




*find your calling*



*Contact Us!*

 270-789-5218

 [dualcredit@campbellsville.edu](mailto:dualcredit@campbellsville.edu)

 <https://www.campbellsville.edu/admission-and-aid/dual-credit/>

 1 University Drive UPO 782  
Campbellsville, KY 42718

CAMPBELLVILLE UNIVERSITY  
DUAL CREDIT

*Student Handbook*



# *CU Dual Credit Student Handbook*

## TABLE OF CONTENTS

Phone and Email Directory.....	2
Introduction.....	3
Application Process/Getting Started.....	4
Tigernet.....	5
Moodle.....	7
IT Helpdesk.....	7
Student Email.....	8
Barnes and Noble Bookstore.....	8
KHEAA Scholarships.....	9
Attendance and Withdrawal.....	10
Microsoft Office.....	11
Online Library.....	11
FERPA.....	11
Transfer of Credits.....	12
College Transcript.....	13
Student Checklist.....	14

## PHONE DIRECTORY

### DUAL CREDIT

Scott Necessary, Executive Director.....	(270) 789-5218
Ben Black, Somerset Regional Coordinator.....	(606) 451-8474 ext. 7005
Tammy Goodpaster, Harrodsburg Regional Coordinator.....	(859) 605-1389 ext. 9037
Kathie Wrightson, Louisville Regional Coordinator.....	(502) 694-4764 ext. 6003
Cheryl Ritter, Administrative Assistant.....	(270) 789-5143
Kathy Snow, Academic Coordinator.....	(270) 789-5089
Sydney Agee, Data Specialist.....	(270) 789-5495



### DUAL CREDIT EMAIL

Scott Necessary.....	csnecessary@campbellsville.edu
Ben Black.....	blblack@campbellsville.edu
Tammy Goodpaster.....	tlgoodpaster@campbellsville.edu
Kathie Wrightson.....	kcwrightson@campbellsville.edu
Kathy Snow.....	kdsnow@campbellsville.edu
Dual Credit Team.....	dualcredit@campbellsville.edu

### CAMPBELLVILLE UNIVERSITY-CAMPBELLVILLE

Main Line.....	(270)789-5000
Admissions.....	(800) 264-6014
Student Accounts.....	(270)789-5203
Student Records.....	(270)789-5233
Student Services.....	(270)789-5005
Tech Support.....	(270)789-5212
Montgomery Library.....	(270) 789-5024
Barnes and Noble Bookstore.....	(270) 789-5010

### OTHER REGIONAL LOCATIONS

Harrodsburg.....	(859)605-1389
Hodgenville.....	(270)789-5400
Louisville.....	(502)753-0264
Somerset.....	(606)451-8474



Welcome to the dual credit program!

As a dual credit student, you can earn college credit for the program courses you take during a regular high school day. That means you're getting a head start on college! Dual credit teachers are qualified college instructors, so the educational quality is comparable to what you would receive on a college campus. And since all courses correspond with courses offered at Campbellsville University, you're actually on a path toward a college degree. At Campbellsville University, we're making education fit the world around us. That means we offer a continually growing range of academic programs and many different formats to fit the lives of our students.

Earning dual credit in high school is just the beginning of all the possibilities you'll find at Campbellsville University!

## **APPLICATION PROCESS AND REQUIREMENTS**

### **Requirements:**

Students must be a sophomore, junior, or senior with at least a 3.0 gpa in order to qualify for dual credit.

### **Submit an Application**

Students can submit an application online [here](#). Along with your application, you will need to submit a current copy of your high school transcript. If you are taking a dual credit course at your high school, then your guidance counselor will submit this for you.

## **COURSE OPTIONS**

We recommend dual credit students pursue General Education classes at the 100/200 level. You can view a list of those courses [here](#). Students are eligible to take dual credit courses in a variety of formats. We offer courses at high schools, various campuses, and online.

## **REGISTRATION**

If you are registering for a dual credit course at your high school then you will complete your registration with your high school guidance counselor.

For on-campus and online registration, please contact our office at [dualcredit@campbellsville.edu](mailto:dualcredit@campbellsville.edu) and we can complete your registration for you.

## **TUITION**

Qualifying dual credit students pay \$93 per credit hour or \$279 for a three hour credit course for the 23-24 school year. This is a tremendous savings over the regular cost of college courses. Tuition is subject to change. It is based on the current allowable rate according to policy set by KHEAA annually.

## **PAYMENT**

The best way to pay your bill is through TigerNet. You will need your student ID and password information.

Another option for paying your bill is through this link:

[\*\*commerce.cashnet.com/campbellsvstore\*\*](https://commerce.cashnet.com/campbellsvstore).

# TIGERNET

## What is Tigernet?

Tigernet is the hub for all of your collegiate needs. Here you can access your student account, pay your bill, view your grades, view course offerings for coming semesters, access various forms, and more.

## How do I get there?

First, go to the CU homepage at [www.campbellsville.edu](http://www.campbellsville.edu). Next, mouse over the "Students" tab at the top of the screen to the right of center. A drop down menu will appear. Click "Tigernet" at the top of the list.

## How do I login?

The first time you access Tigernet, you will need your student ID number and an access code. This information should be provided to you in an email. If you have misplaced it, please contact the IT department at [CUIThelpdesk@campbellsville.edu](mailto:CUIThelpdesk@campbellsville.edu). Enter your student ID in the Username area, the access code in the Password area, then click "Login."

 Username/ID Number

 Password

Login



## I'm in! Now what?

Upon first login, Tigernet will prompt you to view usage policies and agree to follow them. Afterwards, you'll be asked to provide an alternate personal email address you can use to help you recover your Tigernet or Email password should you ever forget it. Once you have done that, we highly suggest changing your password to something you are likely to remember.

## How do I change my password?

At the top of the screen to the right you will find a circular icon with the silhouette of a human. Click it, then choose "My Profile & Settings." On the bottom left of the menu options, click "Password and Privacy."



## Password Changed!

If you are finished making changes to your account and settings, click "Exit to Portal Home" on the upper right of the screen to return to your Tigernet Homepage.

5

## Home sweet homepage... Whoa. That's a lot of tabs.

Well, Tigernet does a lot of things! Let's see what's under each of these sections.

Home Apply Academic Affairs CU Life Finances Forms Student Resources

## Home

The Tigernet homepage is a quick way to access the features students use most often. Quick links to pay your bill, view course offerings, access the financial aid portal, and visit the online campus bookstore are bulleted on the right of the screen. To the left, you can view a campus directory, report an incident, and access other helpful links.

## Apply

All applications for the various programs and degree options at Campbellsville University are available here. Most importantly, if you are needing to complete a new dual credit application then you would need to do so under this tab.

## Academic Affairs

Arguably one of the most important features of Tigernet, the Academic Affairs tab has all the information about courses, grades, degree progress, schedules, course offerings. Click the topic of your choice on the left, then scroll to view all the included information.

## CU Life

Various Campbellsville Campus phone numbers and Residence Hall information is available here. This section is mainly for students attending courses on campus in Campbellsville.

## Finances

Click "Pay My Bill" on the left to see an up-to-date account of your charges and any scholarships or payments that have been applied. You can link your bank account to your student account to make payments quick and easily.

## Forms

Applications and forms to change your major or minor, apply for additional credentials, course substitutions, schedule changes and more are found here. This tab is mainly for full time students. Dual credit students will not need to access any forms under this tab.

## Student Resources

Click here to generate your student email account once you have registered for classes. You can also grant permission for a parent or guardian to have access to your academic information via the FERPA link by creating a pin and providing it to them. Library and Title IX information are also found here.

6

# **MOODLE**

## **Weird name... What's Moodle?**

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. See why they shortened it? That's a mouthful. Moodle is an online learning management system, or LMS. You will use Moodle to access digital course materials, check your grades, submit assignments, participate in discussion boards and more if you are taking a course online.

## **Cool! Where do I find it?**

Go to [www.campbellsville.edu](http://www.campbellsville.edu), mouse over the "Students" tab at the top just right of center, and then click "Moodle." You will use the same student ID and password you use for Tigernet to access Moodle.

## **Got it. Now what?**

Your courses load into Moodle the week prior to the term start date. Once they have loaded into Moodle, you will see your courses listed on the homepage. Click a course to access it. Use the menu on the left to navigate to the gradebook, homework assignments and syllabus.

## **I'm confused.**

That's okay! If you are new to Moodle and need help, check out the tutorials anytime to refresh your knowledge of the features. If you need additional assistance, utilize the Help Center options on the right side of the Moodle homepage to get email, chat or phone support.

# **IT HELPDESK**

## **Technical Difficulties?**

The CU IT Helpdesk provides support for any technical problem that may arise. Go to [https://tigernet.campbellsville.edu/ICS/information\\_technology/](https://tigernet.campbellsville.edu/ICS/information_technology/) to view the IT Frequently Asked Questions.

## **Getting IT Help**

There are two ways to get tech support from the CU IT Team.

- Send an email stating your name and describing your issue to [it\\_helpdesk@campbellsville.edu](mailto:it_helpdesk@campbellsville.edu). This will generate an IT ticket and a representative will reach out to you in a timely manner.
- Call (270)789-5012 Monday-Friday from 8a-12p and 1p-5p. If all associates are currently on jobs, please leave a voicemail with a good callback number and the next available technician will return your call.

# **STUDENT EMAIL**

## **Generating Your Student Email**

First-time CU Students must manually generate their email addresses via Tigernet. Once logged into Tigernet, click on Student Resources, click Student Email Account Information on the left-hand side. Next, click on the link "Click here to generate your student email" and then open the PDF document. This will have your CU student ID, new student email address, a temporary password and instructions on how to login.

## **Accessing Your Student Email**

Go to [www.outlook.com/students.campbellsville.edu](http://www.outlook.com/students.campbellsville.edu) to login to your student email account. If this is the first time you are accessing the account, enter the username and password provided when you generated your email. You will be prompted to change your password, and to set up two-way authentication.

# **CAMPUS BOOKSTORE**

## **Barnes and Noble Campus Bookstore**

On the Campbellsville University homepage, mouse over the "Tiger Life" tab at top center, then click "Barnes and Noble Campus Bookstore." You can use this source to view what books are required for your upcoming courses. You can purchase through the bookstore or use the ISBN number to purchase the book through Amazon or Chegg, etc.

## **Viewing Required Texts**

From the B&N Campus Bookstore page, mouse over "Course Materials & Textbooks" under the CU logo, then click "Find Course Materials." You will select your term, class code and section number and then click "Retrieve Materials" to view the required textbooks, ebook access codes, and other items specified by your instructor.

## **Dual Credit Textbooks**

Dual credit students are required to purchase their textbooks for any course they enroll in online or on campus. Textbooks are NOT included in tuition cost for the course.





## **KHEAA SCHOLARSHIP**

### **INFO**

#### **KHEAA Dual Credit Scholarship**

KHEAA offers a Dual Credit Scholarship program that is available for Kentucky residents who are a Junior or Senior enrolled in an approved dual credit class. For the 2023-2024 school year, all Juniors and Seniors are eligible for two scholarships that will cover the tuition charged for each class.

#### **KHEAA Work Ready Scholarship**

KHEAA also offers a Work Ready Scholarship that is available for Kentucky residents who are enrolled as a Freshman, Sophomore, Junior or Senior in an approved CTE (Career and Technical Education) class at a Kentucky high school. For the 2023-2024 school year, students are eligible for two scholarships that will cover the tuition charged for each class.

If you attend a private or public high school, you will apply at your school for these scholarships.

If you are a homeschool students, you can complete and submit an application for the Dual Credit scholarship from KHEAA's website [here](#).

## **ATTENDANCE & ABSENCES**

If the class takes place at the high school, the high school attendance policy is enforced. If the class is taken online or on campus, CU's attendance policy will be enforced.

Click [here](#) to see CU's attendance policy found in the Undergraduate Student Handbook.

## **WITHDRAW AND DROP DEADLINES**

### **Fall Deadlines**

The fall deadline to drop classes is October 1st. This applies for both Fall classes and Year Long classes. After that date you will receive a W on your transcript and be required to pay tuition.

### **Spring Deadlines**

The Spring deadline is March 1st.

In order to withdraw or drop from a class you are taking at your high school, notify your teacher and guidance counselor as well as your dual credit coordinator. If you are taking an online or on-campus class you need to notify the dual credit office directly at [dualcredit@campbellsville.edu](mailto:dualcredit@campbellsville.edu).

## **FRESHMAN ACCEPTANCE**

One of the perks of choosing dual credit with CU is that you will receive priority acceptance as a Freshman pending your graduation from high school.

# MICROSOFT OFFICE

## **Installing the Microsoft Office Package**

CU Students are granted usage of Microsoft Office programs via their student email address. Follow these steps to download Microsoft Office to your PC or laptop.

- Go to [www.office.com/getoffice365](http://www.office.com/getoffice365)
- Enter your student email address on the bottom left and click "Get Started."
- Click "I'm a student."
- Create an account with the information requested and provide the verification code sent to your email address.
- Click "Start" and follow the prompts.

# ONLINE LIBRARY ACCESS

## **Montgomery Library Online**

The Montgomery Library is an incredibly helpful search tool that allows you to research thousands of documents remotely from anywhere you choose to be. To access it, first login to Tigernet, then click "Student Resources." On the lefthand menu you will find the Library link. Once opened, click "Montgomery Library" to access the page.

# FERPA PIN CREATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

Read more here: <https://studentprivacy.ed.gov/>

Dual credit students will need to create a FERPA PIN number to share with their parents or guardians if they wish to grant them access to their student information, grades, and payment information. You can find this located in your TigerNet under the tab Student Resources.

# TRANSFERABILITY OF CREDITS

Most, if not all, CU courses will transfer to other universities. However, Students are responsible for determining the transferability and equivalency with the university where they will be transferring the credits.

**Campbellsville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).**

# CHEATING/PLAGIARISM

CU's policy on Academic Integrity states: "Each person has the privilege and responsibility to develop one's learning abilities, knowledge base, and practical skills. We value behavior that leads a student to take credit for one's own academic accomplishments and to give credit to others' contributions to one's course work. These values can be violated by academic dishonesty and fraud."

Plagiarism and cheating are examples of academic dishonesty and fraud and neither will be tolerated. Plagiarism is quoting or paraphrasing a phrase, sentence(s), or significant amounts of text from a web or print source, without using quotation marks and citations. The plagiarist submits the work for credit in a class as part of the requirements. Examples of cheating include cheating on a test, copying someone else's paper or an assignment and submitting the work as your own.

If a student commits plagiarism or cheats during any program or course, the professor will decide on one or both of two penalties: a zero for that assignment and/or an F for the course. If the student commits more than one act of plagiarism or cheating, the student will be placed on immediate academic suspension.

# STUDENT ID CARD

As a Dual Credit student, you are eligible to receive a student ID card. This ID card entitles students to free admission to on-campus athletic events and most university concerts and theatrical productions. You may receive discounts or special rates from several local businesses. You can also use the university library, pool and computer labs.

If you are interested in receiving a student ID, you need to send a request accompanied by a closeup photo of yourself to [dualcredit@campbellsville.edu](mailto:dualcredit@campbellsville.edu) with a mailing address if you wish to have it mailed it to you.

## COLLEGE TRANSCRIPT

In order to receive a copy of your college transcript click on this link to request it:

<https://www.campbellsville.edu/academics/academic-affairs/student-records/transcripts/>

There is a \$10 fee to order your transcript. Be sure to wait to request your transcript until all your grades have been posted. If you request your transcript too early you may find that not all your grades are listed and will need to order an additional transcript.

You can also view an unofficial transcript to ensure your credits are accurate and your grades have been posted. Log in to TigerNet, then on the right side of the homepage you will see a section "Tigernet Links." Underneath this, you will see a link "Registration, Scheduling, Transcripts, and more." Click here then on the left under "Academic Affairs" click on Academics & Courses then scroll to the bottom. On the right hand side, you will see Transcript (UNOFFICIAL) and an option to "View Unofficial Transcript."

## THINGS TO REMEMBER

- No Transcript will be released until your outstanding balance is paid in **FULL**.
- If you withdraw from school before your course and/or term has ended, there will be no refund of payment.
- For **Fall** semester, your invoice will be generated on October 15th.
- For **Spring** semester, your invoice will be generated on March 15th.

## STUDENT CHECKLIST:

**LET'S RECAP! HERE'S WHAT YOU NEED TO REMEMBER:**

1. Submit an Application
2. Submit a Current Transcript
3. Pick your Courses
4. Log in to TigerNet
5. Create your CU Student Email Address
6. Log in to Moodle
7. Find your Classroom (If you're taking a course on a CU campus)
8. Read the Syllabus
9. Buy Your Textbook (Online and OnCampus Only)
10. Pay Tuition or Apply for Scholarships
11. Create a FERPA PIN

**Have any questions?  
Give us a call  
(270) 789-5218**



# TITLE IX POLICY

## Notice of Non-Discrimination

Campbellsville University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including applicants for admission and employment. The following persons have been designated to handle inquiries regarding the University's non-discrimination policies:

Title IX Coordination	Director of Personnel Services
AD7, Campbellsville University	AD7, Campbellsville University
1 University Drive, UPO 944	1 University Drive, UPO 944
Campbellsville, KY 42718	Campbellsville, KY 42718
TITLEIXCOORDINATOR@campbellsville.edu	HRQUESTIONS@campbellsville.edu
(270) 789-5092	(270) 789-5016

For further information on notice of non-discrimination or the address and the phone number of the office that serves your area, or call 1-800-421-3481.

Campbellsville University has developed grievance procedures for investigating complaints of sexual misconduct, including sexual harassment and sex discrimination. The sexual misconduct policy can be found at:

<https://www.campbellsville.edu/policy/title-ix-policy-procedure/>.

**To file a report or complaint of sexual misconduct, contact the Title IX Coordinator, whose contact information is listed above, or use this QR code to complete an online reporting form:**



**Sexual Misconduct Reporting Form**

CU's Title IX website also contains a list of resources and events designed to enhance education around sexual violence prevention and awareness, risk reduction, and bystander intervention.

Find your Calling  
at  
Campbellsville  
University

