Ryle Dual Enrollment Guide

Welcome to Dual Enrollment at Ryle High School!

I am looking forward to working with you and your student(s)! I have put together this guide to help answer questions but also be a reference point throughout the year.

At any point you have questions, feel free to email me: danielle.dierig@boone.kyschools.us
You can also access information here: https://sites.google.com/boone.kyschools.us/rhs-ccr/home

Application and Requirements

All students must enroll in dual credit classes yearly, regardless of previous program enrollment. This occurs in the early Spring, along with Ryle scheduling. Students will complete an initial application of intent. Their application will be reviewed, and if accepted, they will begin the application and scheduling process for the next school year.

Students will also be required to complete a Dual Credit Contract for their particular program. Contracts are to be signed by the student and parent/guardian before enrollment occurs with the college(s) and returned during the scheduling meetings.

RAP workshops will be provided to help students determine which application is best, as well as what program might work best for students. You can review the requirements and best fits for all our Dual Credit options here: Ryle High School Dual Credit

SB181 Consent

All parent/guardians must sign a consent form for students who are participating in dual credit or district programs. These programs have students taking instruction from someone who is affiliated with Boone County Schools. More information can be found on the form. Please complete with your electronic signature: SB181 Consent

Weekly Updates

- Weekly updates will go out through the BCS App every Friday. They will also be available on my website on the Dual Enrollment page: RHS Dual Enrollment/District Programs
- This will have major updates on the initial message but will also link to a document that has more information linked in.
- Please be sure to read this each week as it not only includes information from dual enrollment but also information from Ryle that is important including schedule changes, events, etc.

Academic Calendars-

GATEWAY~ Fall Academic Calendar 2026
NKU~ Fall Academic Calendar 2026
TMU~ Academic Calendar 2026-27
UK~ Dual Credit Calendar 2026-2027

Check in and Check Out Procedures

For safety purposes, students cannot be roaming the halls or hanging out in random classrooms, either. As was stated in the Dual Enrollment Contract everyone signed in the spring, students will need to leave when they don't have classes on campus. If you have received explicit consent from a teacher to be in their room, that is permissible, but it should be the same person on a regular basis, or when you have made arrangements to come in. If you have transportation issues, speak with Mrs. Dierig. We are allowing students to sign in to the Media Center but they must sign a permission form along with the parent/guardian, and follow the guidelines laid out on that form. It is also not a come and go as you please but a full period commitment. We know schedules don't always allow being at school consecutive periods, but to have the ability to mix dual credit classes and courses at Ryle that you want to take, sometimes that is the result.

Attendance at Ryle is mandatory. Skipping class and using dual credit as your excuse may cause you to lose those privileges if you don't have an in person class at the college.

If the schedule changes, you are still expected to attend that period, even if it occurs at a different time than normal. If you have a college class that conflicts, or if you are in Work Based Learning and your agreement with the employer conflicts during that time, make every effort to be at Ryle first. You should also communicate early with your Ryle teacher that you may need to miss class. If you aren't sure what to do, email me as soon as you find out there is a conflict.

New Check in and Check out procedures-

Every dual credit student will need to scan into the building, even those with dual credit classes only on Ryle's campus. This will be at the monitors right inside the main doors to the left.

New this year- students will sign out TWICE. Once to make sure you are at a point in the day where you can sign out. Second to officially sign out for attendance purposes. This will be at the monitors to the far right of the attendance clerk's desk, closest to the gym.

- If you sign out on the first screen and are told to go back to class, you are expected to return to your class. Failure to do so may result in losing the privilege of taking dual credit classes.

- If there is an error in the system (it says you can't leave but it is a period you don't have a class), politely ask to have whoever is at the desk check your schedule if you feel it is in error.
    - We have over 650 students who utilize this system and sometimes errors occur or your schedule changes and we haven't updated the sheet yet.

When am I allowed to check out?

- When you don't have a class on Ryle's campus.
- If you participate in Work Based Learning (only during the class periods they have been assigned in IC).
- If you have internships (only during the class periods they have been assigned in IC).
- If you participate in special programs that use Boone County transportation (ATC, Homebuilders/Skilled Trades, Heavy Equipment, Fire Science).
- If your Ryle dual credit/AP class is on a blended schedule and your teacher has started the blended schedule.

When am I not allowed to check out?

- When you have class at Ryle
- if you have an assigned Monday RAP/are in the RAP workshop system
- Lunch- we do not have off campus lunch options. If you have been at Ryle all day or have a 4th period at Ryle, you should be at lunch in the lower commons.

What if I need to meet with a teacher, admin, counselor, etc. and I don't have class on campus?

- Make sure you have reached out to them that you need to meet and try to schedule a time. Let the attendance clerk know you are there for a meeting if it is not a class time.
- Try to stop by or contact that person when you are on campus to set up a time where it works to already be on campus.

Online courses

- Online courses through Gateway and Thomas More may begin before Ryle starts. You are expected to begin when the college begins.
- There are no live meetings, however, the expectation is that you begin when your class is scheduled to start (first day of classes).
- Attendance is tracked by you logging on on a consistent basis. You don't need to log in every day but you should be at minimum two times a week.
- Be sure to read your syllabus so you know when due dates are and you stay on top of your work.
- Some dual credit courses may require certain device needs that are not able to be used on the district provided chromebooks.

Boone County Early College

Fall 2026 BCEC Information Session Packet.pdf

Boone County Early College provides students with the opportunity to take college courses but with other students from the Boone County district. The instructors understand the complexity of working with high school students and there are more supports in place than just enrolling through courses in the college.

Gateway, Northern Kentucky University, and Thomas More all partner together for this program, each providing options for courses. All courses take place at Gateway-Boone Campus despite the instructors college. Transportation is available to and from Gateway.

Schedules are structured within BCEC. Classes run Mondays & Wednesdays or Tuesdays & Thursdays at either 8:00 am or 9:20 am. Typically the breakdown is as follows:

Fall Semester	Spring Semester
ENG101 (GATEWAY) MAT150 OR MAT151 (GATEWAY) HIS114 (TMU) ELECTIVE (GATEWAY) ELECTIVE (NKU)	ENG102 (GATEWAY) STA220 (GATEWAY) HIS115 (TMU) ELECTIVE (GATEWAY) ELECTIVE (NKU)

Here is the schedule for the fall as of June 1, 2026

- PSY110, MAT 150 and MAT151 will occur on Mondays/Wednesdays
- HIS114 will be Tuesday/Thursday at 9:20
- ENG101 will occur on either Monday/Wednesday or Tuesday/Thursday

You will be able to view your individual schedule through your MyPath account

<u>Viewing Your Class Schedule</u>

- Once you have your student account setup, you can log into MyPath to view your current class schedule.
- Please note: Any NKU or Thomas More classes will not appear on your Gateway schedule.
    - Go to http://mypath.kctcs.edu
    - Click the “Student Self Service” tile
    - Click the “Student Center” tile
    - Click on "KCTCS Schedule"
- If you did not sign up for the classes on your schedule or are missing classes you signed up for, please contact your Guidance Counselor or College and Career Readiness Coach to discuss schedule changes.

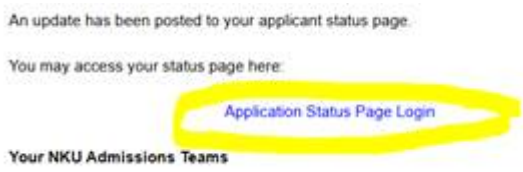
On Campus Dual Credit Courses

- Courses meet at the discretion of the Ryle teacher that is teaching the dual credit courses.
- Course times follow the Ryle schedule, this includes when the Ryle schedule changes.
- Most classes will only meet Mondays, Wednesdays, and Fridays. However, most teachers require students to attend the full first week. If there is a schedule conflict with your off campus classes, be sure to communicate with BOTH professors to see what they prefer you do.
- **UK Next Gen** does follow a different schedule than the rest due to their work with the UK Professor. You will be given specific information from the Ryle teacher/UK professor when classes begin
- Thomas More classes be sure to see the document in Account Set up below.

Account Set up

Each college requires students to create and set up their accounts. This is where they will have access to their schedules, course work, payment information, etc. Students must complete this process before courses begin to participate, even if it is in person.

- **NKU:** Students should have received an email right after applying when a subject line: You have an update to your NKU application status. The email contains a link that they should click that leads them to setting up their account. If a student does not think they received the email, then they have to email nkusbs@nku.edu including their first name, last name, and high school they attend.



From there they get directed to information on next steps. In July students will receive an email with an invite/link to the online orientation that needs to be completed prior to classes starting. Returning students use the same account.

- **Gateway:** Students new to Gateway should have received a welcome email with directions on how to set up your account. Students for the fall semester will receive an email in the next couple of weeks with directions.
    - Go to http://gateway.kctcs.edu
    - Hover over the “Quick Links” menu, then click “Current Students” at the top of the page, then click on the “User Account Center” tile

- Click “Setup User Profile” and enter the information requested. Your KCTCS ID number can be found in the email you received after completing the admissions application

- **TMU:** Students were emailed TMU Dual-Credit account set-up instructions with username, password, and ID.

  Student/Parent Email Schedule for Fall 2026:
  - May 18 – First email to fall students who are new/have not set up their accounts.
  - June 17 – Second email to fall students who are new/have not set up their accounts.
  - July 17 – Third email to fall students who are new/have not set up their accounts.
  - July 17 – First email to fall students with completed account set up to prepare for the semester.
  - August 3, 10, and 17 – “Welcome to the Semester” emails for all enrolled students
  - Here is a document that will help set up accounts as well: Setting up my TMU account
- UK Next Gen Account Activation Step-by-Step

Tuition

- **Cost:** The price of dual enrollment went up slightly this year to **$99 per credit hour.**
  - **3 hour classes will be $297 + textbooks/lab fees if applicable**
  - **4 hour classes will be $396 + textbooks/lab fees if applicable**
- Tuition for the fall semester should be reflecting the dual credit course amount at this point. If you are unsure, you may contact the school’s registrar or business office. Please note that I do not have access to this information for students. They have access in the individual schools portal.
  - You will need to pay for your fall courses before you will be registered into a Spring course.
  - GATEWAY payments- Gateway requests that you wait until you apply the KHEAA scholarship to pay for courses, as the reimbursement process takes a while since the system is big.
  - TMU requests that students pay first and then get reimbursed after they apply the scholarship.
  - NKU will do either.
- **Scholarships:** Scholarships do not open until September. Each student gets 1 dual credit scholarship for the 2026-2027 school year that covers **one** course. KEES money may not be used towards dual credit courses.

    - Students who use the Work Ready Scholarship will still receive 2. See the Ryle Dual Enrollment Guide for more information on this scholarship.
- **To pay at Gateway**: Through Student Self-Service, students access online paying in the "Finances" area. Account Summary box > Make a payment > Specify Payment Amount > Select Payment Method > Confirm Payment. ***Make sure to "Submit" your payment before going on to the next page.***
- **To pay your tuition online at NKU**, please go to http://mynku.nku.edu.

  Login with your NKU USERNAME and PASSWORD.
  2. Click the "Biller Direct" Tab.
  3. Click "Pay Your Bill" to pay bill by credit card or electronic check.
- **To pay at Thomas More:** Thomas More bills can be paid by phone: **(859) 344-3330** or visiting their Website: https://www.thomasmore.edu/admissions/financial-aid/bursar/ or choose the "Pay My Bill" link from the main Thomas More University website. Questions there should be directed to Email: Bursar@thomasmore.edu.
- **IT/Tuition Issues**: You can pay the tuition for Thomas More, NKU, and Gateway through their online portal. If there is an issue with tuition, please call their business office (number below). If you need tech help, call their Help Desk (number below)

KHEAA Scholarships

- As stated in the contract you and your student signed, all courses, fees, and textbooks are the financial responsibility of the student/parent/guardian.
- Here is information on paying with each of the colleges. Please note you have to pay each college you are taking classes with.
    - Billing Questions for Early College/Dual Enrollment
- DO NOT PAY any tuition until the dual credit amount is applied. This will happen sometime between July and August. I will be sending out information once this occurs.
- Starting this 26-27 school year, only **one** dual credit course is covered per year. This is a change from previous years where there were two courses covered.
    - Students taking classes that meet the Work Ready Requirement (CTE and pathway courses) will receive two courses for free still. Anything not covered by the dual credit scholarship will be the student's responsibility. **Ryle does not cover the costs of dual credit courses.**
- Course pricing will be announced later in the summer when the state finishes setting their price.
- **KHEAA Scholarship**

Once a student is registered for a course the college will immediately load it onto their account. However, DO NOT PAY until after a few things have occurred:

1) Courses are initially placed there as a full cost course. The colleges have to go in and apply the dual credit discount, reflecting the credit hour rate the state puts out. They also remove the fees that are associated with non-dual credit students.
2) **KHEAA scholarships are not applied until the fall.** KHEAA information will begin to come out in September. There is a process that multiple entities have to go through to get the funds disbursed.
    a) Students have to have classes in IC. Often this is done before school begins but there are changes throughout the summer due to AP scores, new enrollments, and just students changing their mind
    b) The district has to send this information to KHEAA. They usually wait until the first week in September to do so.
    c) KHEAA then sets up the preferences in student accounts.
        i) Students must create a KHEAA account for them to set their preferences. Information for this comes out in the weekly email starting in September.
        ii) Students will select their preferences for where they want their scholarship to go.
    d) KHEAA has to verify with the school the student's enrollment.
    e) Schools decide what course the scholarship will be applied to (if more than one).
    f) Funds then are disbursed.
3) Different colleges handle this process differently-
    a) TMU would like students to pay first, then reimburse for anything covered by the scholarship
    b) NKU, Gateway and all KCTC schools would like students to wait until after scholarships are applied.
        i) While you have more time to pay for the current semester, they will not allow registration for the next semester without having paid for the previous semester.
4) Information to pay for courses will be sent out through the Weekly Update and on my site.

A video that explains the KHEAA scholarship and the process is available here:
https://youtu.be/U-ZNXpucims?si=DG5yrw_RL1qTaUsL