

**Information about the High School Dual Enrollment Program at Roberts Wesleyan University
For Schools Participating in NYS Early College Access Program**

Topic	Details
ELIGIBILITY TO TAKE ROBERTS DUAL ENROLLMENT COURSES	Any high school Junior or Senior in the current academic year may enroll in Dual Enrollment courses.
COURSE PREREQUISITES	Some courses have prerequisites; courses which must be successfully completed before registering for the course in question. Your teacher should advise you of any prerequisites for your course. Prerequisites are also listed on our webpage and the online registration form . Students and high schools are responsible to ensure students only register for courses for which they are eligible. Students taking courses through homeschool groups must provide proof of completion of prerequisite course material to the Roberts Dual Enrollment Office.
REGISTRATION DUE DATES	Registration for fall and full-year courses is due by Friday, October 16, 2026 . Registration for spring courses is due by Friday, March 5, 2027 .
HIGH SCHOOL REGISTRATION CODE	Your teacher will provide you with your school's registration code. You will use this code when creating your Dual Enrollment Registration Account.
CREATE A ROBERTS DUAL ENROLLMENT REGISTRATION ACCOUNT	- Go to portal.roberts.edu/DualEnrollmentRegistration and create an account for yourself. Your account can be reused from year to year. - Read this FAQ sheet to be completely informed of the policies and deadlines of the program. Share this information with your parent(s)/guardian(s). - Complete the registration form and register for your course(s). Use your legal name. Your High School code, Social Security number, e-mail address and parent/ guardian e-mail address are required to register. <u>International students with no SS# will be provided an opportunity to indicate this on the registration form.</u> - SAVE and SUBMIT your registration form.
HOW TO REGISTER FOR COURSES	
COST PER CREDIT	Tuition for Dual Enrollment Courses is \$88 per credit. A three-credit course is \$264. A four-credit course is \$352. There are no additional fees or administrative costs.
HOW TO PAY COURSE TUITION	Your high school is participating in New York State's Early College Access Program. Under this program, tuition for dual enrollment courses is covered by New York State. After you successfully register for your courses, you do not need to do anything further regarding tuition payment for your dual enrollment course(s).
FERPA (Family Educational Rights and Privacy Act) (for students 18+ years old)	FERPA guidelines protect the privacy of your educational records. Students who are 18+ years old have sole access to their educational records. 18-year-old students may complete an authorization form giving their parent(s)/guardian(s) access to their educational records. A link to the authorization form is on your online registration form and the Roberts website .
MAXIMUM NUMBER OF CREDITS PER SEMESTER	You may register for no more than 11 credits through the Dual Enrollment Program in one semester. Credits from full year courses do not count toward the credit maximum when registering for spring courses.
HOW DO I DROP OR WITHDRAW FROM A DUAL ENROLLMENT COURSE?	Notify your teacher immediately if you registered for a dual enrollment course but decide to drop it before the registration deadline . Courses dropped before the registration deadline will not appear on the student's Roberts Wesleyan University transcript.
IF I DROP OR WITHDRAW FROM THE DUAL ENROLLMENT OPTION DO I STILL STAY IN THE HIGH SCHOOL COURSE?	You may withdraw from a course any time after the registration deadline until three weeks before final exams are administered. The course will still appear on your Roberts Wesleyan University transcript with a grade of 'W'. Withdrawing students should inform their high school teacher and the Roberts Director of Dual Enrollment immediately to complete withdrawal paperwork. You may drop or withdraw from the dual enrollment option for a course without dropping or withdrawing from the actual high school course. Talk to your teacher about your school's policy.

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STUDENT NETWORK ACCOUNT and ACCESS TO CAMPUS RESOURCES	Your Dual Enrollment Course Registration opens up the Roberts Wesleyan University campus and its many resources to you. Your Roberts Wesleyan University network account will give you access to Robert's Golisano Library, Student Success Center, IT support for your Roberts-related IT issues, and more. Watch for an email about one week after you submit your course registration which will provide details about your Roberts Wesleyan University network account.
REPORT CARDS	You can view your final grade through your Roberts Wesleyan University network account. Printed reports cards are not mailed to students. Details about this network account and how to use it will be provided to students within one week of submitting your dual enrollment registration.
ARE THERE SCHOLARSHIPS TO ATTEND ROBERTS WESLEYAN UNIVERSITY FOR ROBERTS DUAL ENROLLMENT STUDENTS?	Yes! Students who earn at least a B- when taking Roberts dual enrollment courses at their high school or homeschool group are eligible for a \$3000 tuition scholarship if they apply and enroll at Roberts for the semester immediately following their high school graduation. This scholarship can continue for all four years you attend Roberts if you meet our GPA requirements. Contact the Roberts Admissions Department at admissions@roberts.edu or (800) 777-4RWC for further details.
WILL MY CREDITS TRANSFER TO COLLEGES AND UNIVERSITIES OTHER THAN ROBERTS?	Credits from Roberts will transfer to many colleges and universities (most schools require a grade of 'C' or higher). According to surveys of former Roberts Dual Enrollment students, 95% of respondents successfully transferred their Roberts dual enrollment credits to their college or university of choice. Be aware that each college/university has its own policy governing the transfer of college credits as well as AP credits. Policies at each college/university will determine whether credits earned through a Dual Enrollment or AP course will be credited toward a student's major, as general education credits, or as elective credits. Some colleges may not accept Dual Enrollment credits. • Students should contact their prospective colleges and universities for information about their credit transfer policies early in their college search. • We suggest that students save copies of their Roberts syllabus, as well as exams and papers, in case these are needed for a transfer credit evaluation at your future college/university.
WHAT IS A UNIVERSITY TRANSCRIPT AND WHY WILL I NEED ONE? HOW DO I GET MY ROBERTS TRANSCRIPT?	A transcript is a permanent record of courses taken, grades, and credits earned at a college/university, whether through matriculated enrollment or through a high school dual enrollment program. Your college/university will require an official copy of your Roberts transcript in order to transfer your credits. Transcripts are ordered through the Roberts webpage. There is a small fee to order transcripts.
DUAL ENROLLMENT CONTACT INFORMATION	Direct your questions about the Roberts Wesleyan University High School Dual Enrollment Program to the Director of Dual Enrollment at kovach_evangelina@roberts.edu or 585-594-6134.