructions.</li> <li>• <b>Mail your tuition payment</b> with <u>a copy of your registration confirmation showing student's name and courses</u> to the following address:            Evangeline Kovach            Roberts Wesleyan University            2301 Westside Drive            Rochester, NY 14624  <b>Mailed tuition payments must be postmarked no later than the payment deadline date.</b></li> </ul>

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<b>ACCEPTED FORMS OF PAYMENT</b>	We accept payment by echeck, personal/bank check, or cash (in person only). Credit card payments are not accepted. Students will receive a confirmation email from QuikPay or Roberts after they submit their tuition payment.
<b>FERPA (Family Educational Rights and Privacy Act) (for students 18+ years old)</b>	<a href="#">FERPA guidelines</a> protect the privacy of students' educational records. Students who are 18+ years old have sole access to their educational records. 18-year-old students may complete an authorization form giving their parent(s)/guardian(s) access to their educational records. A link to the authorization form is on the online registration page and the Roberts website (search 'FERPA').
<b>MAXIMUM NUMBER OF CREDITS PER SEMESTER</b>	A student may register for no more than 11 credits through the Dual Enrollment Program in one semester. Credits from full year courses do not count toward the credit maximum when registering for spring courses.
<b>REFUNDS, DROPS, AND WITHDRAWALS</b>	<p>Tuition refunds will be issued to a student who drops a course <b>before</b> the registration/payment deadline. Courses dropped before the deadline will not appear on the student's college transcript. There are no refunds after the course registration/ payment deadline.</p> <p>A student may withdraw from a course any time after the registration/payment deadline until the day before final exams are administered. The course will appear on the student's Roberts Wesleyan University transcript with a grade of 'W'. Withdrawing students should inform their high school teacher and the Roberts Director of Dual Enrollment immediately to complete withdrawal paperwork. There are no refunds for course withdrawals.</p>
<b>REPORT CARDS</b>	Roberts will mail you a grade report after your high school teacher submits final grades.
<b>WILL MY CREDITS TRANSFER TO OTHER COLLEGES AND UNIVERSITIES?</b>	<p>Credits from Roberts will transfer to many colleges and universities (most schools require a grade of 'C' or higher). A survey of Roberts Dual Enrollment alumni who were university freshmen or sophomores in spring 2021 indicated that 92.3% of respondents to the survey successfully transferred their dual enrollment credits to their college or university of choice.</p> <p>Be aware that each college/university has its own policy governing the transfer of college credits as well as AP credits. Policies at each college/university will determine whether credits earned through a Dual Enrollment or AP course will be credited toward a student's major, as general education credits, or as elective credits. There are some colleges that may not accept Dual Enrollment credits.</p> <ul style="list-style-type: none"> <li>• Students should contact their prospective colleges for information about their credit transfer policies early in their college search.</li> <li>• <b>We suggest that students save copies of their Roberts syllabus as well as exams and papers completed for their Dual Enrollment courses</b> in case these are needed for a transfer credit evaluation at your future college/university.</li> </ul>
<b>WHAT IS A UNIVERSITY TRANSCRIPT AND WHY WILL I NEED ONE?</b>	<p>A transcript is a permanent record of courses taken and credits earned at a college/university, whether through matriculated enrollment or through a high school dual enrollment program. A transcript lists the courses you took, your grades, and the number of credits earned. Students will not receive Roberts credit if they fail a course, however the grade for that course will appear on their transcript. Your college/university will require an official copy of your Roberts transcript.</p> <p>Transcripts are ordered through the <a href="#">Roberts webpage</a>. There is a small fee to order transcripts.</p>
<b>HOW DO I GET MY ROBERTS TRANSCRIPT?</b>	
<b>CONTACT INFORMATION FOR THE DUAL ENROLLMENT PROGRAM</b>	<p>For questions about the Roberts Wesleyan University High School Dual Enrollment Program, please contact the Director of Dual Enrollment at <a href="mailto:kovach_evangeline@roberts.edu">kovach_evangeline@roberts.edu</a> or 585-594-6134</p> <p>Evangeline Kovach          Roberts Wesleyan University          2301 Westside Drive          Rochester, NY 14624</p>