TRITON COLLEGE
DUAL CREDIT

NEW STUDENT ORIENTATION

College is a bit different from what you have experienced in high school. This guide will help you "get in the know" with all you need to know about being a first-time college student with us!

Triton College

triton.edu | #WeRTriton

Welcome to Triton College!

We are excited that you have chosen to start your higher education journey by participating in Triton College's Dual Credit Program. At Triton, we are committed to empowering you to succeed in achieving your academic and career goals. Our positive learning environment, challenging curriculum and expert faculty members help prepare students to effectively compete in the global economy, realize their career aspirations and achieve personal growth.

By participating in the Dual Credit Program, you are taking a great step towards saving time and money on your educational journey. College courses are interesting and challenging. Dual Credit students taking classes at their high school campus get to learn what college professors expect while still in their familiar high school environment. Students who enroll in Dual Credit opportunities on Triton's campus will benefit from an authentic first-time college experience. No matter where the course is taken, students who graduate high school with dual credit coursework will be prepared to move forward with confidence to succeed academically in college.

College publications can be updated during the year. The latest versions can be found on the college website at **www.triton.edu/academics/dual-credit**.

ABOUT TRITON COLLEGE

MISSION
Valuing the individual, educating and serving the community.

VISION
A community with equitable opportunity for growth and success.

General Education Outcomes

• **Critical Thinking**
Explore issues, ideas, artifacts and events before accepting or formulating an opinion or conclusion.

• **Communication**
Develop and express ideas in written or oral form.

• **Information Literacy**
Identify, locate, evaluate, and responsibly use and share information.

• **Quantitative Literacy**
Analyze and solve quantitative problems from a wide array of contexts.

• **Global Learning**
Analyze and explore complex global challenges from diverse perspectives.

Access to Programs

In May of 2009, Triton College was selected to join the national student success initiative – Achieving the Dream: Community Colleges Count. The initiative includes more than 160 institutions in 30 states.

Achieving the Dream is a non-governmentally funded multi-year national initiative to help more community college students succeed, particularly those students who traditionally face the most significant barriers to success, including students of color and low income.

Achieving the Dream helps community colleges develop and implement a student-centered model of institutional improvement. The initiative provides a framework for systematically and objectively reviewing college policies, programs and services with regard to their impact on student success.

For more information regarding the Achieving the Dream initiative at Triton College, or if you have any questions about Triton's Achieving the Dream website, please contact us at studentsuccess@triton.edu.

Triton College and Title IX

In accordance with Title IX of the U.S. Department of Education's Education Amendments of 1972, Triton College reaffirms its commitment to affirmative action and offers equal employment and educational opportunities, including career and technical education opportunities without regard to race, color, religion, sex, national origin, disability, veteran status, age or any other basis which is protected by law except where such characteristics are bona-fide occupational requirements.

Family Education Rights and Privacy Act (FERPA)

FERPA stands for the Family Educational Rights and Privacy Act of 1974, as amended. Commonly known as FERPA, the Privacy Act or the Buckley Amendment. It is a federal law designed to protect the privacy of educational records and to establish the right of students to inspect and review their educational records.

Triton College is required by federal law to uphold the FERPA Act, regardless of age, to keep student records confidential. Without the student's permission, Triton cannot share student records with anyone but the student (or appropriate college employees, high school employees or dual credit instructors).

Should parents wish to view their child's records, the student must first complete the third-party authorization online through My Triton.

Campus TOUR GUIDE

CAMPUS MAP
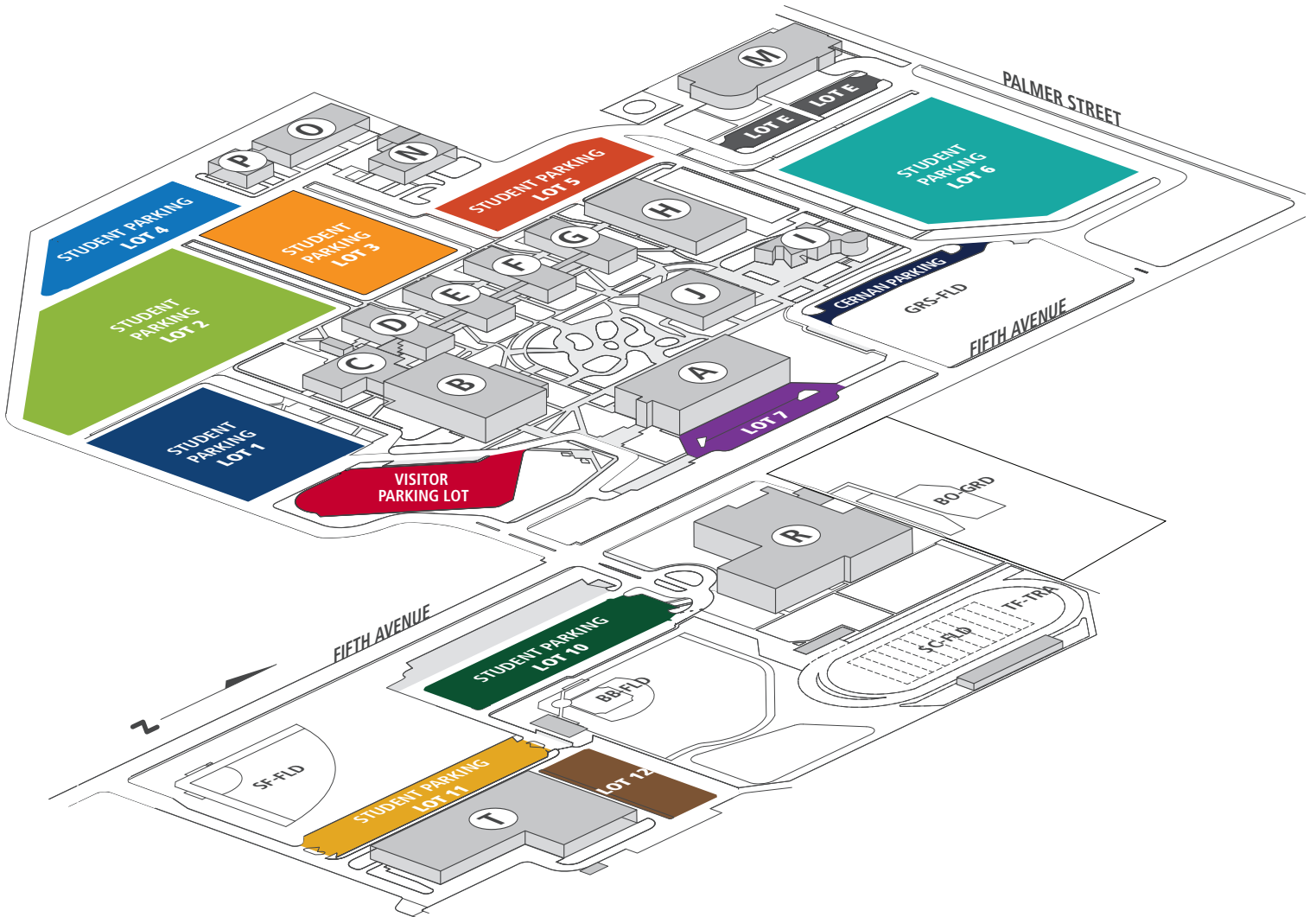
On-Campus Building Codes

A   Learning Resource Center
(Adult Education, Library, School of Continuing Education, Testing Center, Center for Access and Accomodative Service)

B   Student Center (Admission and Records, Welcome Desk, Financial Aid, Cashier's Office)

C   Bookstore

I   Cernan Earth and Space Center

J   Gallery, Cox Theatre

N   Triton College Police Station

R   Robert M. Collins Center (Triton College Performing Arts Center, Older Adults Center, Fitness Center, Pool)

BB-FLD   Baseball Field

SC-FLD   Soccer Field

SF-FLD   Softball Field

TE-TEN   Tennis Courts

TF-TRA   Track Field

THE WELCOME CENTER – First Floor B Building, Ext. 3888
• Update contact information (two documents with correct address required for address change).
• Sign in through Qless to join a virtual line for the following services; Counseling, Financial Aid and Welcome Desk.
• Register for classes.
• Get Triton College ID/Replacement ID.

ADMISSIONS OFFICE – Room B-110, Ext. 3867
• Complete Triton College Application.
• Speak to an Admissions Representative about Triton College programs.
• Learn more about the enrollment steps necessary to start classes at Triton College.
• Set up a campus tour.
• Submit high school transcripts.

COUNSELING OFFICE – B Building, Room B-140, Ext. 3588
• Schedule an appointment to see your counselor.
• Speak with counselors on-duty regarding:
   - The current semester.
   - Course recommendations for next semester.
   - Referrals to campus and community organization.
   - Crisis intervention.
   - Emergency problem-solving.
   - Academic planning.
   - Schedule of workshops.

FINANCIAL AID OFFICE – Room B-160, Ext. 3155
• Use the Student Center to:
   - Fill out the Free Application for Federal Student Aid (FAFSA).
   - Complete Federal Loan Entrance or Exit Counseling/sign Master Promissory Note.
   - Search online for scholarships.
• Check the status of financial aid file.
• Submit verifying documents.
• View available work-study positions.
• Learn about and submit applications for Triton scholarships.

CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES – Room A-141, Ext. 3917
• Request:
   - Accommodated testing or adapted equipment.
   - Note-taking assistance.
   - Mobility assistance.
   - Assistive technology.
   - Sign-language interpretation.
   - Special parking and/or class relocation.

RECORDS OFFICE – Room B-220, Ext. 3130
• Submit official high school, High School Equivalency Diploma and/or college transcripts.
• Change/choose a program of study.
• File a petition (graduation, college transcript evaluation, etc.).
• Add/correct the Social Security number associated with student record.

LIBRARY – Second Floor A Building, Ext. 3698
• Ask-A-Librarian!
• Books and databases support your coursework.
• Course (textbook) reserves.
• Silent study room and group study rooms.
• Events and workshops.
• Computer lab, laptops and printing.

OFFICE OF CAREER SERVICES – Room A-204, Ext. 3619
• Career research assistance.
• Access part- and full-time job listings.
• Get help with resume and cover letter writing.
• Internship assistance.
• Mock interviews.

EDUCATIONAL TECHNOLOGY RESOURCE CENTER – Room A-100, Ext. 3361
• Get technical support for online classes and Blackboard.
• Work on computers with Apple or Microsoft operating systems.
• Print (Triton ID necessary).

TESTING CENTER – Room A-126, Ext. 3252
• ACCUPLACER placement testing (required for new Triton College students unless qualified for waiver).
• Make up an exam given by an instructor (must be requested by instructor).
• Take CLEP, DSST or TEAS prior learning assessment tests for college credit.
• Work Keys testing for National Career Readiness Certificate.
• Take the Constitution Test (for high school graduation or High School Equivalency Diploma requirement).

CASHIER – Room B-130, Ext. 3581
• Pay tuition and fees in full using:
   - Cash.
   - Charge/Debit (Visa, MasterCard, American Express).
• Verify third party payment (529 plan, prepaid tuition, etc.).
• Billing questions.

Student Life – B-240, Ext. 3383
• Sign up for clubs and organizations
• Campus activities
• Triton College Student Association (TCSA)

IMPORTANT INFORMATION FOR STUDENTS

Expectations

- A Dual Credit course is a college course in all respects. The curriculum is aligned to what is taught on the college campus and your responsibilities as a student are the same as all other college students.

- College courses sometimes deal with controversial topics or subject matter that high school courses may not address. This may provide new challenges for the Dual Credit student. Nevertheless, all students should be prepared to participate in the course.

- Dual Credit students should expect to invest at least as much time out of class as in class in reading, studying and preparing for college course assignments. To be successful and ensure completion of out of class assignments, most students will need to invest more time than this.

- Students should pay careful attention to their instructor's grading system. If students do poorly on a test or assignment, they should not expect to repeat the work in order to improve their grade. In addition, instructors may not allow students to do extra work to bring up a poor grade. The instructor's grading system is covered in the course syllabus students receive at the beginning of the semester.

- If students have trouble in a Dual Credit course, it is their responsibility to ask the instructor what they need to improve in order to succeed in the class.

Attendance Policy

Students must attend their Dual Credit class and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of academic progress. This attendance policy pertains to all students enrolled in any section of a college credit course on any campus. If for any reason a student is not attending the Dual Credit class regularly, he/she may be withdrawn from the class. Students failing are encouraged to speak with their professor and high school counselor to be withdrawn from the course before the drop date.

Complaints

If there is a complaint about a course or an instructor, the students should first communicate with the instructor and try to resolve the issue with him/her. If the student and instructor are unable to resolve the matter, then the student will need to take the matter to the high school counselor or Triton's director of Dual Credit.

Dropping a Course (Withdrawing from a Course)

Dual Credit students are responsible for adhering to all of Triton's dates and deadlines surrounding the academic calendar. To withdraw from classes, students must contact faculty and the Dual Credit Office for enrollment changes.

If you wish to withdraw from a class after regular registration, you must withdraw officially by submitting a withdrawal request to the Office of Dual Credit prior to the withdrawal deadline. A student who does not withdraw officially from a class is subject to an "F" grade.

Refund Policy

Dual Credit courses taught at the high school campus by an approved Dual Credit high school faculty member are not charged tuition and are therefore not eligible for monetary refunds.

Dual Credit courses taught on Triton's campus or online by Triton faculty are charged at the same tuition rates as traditional college courses. Many partnering high school districts, but not all, will sponsor the tuition, fees and sometimes textbooks for their students participating within the program. However, if a student is unsuccessful in their course, the high school may seek payback of part or all of the tuition and fees. Please check with your High School counselor regarding your school's dual credit payment policies.

Refund and withdrawal dates are based on the percentage of completion of class calendar days: 100% refund=5.5%; 50% refund=5.6%-8%; withdrawal with grade of "W"=75%.

College Transcripts

The course outcome of a Dual Credit course will become part of your permanent college record. This means that the final grade and any applicable college credit earned will be transcribed on your official Triton College transcript. In order for college credits to transfer out to another institution, you will need to have your college transcript ordered to be sent through the college's Records Department.

CLASSROOM EXPECTATIONS

Syllabus Review

A syllabus is your guide to a course and what will be expected of you in the course. Generally it will include the instructor's name, contact information and office hours, as well as course policies, rules and regulations, required texts, and a schedule of assignments.

The course syllabus will be distributed and reviewed by your instructor in the first week of class. If your Dual Credit class is utilizing Blackboard, you may also find an electronic copy posted on the course shell.

Attendance

Inasmuch as regular class attendance contributes substantially to learning, students are expected to attend all scheduled meetings of each course. However, since attendance requirements vary, the number of absences permitted will also vary from one course to another.

Faculty will inform students of attendance policies in the syllabus per board policy. Students who are absent from class are responsible for the completion of assignments made during their absence. Students may be terminated from class by the faculty for excessive absence or failure to begin attendance by the census date of the course. Students may petition faculty for readmission to classes.

Behavior

Access to higher education is a privilege. It is earned by one's prior academic achievement, one's demonstrated abilities and interests and one's ability to benefit from instruction. Once gained by admittance to the college, the privilege needs to be guarded and maintained. Actions and behavior that violate the college's published administrative and academic policies and procedures, and academic records that do not meet the college's Standards of Academic Progress, may lead to student suspension from class or from the college.

Students are especially reminded that appropriate classroom behavior is prescribed by the instructor. If an instructor determines that certain behaviors are disruptive or affect the instructional purposes of the classroom, the instructor may impose certain sanctions. These include suspension from the class for the day affected or a three-consecutive-school-day suspension. The latter sanction must be accompanied by a written statement of the incident which must be sent to the Dean of Student Services. The dean will conduct a hearing to resolve the case and may impose further sanctions, if warranted. In all cases, the student will be informed of all action taken on behalf of the college.

Academic Honesty

Triton College closely adheres to principles of academic honesty and integrity. The academic honesty policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment and investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom.

All forms of cheating deprive the student of achieving true academic success and are therefore considered a serious violation. Furthermore, all incidents of cheating will result in a disciplinary response from college officials.

ACADEMIC RESOURCES

Academic Success Center

The Academic Success Center (ASC) is a department of the Division of Academic Success at Triton College whose mission is to promote student success by providing quality support services, resources and programs that aid in the transition of student to college and support the successful retention of student throughout the completion of the degree/certificate.

The ASC provides free tutoring services for all Triton College students in Accounting, Behavioral Sciences, Business, certificate programs, ESL, GED, Health Careers, Mathematics, Natural Sciences, Reading, Sociology, Speech, Writing Skills and other courses offered at the college.

Tutoring Areas

General Tutoring Area – Room A-106

Careers Tutoring Area – Room A106I - offers tutoring in accounting, economics, hospitality, nursing, technical mathematics, advanced technology (Computer Science) and other areas.

Math Zone – Room A112 - for students who need help with any sort of math problem in biology, chemistry, nursing, math, physics, engineering and other subject areas requiring math. No appointment needed. Students can register at the front desk and sit at the Math Zone.

Science Tutoring Area – Room A-106A - for students who need help in chemistry, physics and biology. The Science area keeps anatomy and physiology learning models, organic chemistry model kit, zoology classification, DNA model, charts and other related hands-on learning.

Writing Zone – Room A314 - for students who need to work on a paper, improve their English skills in ESL conversation table, write a lab report and other areas requiring writing, reading and speaking. The Writing Zone has computers equipped with writing and reading software. Students can use the space to complete their assignments.

Additional Tutoring Area Location – H Building, Room H-139

The Academic Success Center offers additional services and resources to students, including:

• ASC workshops.
• ESL conversation tables. Just drop in and relax, listen and talk.
• Regularly scheduled workshop presentations for:
    o Developmental Math Concepts.
    o English Language Basics and Review of Personal Time Management.
    o Stress and Test-Taking Anxiety Management of TEAS Preparation Workshops.
    o Research Paper Skills of Study Skills.
• Special group tutoring sessions for math and science students.
• Supplemental instruction, based on need and availability.
• For use in the ASC only: biology and chemistry models, calculators, math tools, reference books and textbooks.
• **BrainFuse** (online tutoring).
• Science learning models are available at the center.

Study rooms, located in the Library (A building) and in the H Building, are available to students. All available rooms can be viewed through TutorTrac as well.

Services for Students with Disabilities

The Center for Access and Accommodative Services (CAAS) arranges access and academic accommodations for students who submit a completed CAAS Confidential Data Form and provide current documentation of a medical condition and/or disability that affects their academic performance. To best prepare for the semester students want accommodations for, it is recommended that they submit a Confidential Data Form and documentation of their medical condition/disability four weeks prior to the start of the semester. All other requests will be processed as quickly as possible.

Documentation can be in the form of medical records, high school records, and diagnostic testing reports that contain current testing measures and results that lead to a diagnosis of a condition and/or disability. Students must make arrangements to have documentation of their medical condition and/or disability sent to the CAAS Office when applying for services. The CAAS staffing committee approves specific accommodations and services based on the student's request and whether the documentation provides justification for the services.

Upon approval of CAAS services and accommodations, students are notified of a mandatory training of services that informs them of the procedures when utilizing their accommodations and services. For more information, please visit the **CASS Website** or email caas@triton.edu.

LIBRARY SERVICES

A. The Library is centrally-located to serve students as a hub for our academic community. It serves as a meeting place, program venue, research center, classroom, and study area—all supported by a friendly staff of professional librarians here to help you!

B. Ask-a-Librarian! Triton College's librarians are here to answer any and all questions you might have. We specialize in answering the following questions:
- How do I develop a paper/speech/research topic?
- How do I locate appropriate resources?
- How do I evaluate the resource that I am finding?
- How do I cite resources?
- How do I avoid plagiarism?
- How do I find a book on ___?

Stop by the Reference Desk to talk to a librarian, or schedule a one-on-one consultation to develop a research plan and learn where to find information. Librarians are available at all times that the Library is open.

C. Course Reserves! Come to the Library to access text-books that your instructors have placed in the library for you to use. All materials are for in-Library use or short-term loans so that all students in a class have the opportunity to use them. Find a list of books on Course Reserve on the Library's website or ask for assistance in the Library.

D. Our Resources! The Library's collection includes over 80,000 books that you can check out for free, print newspapers and magazines, and over 80 online databases.

E. The Library as a space! In addition to our extensive resources for you to use in your studies, the Library has lots of spaces and tools for you to complete your work, including:
- Four group study rooms enabled with digital whiteboard technology
- Communal areas to gather in small groups
- Individual study carrels
- Silent study room
- Computer lab and laptops
- Lots of cozy reading nooks!

F. The Library as a community! We encourage you to attend our programs which are designed to foster academic success, personal success, and social interaction. Programs include study and research skills, read-ins, talks, club meetings, and even hands-on activities.

G. Activate your Library account! Your Triton College student ID card doubles as your Library card. Come to the Library with your schedule and student ID card to activate your Library account so that you can check out books and laptops, use our eresources remotely, and print.

H. For more information and tutorials, check out the Library's website (library.triton.edu), email the Library at refdesk@triton.edu, or call (708) 456-0300, Ext. 3698 to reach a librarian.

I. Find out what is happening in the Library! Follow us on Facebook and Instagram, to stay up-to-date on news, Library events, and more!

TRITON COLLEGE DUAL CREDIT

STUDENT ACCOUNTS

Triton College Email

Your Triton College email account is now the official email account that Triton will use to communicate with you. The Triton College Web Email interface is located at **www.outlook.com/triton.edu.**

When initiating email communication with your instructors, you must use the Triton College email account, so they know they are communicating with an actual Triton College student. Instructions to activate the forwarding feature within Office 365 are provided at www.triton.edu/tritonemail.

If you are experiencing difficulty in setting up the email forwarding feature, contact the ETRC for assistance at **(708) 456-0300, Ext. 3361 or 3039,** or via email at **etrchelp@triton.edu.**

Usernames will be formatted as follows:

First name + last name@triton.edu
For example: John Smith would be johnsmith@triton.edu.

Note that if the username is already in use, a number may be added, or a shortened version may be provided; use the username exactly as it appears in the email.

Passwords will be formatted as follows:

First letter of your first name + first three letters of your last name + birthdate in a six-digit month, day, year format. For example: John Smith's birthday is on July 1, 1990, so his password would appear as jsmi070190.

Accessing the *MyTriton* PORTAL

- Go to **www.triton.edu/mytriton**.
- Click the "Login to the MyTriton Portal" button.

Your username is your first + last name followed by "@triton.edu."

Example: johndoe@triton.edu.

- Your password is the first letter of your first name + the first three letters of your last name + your six-digit birthdate in a month/day/year format. *Example:* John Doe was born on July 1, 1990, so his password is jdoe070190.

Once you have successfully logged on:

- Change your password at the top of the page by clicking on your name and selecting the option "Change Password."
- Do not forget to log off when done and close all tabs. Logging off of the portal is important, especially when using a public computer.

To log off of the portal:

Click the arrow displayed next to your name then select "Sign Out" option and click. A new page will load, indicating that the user must close (quit) the browser to complete the sign out. Be absolutely sure to exit the browser to ensure that you are logged out of the portal.

NEW AND CURRENT STUDENTS

If you are not registered for WebAdvisor, follow the steps below:

- Access your preferred email, whether Hotmail, Yahoo, Gmail, your Triton College email, etc., and compose an email to webadvisor@triton.edu requesting access.
- Make sure to provide the following criteria in your email:
  - First and last name.
  - Date of birth.
  - Last four digits of your Social Security number.
  - Preferred email address to contact.

How to log off of your Student PORTAL

1. Navigate to the upper right corner and click the arrow dispalyed next to your name.
2. Once the arrow is clicked, a menu will display, navigate to the "Sign Out" option and click.
3. A new page will load, indicating that the user must close the browser to complete the sign out.

   * Be absolutely sure to exit the browser to ensure that you are logged out of the portal.

MyTriton Portal
mytriton.triton.edu

MyTriton Portal Help
www.triton.edu/mytriton

Navigating the *MyTriton* PORTAL

User Account

- I'm new the WebAdvisor.
- What's my User ID?
- What's my password?

Academic Profile

- Transcript.
- Program evaluation.
- Test summary.
- My educational plan.
- My class schedule.
- My profile.

Financial Information

- Make a payment.
- Account summary.
- Account summary by term.
- FACTS tuition payment plan.

Registration

- Search for sections.
- Search and register for sections.
- Register and drop sections.

Financial Aid

- Review my financial aid awards.
  *Financial aid status can be found in the "My Documents" folder under the Communications tab.

Communication

- My documents.
- Email my advisor(s).

Blackboard

Blackboard is the course-management system that Triton College uses for online, hybrid, and enhanced teaching and learning. Blackboard enables instructors to provide students access to course materials, communication tools, online assessments and grades, as well as the ability to submit assignments electronically. Blackboard can be accessed anywhere, anytime you have an Internet connection.

Link to **Blackboard** to access your course(s) in Blackboard.

You may also access **Blackboard** and information regarding your Dual Credit course through the Portal home page by clicking on Blackboard under the **Academic Recourses** tab.
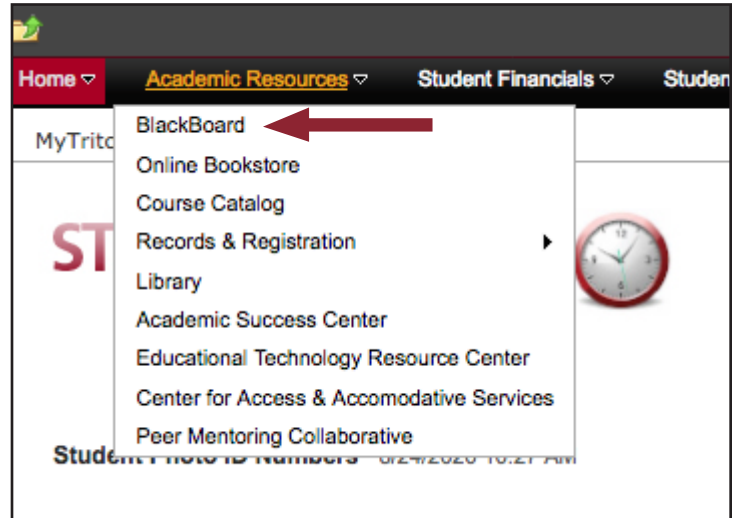
From here you will login with your **Student ID Number** which is located on your **Student ID Card** you received from the **Welcome Center in B Building**. Since we do not require Social Security numbers to be provided with your application, your **password** will most likely be **the last four digits** of your Colleague ID Number which you can find on your **class schedule**.

Once logged in you will be able to access online copies of your course's syllabus, grading information, access online assignments and discussions, as well as communicate with your instructor and fellow classmates.

Blackboard learn⁺

USERNAME

PASSWORD

Login   Forgot Your Password?

Log in Information

Username: = last eight digits of Photo ID number

Password: = last four digits of Social Security Number

OR

if you have not entered an Social Security Number into My Triton Portal, use the last 4 digits of your Colleague ID.

To view your Colleague ID number, students may visit My Triton Portal. Your Colleague ID can be found on the WebAdvisor->Academic Profile->My profile page.

For **help**, visit our Online Support Page .

Quick Links	Quick Launch

Online Orientation

Official Transcript Request

Enrollment Verification

Student Email

Change Password

How to Access Online Courses (Blackboard)

Photo ID Look Up ⬅

Academic Departments

Electronic Library Resources

Brainfuse

MyMathLab

Finding your Student ID & Colleague ID Numbers

If you need to look up your Student ID or Colleague ID number, you may do so at anytime through your Portal account.

To View the Photo ID Number

Photo ID number can be found on the student portal under Quick Links -> Photo ID Look UP - > search by SSN or Colleague ID Number.

Photo ID Lookup

I'd like to use my

SSN: ○ Colleague ID: ○   Search

If You've previously taken classes at Triton College and did not provide your SSN at that time, your password may be the last 4 of an assigned SSN. If you have successfully found your Photo ID number, but are unable to login with the last 4 of your Colleague ID or SSN, please send an email to webadvisor@triton.edu and include the following:

- First & Last Name
- Photo ID Number
- Colleague ID (if you know it)
- Date of Birth

WebAdvisor

WebAdvisor for Students

User Account

Financial Information

Financial Aid

Communication

Registration

Academic Planning

Academic Profile

Grades

Grade Point Average by Term

Transcript

Academic Evaluation

Test Summary

My educational plan

My class schedule

My profile ⬅

If the SSN is not on the account or does not work, students will use their Colleague ID number.
To find that number, return to the homepage of the Student Portal, go under "WebAdvisor for Students" and click "Academic Profile," and then click "My Profile".

When you pull up your profile, the Colleague ID is the series of numbers that shows up underneath your Preferred Name.

Blackboard FAQ's:

• I have enrolled in a course, but the course link is not listed in My Blackboard. When will the link be available?
  - Course links in Blackboard become visible the day the course is scheduled to begin. If your course link is still not visible on or after the day the course has begun, please check the Online Course Listing to confirm your course will be taught in the Blackboard system. After confirming your course is scheduled in Blackboard and the course start date, please submit a question for help if you do not see your course link listed in My Blackboard.

• How long are my Blackboard course(s) available to me?
  - Blackboard course links become visible the day the course is scheduled to begin and will remain available until two weeks after the course's scheduled end date.

• I enrolled after the course started. When will I see my course link in Blackboard?
  - After officially registering for a course that has already begun, you will be able to access the Blackboard course link on the next day after 8:30 a.m.

MyTriton
Access Your Academic Program Plan
Through Your MyTriton Student Portal

1. Login to your student portal at **mytriton.triton.edu**.
2. Under WebAdvisor for Students; click on **"Academic Planning"**, then select **"Student Planning"**.
3. Click the **"View Your Progress"** link.
4. Verify that the certificate/degree listed is accurate. (Please note that more than one program may be available. If there is more than one program, the arrows will allow you to move back and forth between the programs.) If the certificate/degree is inaccurate, you may click the **"View a New Program"** to add/find the correct certificate/degree. Once you are in the correct program, scroll down to view the requirements needed for completion.
5. Review the courses that you have completed (in green), have planned (in yellow) or still need (in red). You may click on a course to find out more information and then click **"Add to Plan"**.
6. Select on the term to which you would like the course added (i.e., Spring 2017).
7. Click the **"Add Course to Plan"** link. The course has now been added to your plan. If you change your mind and do not want to add this course to your plan, click the **"Close"** link. You will be brought back to the course description section of the course catalog.
8. Once you have updated your program, you will want to share it with your counselor. You can find your counselor's information by visiting the Triton College website: **www.triton.edu/counseling**.
Reminder
If your academic program is incorrect, please complete the **"Academic Program Change Form"** found under **"Forms and Documents"** at **www.triton.edu**.

For a full guide on the Academic Planning tool, visit the Counseling and Transfer Services area under Student Services in your student portal. The complete guide is available in the documents section.

Post High School Graduation Information

You started here with Dual Credit. Now it's time to get there!

Becoming a Traditional Triton Student

1. Transition to become a traditional college student by completing the **Academic Program Change Form**.

   • Confirmation of the change will be sent within 48 hours and the student restrictions associated with the Dual Credit Program will be lifted.

2. Apply for **Financial Aid** and **Scholarships** (optional).

3. Submit Official Transcripts

   • All documents should be dropped off in the Records Office, Room B-220, or mailed from your school. Official college transcripts and ACT or SAT scores may also be submitted, if applicable. Triton College will not evaluate transcripts without completion of a **general petition form**.

4. Take the **Placement Exam** (if applicable).

5. Complete the **New Student Orientation** (if applicable).

6. Register for Classes!

   • Registering for classes can be done in person, over the phone, or through the student portal. Classes fill quickly, so it is important to register early for the best selection of courses and class meeting times. Students who completed orientation online must meet with an advisor to register for class. Advisors are available to all students seeking assistance in course selection and academic planning.

7. Class tuition payment

   • After registration, students should pay their tuition or make payment arrangements as quickly as possible to avoid being dropped from classes. Payments can be made at the Cashier's Office, located in the Student Center, Room B-130. Students receiving financial aid will receive additional information about any portion of tuition they may still owe.

Transfer Your College Credits to Another College or University

1. Check with the receiving college for transfer policies and registration requirements

2. You will need to request your official Triton transcript to be sent to that institution and not just your high school transcript. Please refer to our **Records Department** website for requests and information.

FAQ's

Will the credits earned through Triton's Dual Credit Program transfer to another college or university?

Triton has transfer agreements with Illinois Articulation Initiative colleges and universities to assist students in determining what courses will transfer from Triton to other schools. If you plan to transfer out of state, contact the admissions office of the college or university you are planning to attend to see if the Triton course you are taking will transfer to that institution.

In order for these dual credit course credits to transfer, you will need to request your Triton transcripts to be sent to the school you are applying to through our Transcripts Office. (Credits from Triton are not automatically transferred after completing your high school degree.)

If I am enrolled in Triton's Dual Credit Program, when the high school is closed (e.g., spring break) will Triton classes continue?

Any Triton student must attend classes according to Triton's academic calendar and instructor's syllabus. Make sure you review Triton's dates and deadlines for when the college is closed (such as holidays, spring or winter breaks, etc.).

What if a Dual Credit Program student changes his/her mind about taking classes?

Dual Credit students are responsible for adhering to all of Triton's dates and deadlines surrounding the academic calendar. To withdraw from classes, students must contact faculty and the Dual Credit Office for enrollment changes.

How do I withdraw from a class?

If you wish to withdraw from a class after regular registration, you must withdraw officially by submitting a withdrawal request to the Office of Dual Credit prior to the withdrawal deadline. A student who does not withdraw officially from a class is subject to an "F" grade. Remember, if you are not attending a class, it is your responsibility to drop the class.

How can I get my grades sent to another school?

Complete an "Official Transcript Request" available online in your MyTriton Portal. You will need a valid credit or debit card number in order to complete your transaction.

What is an Academic Program Plan?

An Academic Program Plan is a map that lists each of the classes you need to take in order to complete your degree or certificate at Triton College. It maps each class in a semester-by-semester grid so that you know which classes you need to take each semester in order to complete your program.

Can I retake the placement test if I don't like my scores?

The Accuplacer portion of the placement test can be retaken any time after seven days from your first test date. You are allowed one retest per year. Retest fees: Math ($10.00); Reading & Writing ($10.00). Payments must be paid to the cashier's office on the day of testing. Bring your receipt to the Testing Office as proof of payment.

Contact Information and Other Resources

Dual Credit Department

The primary contact for your Dua-Credit-related questions and information.

Location: Room F-210
(708) 456-0300, Ext. 3612 or 3382
dualcredit@triton.edu
Hours:
Monday – Friday; 8 a.m.-5 p.m.
Closed Fridays during June-July.

Educational Technology Resource Center (ETRC)

The ETRC is the student support center for all Online/ Blackboard courses. Services include orientations, online tutorials, tutoring, email, telephone, walk-in and online HELP form.

Location: Room A-100
Phone: (708) 456-0300, Ext. 3361 or 3039
Fax: (708) 583-3792
etrchelp@triton.edu

Academic Advising Department

Advisors facilitate a smooth transition for incoming students through course placement, registration, academic planning and assistance with obtaining relevant information and services.

Advisors Virtual Drop-In Hours:
Monday-Thursday, 10 a.m.-Noon. and 5-7 p.m.
Click HERE to download the Virtual Advising flyer for complete details on joining the forum.

Triton College Career Coach

Discover majors and in-demand careers and education based on your interests!

Triton College Bookstore

Locate the required textbook(s) and course materials for your Dual Credit classes. The bookstore also has a wide selection of school supplies and Triton College clothing and accessories for purchase to show your Triton Trojan pride!

Testing Center

The Triton College Testing Center provides testing services for Triton students, staff and community members, and adheres to the Professional Standards and Guidelines of the National College Testing Association.

Transfer Center

The Transfer Center provides a variety of services to assist students in the transfer exploration process. The mission of the Triton College Transfer Center is to provide comprehensive support services and resources that will enhance awareness and empower students to transfer into four-year institutions.

Student Life

The Office of Student Life has something for everyone. From leadership opportunities and community service to social events and entertainment, getting involved is easy! Find something you enjoy or challenge yourself to do something new. Either way, don't let your college years pass you by. GET INVOLVED!

Career Services

The Career Services Department offers a variety of career planning services, resources, and access to information for individuals (students, graduates and community members) seeking to get better jobs, starting new careers or re-entering the workforce.

Health Services

The Health Services Department is staffed by experienced Registered Nurses who address the needs of our students, faculty and staff from physical assessment to health education and prevention to referrals and wellness. We care about the needs of the whole person.

Police and Campus Safety

The Triton College Police Department is commissioned with full police powers pursuant to the Illinois Compiled Statutes. The Police Department is a 24-hours a day, seven-days-a-week agency that enforces all state and local laws, as well as college rules and regulations. We are located on the second floor of the N Building, Room N-206 on the Triton College west campus.

To Contact the Triton College Police
Phone: (708) 456-6911
TDD: (708) 452-8115
Fax: (708) 583-3119

See Something, Say Something
investigations@triton.edu

Non-Emergency Police Inquiries
tcpd@triton.edu

Triton College | It's about you.

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(708) 456-0300 | triton.edu | #WeRTriton
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