



NDCDE-BSC ENROLLMENT PROCESS



NDCDE Registration

Students **must** start by completing the NDCDE registration form: **[NDCDE Dual Credit Inquiry Form](#)**.

Consent & NDCDE Verification

On the NDCDE Dual Credit Inquiry Form, students provide basic contact information, contact information for their school, and help verify their enrollment eligibility. Parents consent to this form's dual credit terms and conditions or are sent an email consent request. The school official listed on the form is sent an email to verify a student's eligibility for dual credit. **If parent or school consent is not provided, the application process will not move forward.** NDCDE verifies all this information and then sends students and parents an email on the next steps.

BSC Application

Once verification occurs, the student receives an email from NDCDE prompting them to complete the BSC application process. This email contains a **code** the student will need to use during the application process to waive tuition and fees if the student enrolls in a course covered by an NDCDE grant. It also contains information on the specific course section the student must enroll in if BSC approves the application.

Course Registration

BSC notifies the student if their application is approved and directs the student to set up and log in to Campus Connection to register for the NDCDE-BSC dual credit course.

Course Access

NDCDE-BSC courses run in the BSC learning management system, Blackboard. Students will use this system to access their courses and grades. Students will also receive a welcome email from NDCDE with registration reminders and key contact information. Students will not use NDCDE systems for any purpose except to download a completion certificate at the end of the course. The dual credit instructor will provide instructions on doing this.