Coding High School College Credit Program Classes

Fall 2015 the University implemented a new High School College Credit program. Students at selected High Schools may enroll into special BGSU classes. Below are the details for setting up these classes. If you have additional questions please contact Pre-College Programs office at 372-1991.

These are the fields for setting up a HS College Credit class:
1. **Session** – select DEN for Dual Enrollment.
2. **Section number** - use 4501 - 4599
3. **Campus field** – select Main
4. **Location field** – select the High School. If you do not find the exact HS, contact Reg & Records.
5. **Instruction Mode** – select OC for Off-Campus.
7. **Instructor field** – Pre-College Programs office will assist with the ID numbers.
8. **Class Notes** – enter “For College Credit Program Students Only. Name of High School, closed class.”
9. **Class Attribute** – select Dual Enrollment Billing Option
10. **Attribute Value** – add one of these options:
    - **Option 1**-instruction by HS Teacher
    - **Option 2**-HS Teacher/BGSU instructor Co-teach
    - **Option 3**-Instruction by BGSU Faculty

Example of High School College Credit class: