

Triton College
Dual Credit Handbook



March 2015

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Overview of Credit Options

I. What is Dual Credit?

Dual Credit courses are college courses offered to secondary school students who enroll and receive credit that applies to both the high school transcript and the college transcript at the same time. Students are taking college courses, receive college credit, and may also receive high school credit for a dual enrolled course.

It should be noted that there are some risks to taking Dual Credit classes rather than regular high school classes:

Even good students may get a lower grade in their first college course than they usually earn in a high school course. If they are taking courses that also count toward the requirements for high school graduation, a low grade can negatively impact their high school GPA.

Some students do not take their dual credit class seriously and get a low grade. This grade becomes a part of their permanent high school and college transcript and makes it difficult to raise their college GPA once they move on to their post-secondary education.

A few colleges and universities will not accept dual credit classes for college credit since they feel once a course is used toward high school graduation, it should not count twice. Some of these same colleges and universities do accept Advanced Placement (AP) and International Baccalaureate (IB) credit. Be sure to check the transfer guide at each of the colleges being considered for post-secondary education

Each post-secondary institution may determine whether to accept AP, IB and/or dual credits. We highly recommend that students explore the advanced standing rules of the institutions they are hoping to attend before making their choice.

Differences among Dual Credit, AP and IB Coursework:

In all cases, students are taking coursework that is more challenging than normal high school classes and students are held to higher standards both academically and socially. The primary difference comes at the end of the course when dual credit students receive their college grade and credit for the work done throughout the semester. In order for AP students to receive college credit, they must take a final examination at the end of each course and must receive a minimum score of 3 to receive credit for their course at a community college, and 4 or higher to receive credit at most four-year institutions.

IB students take classes that include an international perspective of the subject area. Students completing the Higher Level exams for IB may be granted advanced standing credit for these exams if a score of 4 or above is achieved. In order to earn an IB Diploma, students must do extensive research in one of sixty topics which serves as the culmination of their studies and allows them to receive their IB Diploma.

II. What Types of Courses May Qualify for Dual Credit?

Career Courses

Applied Science Programs provide occupational preparation in a range of careers. Courses offered in Applied Science are college level and designed primarily for career preparation. Therefore, the career programs are designed to prepare students for direct or upgraded employment following graduation. Some career-education courses transfer to particular colleges and universities in specific majors.

Transfer Courses

Courses in the Arts and Sciences curricula parallel those offered at universities and are transferable to baccalaureate institutions. These include courses that meet general education requirements for all associate's degrees.

a. Dual Credit offered at the high school campus

Offerings vary by high school, and are based on college approval of both course content and corresponding credentials of assigned faculty. Approval of a high school course does not obligate the high school to offer that course in a particular academic year or semester. Please request the current master approved list by high school from the Triton Dean.

b. Dual credit offered at the college campus

The master listing of courses approved by the Des Plaines Valley Region Education for Employment System (DVR) Board (high school superintendents and college president) for dual credit on the Triton campus are located in Appendix A, but courses offered from this list may vary by semester depending on faculty schedules and enrollments in the high school courses. Requests to add additional courses to the master list are forwarded from the Triton Deans to the DVR Director for DVR Board consideration. The master listing is reviewed and updated annually. Offerings vary by department. Please see current catalog in Appendix B. Also refer to www.dvr-efe.info to review current dual credit courses required by specific certificate or degree programs.

III. Creating High School Campus Dual Credit Agreements

Applying for Triton Approval

The process for creating and renewing dual credit agreements will take place annually, to be completed by each April for the following year's high school course guides.

1. High School submits list of proposed courses on Dual Credit Course Request Form to appropriate Triton Dean. (Career Dean or Arts & Sciences Dean)
2. Triton College will verify courses for compliance & indicate acceptance or denial on course list form. Schools will be notified by the Dean who received the proposed course information.
3. High school submits teacher credentials for the corresponding course requests. (Resume, original transcripts, copy of teaching certificate (or ELIS printout) and Triton College on-line application at <https://jobopenings.triton.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1415115191953>)

4. Triton College verifies High School teacher credentials to determine acceptance or denial and indicates on faculty request form.

Confirmation of high school district participation

Upon receipt of confirmation from Triton College on approval of course and instructor eligibility, each high school district will follow-up on their internal district requirements to establish and confirm local administrative and/or Board approval to proceed with Dual Credit status for specific courses and instructors.

Approval of a high school course and instructor does not obligate the district to offer that course in a specific semester or academic year. Following course sectioning at the high school for the upcoming academic year, each high school will send a confirmation list to Triton Enrollment Services regarding inclusion of the Dual Credit status information for the upcoming course guide.

IV. Registration of Students for High School Campus Dual Credit

Dual Credit Application

The first week of school each high school will receive Dual Credit application materials for the students enrolled in eligible classes. Completed, signed applications need to be returned to the division of Enrollment Services at Triton College no later than the last day of August.

Placement Testing

The first time a student applies for dual credit, he/she will need to take the Triton placement test (one time only) or qualify by ACT score. Students can check with their high school counselors about location and availability of computerized COMPASS testing. The student is responsible for completing qualifying tests by the prior semester in which they wish to enroll. A waiver may be requested for Certificate programs that do not have Gen Ed requirements. Waiver permission will be strictly at the discretion of the Dean of Careers.

Student Participation Lists

Dual Credit applicant information will be kept on a master list per school, in Triton's Enrollment Services Department.

Confirmation of Acceptance for Dual Credit

Triton will determine eligibility of students who applied for dual credit no later than the second week of the high school semester.

Tuition & Fees

There will be no tuition or fees charged for students taking dual credit courses at their home school taught by high school faculty.

Mid-term Reports

High school faculty approved to teach dual credit will receive password access and instructions for using Triton's web-based reporting system. At the beginning of each semester a calendar of due dates will be issued and published by Triton's Enrollment Services. Triton will distribute or make available via the web mid-term reports, including the names of participating students, to each high school by the 6th week of the semester. Faculty

must complete mid-term reports and submit to the college by the specified deadline for the semester.

Final Grades

Final Triton grade reports will be available via the web at the end of the Triton semester and must be submitted to Triton by the specified deadline for each semester.

V. Areas of Responsibility for High School Campus Dual Credit Triton

a. Triton Enrollment Services

- Administer placement exams
- Determine student eligibility
- Distribute and collect completed enrollment paperwork
- Generate mid-term reports
- Generate semester grade reports

b. High School Academic Deans or Department Chairs

- Oversee and maintain current course and faculty member approval list for each high school building
- Monitor section assignments regarding teacher credential verification for the course to be taught based on the tiers.

Tier 1 Credentials – These are Illinois Articulation Initiative (IAI) courses and traditional transfer and require a faculty with a Master’s in the teaching field or a Master’s with 18 graduate hours in the teaching field.

Tier 2 Credentials – These are courses that have the potential to transfer to selected colleges and universities. Faculty credentials will have to be determined by the dean and faculty in that academic area in collaboration with the potential transfer institutions to try to minimize transfer problems.

Tier 3 Credentials – These courses are the traditional Career & Technical Education (CTE) courses and the requirements to teach are generally one degree higher than the classes being taught. Certifications, state licensure and employment experience can also be used to qualify instructors.

VI. High School Areas of Responsibility

High School Registrar

- Provide Triton with lists of students taking dual credit courses in their home schools.

High School Department Chairs/Coordinators

- Work with Triton partners to update list of Dual Credit classes available to the high school each year.
- Keep one copy of Triton text book in each class where courses are being taught for dual credit.

- Inform the college of any change of teachers to ensure compliance with accreditation guidelines.

High School Counselors

- Inform students of opportunities that are available on the high school campus for dual credit.

High School Faculty

- Work with Triton faculty to review course outcomes for dual credit classes on an annual basis.
- Submit signed copy of midterm verification sheets to Triton by the published deadline each semester or submit electronically.
- Submit signed copy of completed grade form to Triton by the published deadline each semester or submit electronically.
- Explain Dual Credit opportunity to students in first week of class.
- Hand out Dual Credit applications to all interested students in courses qualified for Dual Credit.
- Collect student applications for Dual Credit and return to designated high school coordinator.
- Maintain copies of student grades as per college and/or high school guidelines.

Students

- Fill out, sign and return to high school teacher the Dual Credit application form in the first week of class.

Parents

- Sign Dual Credit application form if student is under the age of 18.

VI. Current List of Courses That Have Been Approved in High Schools

See appendix

VII. Forms and Documents for High School Campus Dual Credit

- Dual Credit Application
- District/and or High School Application
- Student Applications
- Student Tracking File
- Midterm Verification – done online
- Final Grade Report – done online
- Compliance Checklist

VIII. Triton Campus Dual Credit Courses

Updating available Dual Credit Offerings

Although there is a master list of approved dual credit courses available at Triton, <http://www.dvr-efe.org/wp-content/uploads/2014/11/Dual-Credit-Approved-on-Triton-Campus.pdf> not every course is offered every semester. Therefore, each year Triton College will present a list of courses approved by Triton College for high student attendance for dual credit. That list will be submitted for review at the School/College Alliance meeting in September and will apply to the following year.

Student registration for Triton College Campus Dual Credit must be submitted to the college from July up through the start date of the college semester. The Triton academic calendar is available at <http://www.triton.edu/collegecatalog/academic-calendar.htm>.

IX. Registration for Triton Campus Dual Credit courses

Student Prerequisites

In order to participate in Dual Credit classes a high school student must be a junior or senior in good standing unless otherwise approved. All students applying for Dual Credit course admission must take the current Triton placement test and demonstrate a level of proficiency appropriate for required college level placement. In some cases courses have additional prerequisites that students will have to meet, based on Triton's published course guide. Dual Credit courses should not have prerequisites.

Student Registration

Students will go to the college campus, College Center Building B, to register for Triton Campus Dual Credit courses between July and the start date of the college semester. In order to participate, students must attend the college campus class beginning on the first day of the college semester calendar. In the fall semester this is the fourth Monday of August.

Tuition & Fees

Tuition and fees will be paid to Triton College based on the semi-annual billing cycle of November and March in accordance with individual district agreements.

X. Areas of Responsibility

Record Keeping

Student progress is reported to the high school contact at mid-point of the semester. In the event that a student withdraws from a Dual Credit course, the high school will be notified within a few days of notice of withdrawal.

At the close of each semester when the student grade is posted for a Dual Credit class, the Office of Enrollment Services electronically reports final grades to the high school contact.

See the appendix for the master list of current course offerings

Appendix A – Dual Credit Course List

Fall 2015 <http://www.dvr-efe.org/wp-content/uploads/2014/11/Dual-Credit-Approved-on-Triton-Campus.pdf>

Course	Program/Course Title	Credits	Course	Program/Course Title	Credits
Architecture & Construction/Independent Contractor			Eye Care		
ARC 102	OSHA - 10 Hour Training	1	EYE 100	Intro to Eyecare	2
ARC 109	Architectural Drafting Fundamentals	2	EYE 101	Ocular Diseases	3
ARC 161	Residential Interior Design	3	EYE 105	Optical Principles	3
ARC 261	Revit	3	EYE 110	Ophthalmic Skills I	3
Transportation/Automotive Service			EYE 120	Ophthalmic Skills II	4
AUT 112	Introduction to Automotive Technology	3	EYE 130	Ophthalmic Office Procedures	2
AUT 114	Fuel Management Systems	4	Horticulture		
AUT 127	Automotive Electricity & Electronics I	4	HRT 100	Intro to Horticulture	4
AUT 129	Automotive Electricity & Electronics II	3	HRT 114	Floral Design & Display	4
AUT 150	Automotive Power Plants	5	HRT 125	Plants and Society	4
Business Office Support			Information Technology/Computer Information Systems		
BUS 103	Keyboarding Techniques	1	CIS 101	Introduction to Computer Science	3
BUS 107	Microsoft Office in Business Applications	3	CIS 105	A+ PC Hardware & Software	3
Hospitality/Culinary			CIS 106	A+ PC Maintenance & Repair	3
HIA 110	Introduction to Hospitality Industry	3	CIS 150	Computer Systems Applications	3
HIA 115	Food Sanitation & Safety	2	CIS 174	LAN Administration: Windows Client	3
HIA 120	Dining Room Service	3	CIS 176	LAN Administration: Windows Server	3
HIA 127	Cake & Pastry Decoration	3	CIS 222	Administering Network Infrastructure	3
HIA 128	Introduction to Baking and Pastry	3	CIS 224	Managing a Network Server	3
HIA 129	Chocolate	2	CIS 277	Windows Command Processing	3
HIA 130	Culinary Arts Quantity-Food Preparation I	3	CIS 310	Data Communication & Networking Fundamentals	3
HIA 132	Nutrition	2	Law & Public Safety		
HIA 133	Menu Writing	2	CJA 148	Police Community Relations	3
HIA 150	Food Preparation Essentials & Theory	3	CJA 166	Criminal Investigation	3
HIA 228	Specialty Baking & Pastry	3	CJA 171	Patrol Administration	3
Human Services/Early Childhood Development			CJA 241	Traffic Enforcement & Administration	3
ECE 110	Early Childhood Development	3	EMP101	National Incident Management Systems	1
ECE 111	Introduction to Early Childhood Education	3	Arts/Music Technology		
ECE 115	Infant/Toddler Development	3	MUS 101	Electronic Music Production	3
ECE 122	Infant Toddler Care & Curriculum	3	MUS 120	Record Production I	3
ECE 146	Child, Family & Community	2	MUS 215	Intro to Music History	3
Manufacturing/Engineering Technology			Human Services/Personal Trainer		
ENT 104	Electricity I	3	HTH 120	Nutrition Science	3
ENT 110	Production Drawings & CAD	4	HTH 215	Lifestyle Diseases	3
ENT 111	Metrology with Geometric Dimensioning and Tolerancing	3	HTH 216	Wellness & Exercise	3
ENT 204	Programmable Logic Controls (PLC 1)	3	PED 116	Group Exercise	1
ENT 205	Robotics I	4	PED 153	Foundation of Exercise	3
ENT 232	Descriptive Geometry	3	PED 168	Theory and Practice of Weight Training	2
ENT 252	Introduction to Mechanical AutoCAD	2	PED 172	Group Fitness Instructor	3
ENT 280	Solidworks	2	PED 180	Strength Conditioning	3
Health Science			PED 195	Introduction to Sport Management	3
AHL 100	Introduction to Patient Care	2	PED 196	Sport and Exercise Psychology	3
BIS 101	Human Biology	4	PED 200	Intro to Bio Mechanics	3
AHL 101	Essentials of Medical Terminology	1	PED 210	Exercise Testing & Prescription	3
AHL 102	Ethics and Law for the Allied Health	1	PED 230	Sport & Exercise Science Practicum	1
AHL 103	Basic Pharmacology	1	Arts/Visual Design/Multimedia		
AHL 120	Comprehensive Medical Terminology	3	VIC 100	Graphic Design	3
AHL 201	Introduction to Diet and Nutritional Therapy	1	VIC 104	Computer Art I	3
Basic Nurse Assistant			VIC 121	Intro to Quark/InDesign	4
NAS 100	Basic Nurse Assistant	6	VIC 142	Introduction to Illustrator	4
NAS 101	Nurse Assistant: Care of Patients With Alzheimer's Disease	1	VIC 161	Introduction to Photoshop	4
Emergency First Responder			Other (may apply to many career areas)		
EMS 121	First Responder/Emergency Medical Responder	3	PSY 100	Intro to Psychology	3
			RHT 101	Freshman Rhetoric & Composition I	3
			SPE 101	Principles of Effective Speaking	3
			HTH 104	Science of Personal Health	2

Appendix B – Dual Credit Courses Approved at High Schools

Fall 2015 <http://www.dvr-efe.org/wp-content/uploads/2014/11/Dual-Credit-at-High-Schools.pdf>

Taught At High Schools			course name corresponds to						
Triton #	Triton Course	Triton Credits	East & West			Proviso	Proviso		
Course	Course Title	Credits	Leyden Township High School	Elmwood Park High School	Oak Park & River Forest High School	East & West	Math & Science Academy	Ridgewood High School	Riverside Brookfield High School
ACC101	Financial Accounting	3	Accounting	II					
ARC 189	Intro to Architectural CAD	3							Architectural/Career Drafting I & II
AUT 112	Introduction to Automotive Technology	3							Technology I
BIS105	Environmental Biology	4			Environmental Science				
BIS150	Principles of Biology I	4			AP Biology				
BUS 103	Keyboarding Techniques	1							Computer Applications I & II
BUS 107	Microsoft Office in Business Applications	3							Computer Applications I & II
BUS 150	Principles of Management	4							
BUS127	Principles of Marketing	3		Merchandising Sales					
BUS136 & 137	Entrepreneurship I & II	3		Virtual Enterprise International I					
BUS137	Entrepreneurship II	3							
BUS293	Global Business	3		Virtual Enterprise International II					
CHM140	General Chemistry I	5			AP Chemistry 1		Chemistry 1		
CHM141	General Chemistry II	5			AP Chemistry 2		Chemistry 2		
CIS101	Introduction to Computer Science	3	Computer Science		AP Computer Science 1-2				
ENG103	English 103	3			English 2		Great Books		
ENT 252	Introduction to Mechanical AutoCAD	2							Advanced Drafting/CAD I & II
GOL101	Physical Geology	4			Geology 1-2 A				
HIS121	History of Western Civilization I	3			AP European History 1				
HIS122	History of Western Civilization II	3			AP European History 2				
MAT 111	Pre-Calculus						Pre-Calculus		
MAT131 a,b	Calculus & Analytic Geometry I	5			AP Calculus AB 1-2		Calculus	Advanced Placement Calculus AB	
MAT131 b,c	Calculus & Analytic Geometry I	5			AP Calculus BC 1				
MAT133	Calculus & Analytic Geometry II	5			AP Calculus BC 2				
MAT170	Elementary Statistics	3			AP Statistics 1-2		Statistics		
MCM 160	Basic News Writing						Journalism		
PHL101	Introduction to Philosophy	3			Philosophy A				
PHY106	Biomedical Ethics	4			AP Physics 1				
PHY107	General Physics (Electricity, Magnetism and T	4			AP Physics 2				
RHT101	Freshman Rhetoric & Composition I	3					Nature of Knowledge 1	Placement Language and	
RHT102	Freshman Rhetoric & Composition II	3			English 1		Knowledge 2		
RHT 255	Creative Writing						Young Authors		

Appendix C – Dual Credit Course Request Form

A separate form should be completed for each new articulation opportunity. Approval from the high school district office must be obtained prior to submitting this form to Triton College.

Please indicate the first semester the course will be offered for dual credit:

Fall Semester 20_____(Please Note: Form submission deadline is February 1st of the same year)

Spring Semester 20_____(Please Note: Form submission deadline is May 1st of the year prior)

Requestor's Information (Must originate from high school district office)

Print Name	Print Title
Signature	Date

Please check the box for the type of Early College Credit desired:

Dual Credit

Students participating in the Dual Credit program earn both high school and college credit simultaneously. When the class is complete, the student will receive a letter grade on both their high school and Triton College transcripts. Students must meet Triton College's prerequisites for the course.

High School course title and #: _____

High School(s) to offer this course: _____

High School course duration:

1 semester 2 semesters Block schedule

Course option: (please check one):

- A Triton course offered during the school day at the high school, taught by a high school instructor as part of their regular teaching load. Students and the high school district will not be assessed tuition or fees. High school instructors must meet Triton College's teaching credentials.
- A Triton course taught by a Triton instructor offered at Triton. The high school district is responsible for paying tuition and fees.

Credit by Exam

Students participating in the Credit by Exam program could potentially earn college credit determined by the results of an exam taken at the end of the high school course.

High School course title and #: _____

High School(s) to offer this option: _____

High School course duration (Please check all that apply):

1 semester 2 semesters Block schedule

High School District Office Approval: (Must be a District Official)

Print Name	Print Title
Signature	Date

Regional Education for Employment Approval:

Print Name	Print Title
Signature	Date

Triton College Approvals:

(To be signed after this form has been reviewed, approved, and Triton course information has been completed)

Program Coordinator:

Print Name	Print Title
Signature	Date

Division Dean:

Print Name	Print Title
Signature	Date

Vice President of Academic & Student Affairs

Print Name	Print Title
Signature	Date

Triton Use Only

Course information to be completed by Triton Administrator: _____

Triton course title and #: _____

Semester the high school course will start: _____

Semester in which Triton credit will be awarded: _____

Required teaching credentials: _____

Textbook to be used (title, author, ed.): _____

Student prerequisites for enrollment: _____

Date: _____

Signature: _____

Appendix D –Dual Credit Collaboration Tracking

Dual Credit on High School Campus

Triton Course Name:

Course Number:

High School Course Name:

Course Number:

Faculty Members	School/Department	Title	Contact info (email/phone)

Meeting Date/Time:			

Materials:	College Agrees	High School Agrees	Detail Changes needed
Syllabus			
Course Objectives			
Assessments			
Text book			
Other			

Attach all syllabi, assessments, etc.

Recommendation for approval of dual credit:

Signature

Date

Appendix E – Adjunct Application

https://jobopenings.triton.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1415115191
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Create New Application for Administrative/Full-Time Faculty/Part Time Faculty

Where do I begin?
To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password. You will need it to apply for other positions or check the status of your application the next time you visit the site.

What if I have already created an application?
If you have already created an application with the online employment system and wish to update your information, please click the "login using your existing user name" link below to login with the user name and password that you used when you created your application.

Other Frequently Asked Questions (FAQ's)

- What information will I be asked to provide?
- What if I am not ready to fill out the application at this time?
- Do I have to fill out an application?
- How do I save my application?
- What if I want to submit a resume?
- Can I copy selected information from another electronic document?
- My document was created on a Mac, what do I need to do?

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes.

Please do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Use the navigational buttons within the site.

If you have already created a user name for Triton College, please login using your existing user name .

Select User Name and Password:

Select User Name: Use between 6 and 20 letters or numbers.	<input type="text"/>
Password: Use between 6 and 20 letters or numbers.	<input type="password"/>
Re-enter Password:	<input type="password"/>

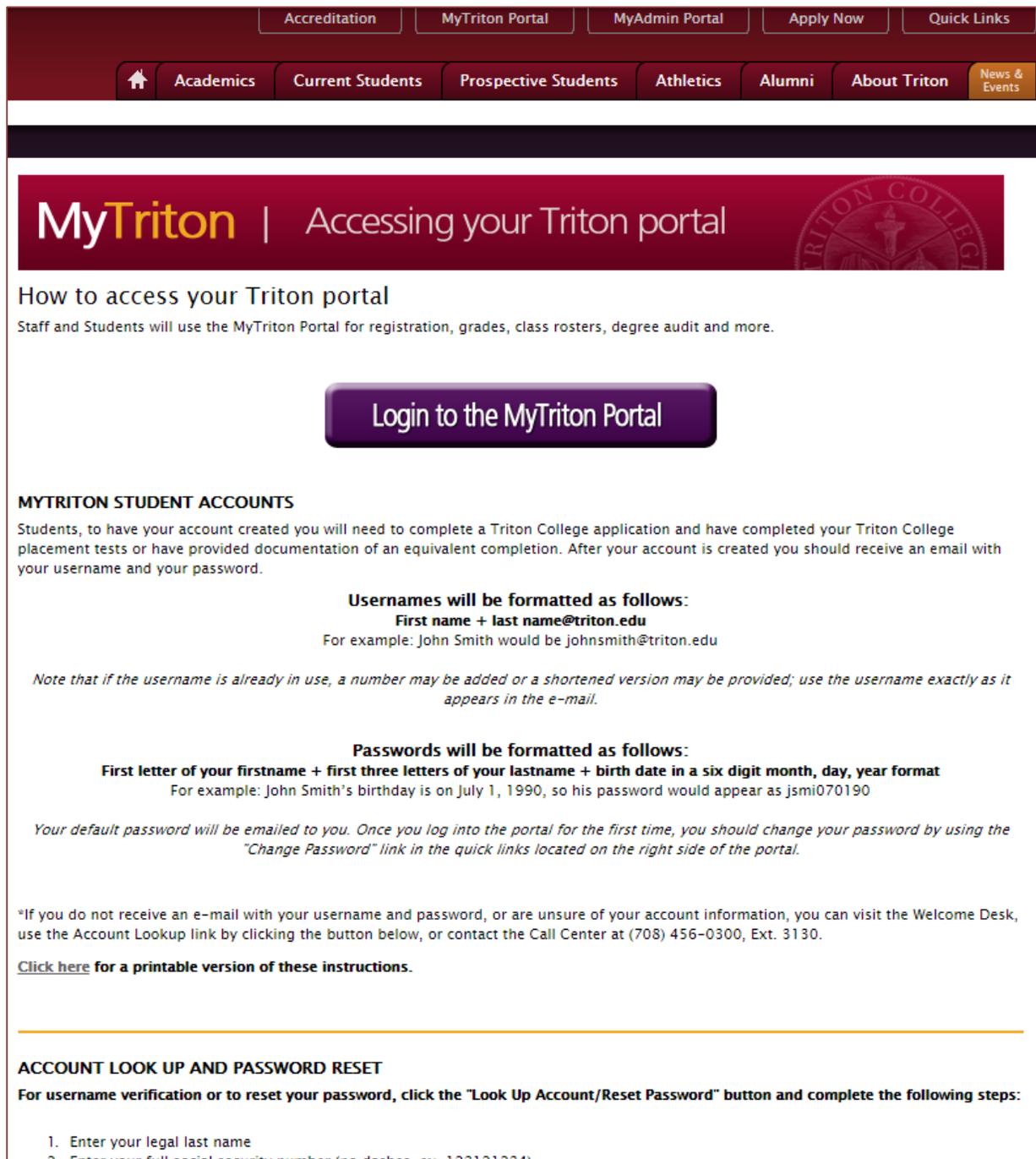
CONTINUE TO PAGE 1 OF APPLICATION FOR ADMINISTRATIVE/FULL-TIME FACULTY/PART TIME FACULTY >>

[Security Information](#)

CANCEL

Appendix F: Student Access to Grade Information

<http://www.triton.edu/mytriton/>



The screenshot shows the MyTriton portal website. At the top, there is a navigation bar with tabs for Accreditation, MyTriton Portal, MyAdmin Portal, Apply Now, and Quick Links. Below this is a secondary navigation bar with tabs for Academics, Current Students, Prospective Students, Athletics, Alumni, About Triton, and News & Events. The main content area features a large banner with the MyTriton logo and the text "Accessing your Triton portal". Below the banner, there is a heading "How to access your Triton portal" followed by a paragraph explaining that staff and students use the MyTriton Portal for registration, grades, class rosters, degree audit, and more. A prominent purple button labeled "Login to the MyTriton Portal" is centered on the page. Below the button, there is a section titled "MYTRITON STUDENT ACCOUNTS" with instructions for students on how to create an account. It specifies that usernames will be formatted as "First name + last name@triton.edu" and provides an example: "John Smith would be johnsmith@triton.edu". It also notes that if the username is already in use, a number may be added or a shortened version may be provided. Passwords will be formatted as "First letter of your firstname + first three letters of your lastname + birth date in a six digit month, day, year format" and provides an example: "John Smith's birthday is on July 1, 1990, so his password would appear as jsmi070190". A note states that the default password will be emailed to the user and that they should change their password by using the "Change Password" link in the quick links. At the bottom, there is a section titled "ACCOUNT LOOK UP AND PASSWORD RESET" with instructions for username verification and password reset, followed by a list of steps: 1. Enter your legal last name, 2. Enter your full social security number (no dashes, ex. 123121234).

Accreditation MyTriton Portal MyAdmin Portal Apply Now Quick Links

Academics Current Students Prospective Students Athletics Alumni About Triton News & Events

MyTriton | Accessing your Triton portal

How to access your Triton portal

Staff and Students will use the MyTriton Portal for registration, grades, class rosters, degree audit and more.

[Login to the MyTriton Portal](#)

MYTRITON STUDENT ACCOUNTS

Students, to have your account created you will need to complete a Triton College application and have completed your Triton College placement tests or have provided documentation of an equivalent completion. After your account is created you should receive an email with your username and your password.

Usernames will be formatted as follows:
First name + last name@triton.edu
For example: John Smith would be johnsmith@triton.edu

Note that if the username is already in use, a number may be added or a shortened version may be provided; use the username exactly as it appears in the e-mail.

Passwords will be formatted as follows:
First letter of your firstname + first three letters of your lastname + birth date in a six digit month, day, year format
For example: John Smith's birthday is on July 1, 1990, so his password would appear as jsmi070190

Your default password will be emailed to you. Once you log into the portal for the first time, you should change your password by using the "Change Password" link in the quick links located on the right side of the portal.

*If you do not receive an e-mail with your username and password, or are unsure of your account information, you can visit the Welcome Desk, use the Account Lookup link by clicking the button below, or contact the Call Center at (708) 456-0300, Ext. 3130.

[Click here](#) for a printable version of these instructions.

ACCOUNT LOOK UP AND PASSWORD RESET

For username verification or to reset your password, click the "Look Up Account/Reset Password" button and complete the following steps:

1. Enter your legal last name
2. Enter your full social security number (no dashes, ex. 123121234)

Appendix G: Forms and Documents for High School Campus Dual Credit

Student Dual Credit Application

See next page

Triton College

Application for Dual Credit Enrollment

Triton Campus 2000 Fifth Ave. River Grove, IL 60171 (708) 456-0300

1 Social Security number _____ - _____ - _____ Date: _____

Last name	First	Middle
Street address		
City	State	Zip
()	()	()
Home phone	Alternate phone	E-mail address

2 High School from which I graduated or will graduate: _____ School _____ 3 Gender: Male Female

4 Citizenship (check only one):
 U.S. citizen (born or naturalized)
 U.S. permanent resident: Country of origin: _____
 Alien registration number: _____
 International: Country of origin: _____
 Visa category: _____
 Adjustment in status (submitted application for permanent residency)
 Non-citizen: status identified. Check this option if you can answer "yes" to all the following questions:
 Did/will you graduate from an Illinois high school or attain a GED in Illinois?
 Did/will you attend a school in Illinois for at least 3 years during K-12?
 Did/will you live with your parents while you attended school in Illinois?
 Non-citizen (Other categories do not apply to you)

5 My primary reason for attending Triton College is:
 1. To prepare for a future job.
 2. To improve skills needed in present job.
 3. To explore courses that will help in making career decision.
 4. To complete course work in preparation for transfer to another school.
 5. To remedy or review basic educational or vocational skills.
 6. For personal interest or self-development.
 7. To prepare for the GED.
 8. Other or unknown.

6 What is the highest level of education attained by your:

Mother	Father
<input type="checkbox"/> some high school	<input type="checkbox"/> some high school
<input type="checkbox"/> high school graduate	<input type="checkbox"/> high school graduate
<input type="checkbox"/> some college	<input type="checkbox"/> some college
<input type="checkbox"/> bachelor's degree	<input type="checkbox"/> bachelor's degree
<input type="checkbox"/> higher	<input type="checkbox"/> higher

7 My current employment status is:
 1. employed full-time
 2. employed part-time (more than 15 hrs./wk.)
 3. employed part-time (15 hrs./wk. or less)
 4. homemaker
 5. unemployed
 6. other
 7. no response

8 **NOTE:** This information is requested solely for the purpose of determining compliance with federal civil rights law, and your response will not affect consideration of your application. By providing this information, you will assist us in assuring that this program is administered in a non-discriminatory manner.
Are you Hispanic or Latino? Yes No

Are you from one or more of the following racial groups? (check all that apply)
 American Indian/Alaskan Native
 African American/Black
 Asian
 Native Hawaiian/Pacific Islander
 White
 no response

Primary racial/ethnic group: (check one)
 American Indian/Alaskan Native
 African American/Black
 Asian
 Native Hawaiian/Pacific Islander
 White
 no response

Dept.	Course	Section	Triton College Course Title	Days	Time	Location

I the parent/guardian of _____ request his/her ACT/SAT scores be sent to Triton College for admission. Student Name

Signature of Parent/Guardian

ACT Test Date _____ English _____ Math _____ Science _____ Comp _____ School registrar _____ Date ____/____/____	Placement Test Requirement _____ Satisfied _____ Not Satisfied Date ____/____/____ Triton Staff _____
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