



GRACE
COLLEGE

1 Lancer Way
Winona Lake,
IN 46590



DUAL CREDIT STUDENT **HANDBOOK**

2026-2027 ACADEMIC YEAR

Congratulations!

You've made a really smart decision to earn college credit with Grace College during high school.

We're excited to welcome you to Grace College!

WHAT THE GRACE ONLINE JUMPSTART PROGRAM CAN DO FOR YOU:

- ♦ Earn accredited, transferable COLLEGE CREDIT during high school
- ♦ Receive a discounted rate per credit hour--AFFORDABLE
- ♦ Finish your college degree in four years – or less – SAVE MONEY
- ♦ Gain college experience before you go to college
- ♦ Explore a potential major
- ♦ Gain confidence: learn how college works

TO LEARN MORE

Contact Beth Bessinger, MSW

Grace College Dual Enrollment Program Coordinator

574-372-5100 ext. 6196

Grace College

1 Lancer Way

Winona Lake, IN 46590

574-372-5100 ext 6196

Introduction

Grace College and Theological Seminary is a private, not-for-profit Christian, liberal arts institution of higher education. It is an evangelical Christian community that offers students a unique experience characterized by educational excellence and Christian character development.

For undergraduate students, the Grace experience focuses on character development, competence in learning and doing, and service to God and others. For graduate students, the Grace experience extends that mission further into life-changing and spiritually transforming preparation for service through ministry, counseling, and professional careers.

Grace offers degree programs in a wide variety of fields through its seven schools.

Attendance and Participation

Each student is required to participate faithfully in every course for which he/she is enrolled. However, this college requirement is implemented by each faculty member. Attendance is necessary and required.

Students are responsible for attendance and must contact the Instructor in advance of any possible absence so that assignments are kept according to the class schedule. Students are expected to participate online as the course requires.

In the event that the student experiences unforeseen circumstances that may prohibit faithful participation in the course, he/she should notify the instructor immediately, and the instructor will contact the dual credit coordinator.

Participation in class discussions is very important and students are expected to participate.

Late Assignments

Learners are expected to complete all readings and assignments by the assigned due dates in alignment with the course schedule. Timely submission is required and supports student engagement with course content

All late work will be handled according to the high school's established late assignment policy. Any point deductions, grading adjustments, or eligibility for credit will follow the high school's standard procedures. Assignments submitted beyond the allowable late window by the school may not be eligible for credit.

Academic Integrity

Academic dishonesty—in all forms—is a serious violation of academic integrity, Grace's community standards for scholarship and behavior, and Christian morality. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, falsifying or fabricating data, stealing or interfering with another student's work, and submitting substantial portions of the same work for more than one course without prior consent from the instructor. Infractions of the Academic Integrity Policy will result in proportional consequences, which include, but are not limited to, failure of the assignment, course grade reduction, and failure of the course.

Writing Lab

Free writing assistance is available on the first floor of the Morgan Library-Learning Center and online. The writing tutors are there to help you succeed! They can assist you in the organization of papers, sentence and paragraph structure, grammar, punctuation, spelling, documentation of research, and building your knowledge and confidence in writing. Writing tutors are available for appointments (writinglab@grace.edu) or during walk-in hours. See <http://www.grace.edu/resources/academic-assistance> for hours

GRACE COLLEGE DUAL CREDIT PROGRAM BENEFITS

DO I GET A STUDENT ID (LANCER CARD)?

Yes! Official IDs (Lancer Cards) are issued free of charge to new Grace students. The Lancer Card offers a variety of benefits, including access to athletic events, discounts at select off-campus vendors, and additional features that continue to be added. Students must be currently enrolled to receive a card. Lancer Cards are issued at the Morgan Library service desk and include your student ID number. Library hours are Monday through Thursday from 8:30 a.m. to 11:00 p.m., Friday from 8:30 a.m. to 6:00 p.m., Saturday from 11:00 a.m. to 6:00 p.m., and Sunday from 2:00 p.m. to 6:00 p.m. If you are an online student and are unable to visit campus, you may contact Jodi at the Morgan Library by email at nakasojm@grace.edu to inquire about obtaining a Lancer Card. There is a \$15 replacement fee for any card that is lost, stolen, or damaged within four years. Please contact the Dual Enrollment Program Coordinator if you are interested in receiving a Lancer Card.

WHAT OTHER BENEFITS DO STUDENTS IN THE PROGRAM RECEIVE?

- Campus Store— The Grace College Campus Store, located in Westminster Hall, offers Grace College apparel and other merchandise.
- Morgan Library—For a completed description of library services, visit <https://libguides.grace.edu/homepage>. Here are some of the services the library offers.
 - Research assistance from reference librarians
 - Access to vast data resources both at the library and online.
- The Manahan Orthopaedic Capital Center (MOCC)—The MOCC is located across the road from the Morgan Library. The MOCC is home to our Men's and Women's Basketball programs, Women's Volleyball, multiple state of the art classrooms, chapel services, Grace College Alumni Office, Athletic Office, and Grace College Athletic Hall of Fame. As dual credit students, you are considered students of Grace College and with your student ID can enjoy any Grace College home athletic event for free.

GENERAL INFORMATION

AM I A GRACE STUDENT?

You are officially admitted as a conditional, non-degree student at Grace. When you attend college after high school graduation, you will be a beginning freshman. Credit earned through the Grace Dual Credit Program does not make you a transfer student. If you plan to attend

Grace after high school graduation, we will need to collect a little more information, including your SAT or ACT test scores and you will need to fill out an official Grace College application.

DO I HAVE A STUDENT ID NUMBER?

Yes—your ID number will be printed on all personal letters sent to you from Grace College.

WHAT IS THIS “FERPA” I KEEP HEARING ABOUT?

Once you are enrolled in Grace classes, all of your records are protected by the Family Education Rights and Privacy Act (FERPA). All rights formerly given to parents under FERPA transfer to the student. This means that if you need information or assistance from a Grace department such as the Office of Information and Technology, the Business Office, or the Registrar, you will need to make the call, not your parent or guardian. This law, in working to protect your privacy, might appear to be a roadblock to family members, but it can work as a catalyst for parents/guardians and students to communicate about things like grades and bills.

WHERE IS THE CAMPUS BOOKSTORE?

The Grace bookstore is located in the Westminster Hall. The campus store has a selection of Grace apparel and accessories and an assortment of other Grace items. There is also a relaxing lounge area outside the store in the lobby of Westminster Hall. For more information and store hours, please call (574) 267-2006 or email bookstore@grace.edu.

HOW DO I GET MY BOOKS?

Your school should provide you with your textbooks. If you need to buy your books, you can contact the campus bookstore or order the books online.

DROPPING A COURSE

HOW DO I DROP A DUAL CREDIT PROGRAM COURSE?

You ***must*** contact the Dual Enrollment Coordinator and let that person know that you are dropping the course. Email bessinea@grace.edu. State your name, school, and course.

WHAT IS THE DEADLINE FOR DROPPING A DUAL CREDIT COURSE AT MY HIGH SCHOOL?

You have 1 week after the course begins to drop a course.

HOW DOES DROPPING A CLASS REFLECT ON MY TRANSCRIPT?

If you drop a course within the first week, the course will be removed from your transcript. If you drop a course but do not communicate this to Grace College, then the course will reflect an F on your transcript. This cannot be removed. It is your responsibility to communicate to Grace College that you plan to drop the course for dual credit.

DOES DROPPING A CLASS HAVE ANY IMPACT AT ALL?

No, not if you communicate this to Grace College within the first week. If you drop a course but do not communicate this to Grace College, then the course will reflect an F on your transcript. This cannot be removed. It is your responsibility to communicate to Grace College that you plan to drop the course for dual credit.

REFUND OF FEES

WILL I GET A REFUND IF I DROP THE COURSE?

Yes, if you drop a course in the first week of the course.

COLLEGE CREDIT

WHAT IS THE DIFFERENCE BETWEEN HIGH SCHOOL AND COLLEGE CREDIT?

Most college courses will transfer to other colleges and count toward your final number of credits for a degree (usually 60 credits for an associate degree and 120 credits for a bachelor's degree).

HOW DO I GET MY CREDIT TRANSFERRED TO ANOTHER COLLEGE?

When you need a transcript, go to www.getmytranscript.org. Select "Grace College and Theological Seminary". A major credit card is required. You have the option to receive a transcript by mail or have an electronic PDF mailed to you. Please note that transcripts will not be issued for past or present students who have an unpaid balance with Grace College.

GRADES

HOW ARE MY GRADES RECORDED IF I PARTICIPATE IN GRACE DUAL CREDIT PROGRAM COURSES AT MY HIGH SCHOOL?

Your grades are recorded at the end of each semester for semester-based courses and in the spring for yearlong courses.

WHAT IF I DO POORLY IN MY CLASS?

Keep in mind that this is a college-level course. There is a higher-level of work involved. It takes effort and commitment to do well in the course. If you do poorly, talk with the instructor and see what he/she recommends as far as continuing the course or dropping the course for college credit.

WHAT IS THE BASIS FOR MY GRADES?

The grading scale will be listed in the syllabus for each course

COMPUTER ACCOUNTS

HOW DO I ACTIVATE MY COMPUTER ACCOUNT?

Each student will receive a username and password to access the library, Canvas (the learning management system), email, and the student portal.

If you have trouble setting up your OneLogin account or accessing these systems, please contact the IT Help Desk at helpdesk@grace.edu.

SERVICES FOR STUDENTS WITH DISABILITIES

WHERE DO I GET ASSISTANCE AS A STUDENT WITH DISABILITIES?

Your instructor or guidance counselor can give you information for this assistance at your school.

You can also reach out to Connie Burkholder our Coordinator of Student Disabilities Services here at Grace. You can email her at burkoc@grace.edu

ARE THE REQUIREMENTS FOR MEETING SPECIAL ACCESS NEEDS THE SAME ON THE GRACE CAMPUS AS THEY ARE IN HIGH SCHOOL?

Yes

WHAT IS ACADEMIC MISCONDUCT?

Academic misconduct is cheating, plagiarizing, or any attempt in creating an unfair academic advantage on any assignment, project, quiz, or test.

IMPORTANT CONTACT INFORMATION

GRACE DUAL CREDIT PROGRAM OFFICE: (574) 372-5100 EXT. 6196.

EMAIL: BESSINEA@GRACE.EDU

PHYSICAL ADDRESS: 1 LANCER WAY, WINONA LAKE, IN 46590

MAILING ADDRESS: 1 LANCER WAY, WINONA LAKE, IN 46590

REGISTRAR'S OFFICE: (574)-372-5100 EXTENSION: 6414

ONLINE TRANSCRIPT REQUEST: www.getmytranscript.org

FINANCIAL AID OFFICE: (574)-372-5100 EXTENSION: 6162

CAMPUS CLASSROOM SURVIVAL SKILLS

WHAT IS A SYLLABUS?

A syllabus is an outline of how the course operates as well as what assignments are due and when they are due.

WHAT ABOUT TURNING IN YOUR CLASS WORK LATE?

Depending on the course, an instructor will take off points for late work.

WHAT IF I HAVE TO MISS A CLASS?

If you are unable to attend class or participate in coursework, contact your instructor as soon as possible. It is your responsibility to stay up to date on notes, assignments, discussions, and any work due during your absence.

ARE THERE ANY GOOD EXCUSES FOR ABSENCES AND LATENESS?

YES, If you are sick or have a family emergency missing class is understandable.

ARE THERE ANY REALLY STUPID QUESTIONS?

No! All of our instructors are here to help you; so, if you have questions, ASK them please.

