

Tips and Hints for Success

Students are responsible for reading and understanding all NIC Dual Credit processes outlined in the NIC Dual Credit registration packet.

1. **Save your work!** Keep all discussion posts, documents and assignments stored on a computer, flash drive or file cabinet until the semester is finished. Instructors are human too and it is better to be prepared.
2. **Dual Credit students** may be attending classes that students of all ages and backgrounds attend as well. Topics may be of mature subject matter so be a respectful course participant and take class discussions seriously. Be thoughtfully when posting to topic forums.
3. **Create a study space** and great study habits. Commit to at least three hours weekly per credit and don't procrastinate.
 - a. Peer Tutoring - Each student may schedule two hours of tutoring per week in each subject area for free. (nic.edu/collegeskills)
 - b. The Writing Center provides writing consultants who will edit written papers before they are due and return them for you to update. (nic.edu/writingcenter)
4. **Set up your MyNIC Cardinal email** to forward to your phone or the email account you read daily.

You should forward your email to another account if you won't access your MyNIC account daily. NIC communicates with students by email to your MyNIC email account.
5. **If you receive a message saying your account is on hold**, check your MyNIC Cardinal Mail account first. There may be an email from Student Accounts regarding a balance on your account. Check your bill on your student  account as paper statements are not mailed to your parents.
6. **The add/drop period** allows students to add classes on a space available basis or drop classes without it showing on their transcript. The add/drop period is the first week of fall and spring semesters and the first two days of summer session. **Check both the NIC and the high school calendars.** For all late-start classes, drops with no grade must be processed prior to the second class meeting.
7. **Don't get dropped for non-attendance or non-payment.** If you do not attend the first week of class, you will be dropped. If you are dropped, there is a short time period to complete the appeals process and are not guaranteed reinstatement.
8. Dual Credit Freshman, Continuing Dual Credit and New Dual Credit students all have different registration dates. Check the NIC calendar to be sure.
9. **Don't give up!** Create a great study space, save **all** your work, ask lots of questions and have fun!