

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.
6. **Enrollment and Wait List Caps** – Zero. Students do not enroll themselves. Pre-College Programs office will enroll.
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:

The screenshot shows the 'Maintain Schedule of Classes' interface. The top navigation bar includes 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'GL Interface', and 'BGSU Custom At'. The main form displays the following details:

- Course ID:** 015354, **Course Offering Nbr:** 1
- Academic Institution:** Bowling Green State University
- Term:** Spring Semester 2016, **Undergrad**
- Subject Area:** SPAN, **Spanish**
- Catalog Nbr:** 2020, **Intermed Spanish II**

The **Class Sections** section includes:

- *Session:** DEN (Dual Enrollment), **Class Nbr:** 14810
- *Class Section:** 4501, ***Start/End Date:** 01/11/2016 to 05/06/2016
- *Component:** LEC (Lecture), **Event ID:**
- *Class Type:** Enrollment
- *Associated Class:** 18, **Units:** 3.00
- *Campus:** MAIN (Main), **Location:** PBURGHS (Perrysburg High School)
- *Academic Organization:** ROCS (Romance & Classical Studies)
- *Academic Group:** ASCLG (College of Arts and Sciences)
- *Holiday Schedule:** ACAD (Academic Holiday Schedule)
- *Instruction Mode:** OC (Off Campus Instruction)
- Primary Instr Section:** 4501

The **Class Attributes** table is as follows:

*Course Attribute	*Course Attribute Value
SUB	BACC (Baccalaureate)
OPT	OPTION 1 (Instruction by HS Teacher)
BGP	IPHUM (Humanities/Art & Intl Perspect)
BGP	HUMART (Humanities and Arts)
BGP	IP (International Perspective)
BGE	IPHUM (Humanities/Art & Intl Perspect)
BGE	HUMART (Humanities and Arts)