

Frequently Asked Question – Dual Enrollment

As a Dual Enrollment Student, how many classes can I take per semester?

Dual Enrollment students can register for up to 4 courses or 13 credits per semester. The courses must be day classes. Online or evening classes can only be taken with the approval of the Director of Admissions.

When should I complete my application?

For students who wish to begin in a fall semester, applications should be received by the Admissions Office no later than July 15th. For students wishing to begin in the Spring semester, applications should be received by December 15th.

Can I chose any course to take a Fitchburg State?

No. The courses a DE student registers for is based on the requirements that are listed on the application by the Guidance Counselor. Also students cannot register for courses that require a pre-requisite or that have no seats available.

When do I register for my classes?

Registration takes place at the end of August for the fall semester and at the beginning of January for the spring semester.

Can I register for classes during the registration period for current Fitchburg State students?

No. As a DE student you **must** register on the DE registration date. **If you register for classes on a day other than on the designated DE registration day, these classes will be dropped from your schedule.**

How do I know where my class is?

When you register for classes you will receive a print out of your schedule which includes the room as well as the date and time of the class.

What are a Student ID# and One Card?

Every student is given an 8 digit code that is used for various purposes around campus. You may be asked to provide this number when buying books or registering for classes. Your student ID also appears on your *One Card*.

The One Card is the official identification card of Fitchburg State University. It can be used for access to the library and Recreation Center. You can also add funds to your card, and use it much like a debit card around campus. The One Card can be used for copiers, dining halls and the bookstore.

Where do I buy my books?

Our bookstore is located in the G-Lobby of the Hammond Building. When you are ready to purchase your books, bring your course schedule with you. All textbooks are located in the rear of the bookstore and are sorted by subject. Used textbooks may be available at a reduced price. You may also rent textbooks for a reduced price. Remember the bookstore has strict deadlines regarding returning books, so in order to get a full refund you must return them by the due date.

Do I have to buy the books for my class?

Yes, unless a professor indicates a textbook is not mandatory.

What is a syllabus?

A syllabus is a summary of the main topics of a course and expectations to be covered in a course. The length and information provided will differ for each course. You will want to keep the syllabus for reference while you complete the course. Often times, important information such as due dates, homework assignments and professor contact information is found on the syllabus.

If I'm struggling in my course, who can I ask for help?

You should first contact your professor. If you are struggling with the coursework, they will have the best suggestions on how to improve. You can also contact our Tutor Center on the 3rd floor of the Hammond building.

How do I withdraw from a class?

Please contact the Dual Enrollment Coordinator immediately if you want to drop a course.

Where can I eat on campus?

The Commuter Café is available for anyone wishing to have a quick meal during the week. The Café offers Burger King, Ritazza Coffee Café, a salad bar, snacks and beverages, soups and sandwiches and vending machines.

Holmes Dining Hall is a buffet style cafeteria with more options than you can imagine and is open for breakfast, lunch and dinner.

What is Blackboard?

Blackboard is an online course management system used to deliver web-based distance learning courses and as a technology supplement for face-to-face taught courses. (See page 8 of this guide)

I am having problems with my on campus email or blackboard who can help me?

Our Information Technology department (also known as the Help Desk) is located in Conlon Room 236. If you are off campus, you can contact them by calling 978-665-4500.

Where do I park and do I need a parking pass?

You should obtain a parking pass from the Housing and Residential Services Office which is located in the lower level of Aubuchon Hall. The Civic Center pass (light green) is free and enables you to park at the Wallace Civic Center. We have daily shuttles that will pick you up and bring you to different stops on campus. It is important for you to register your car, so that in the case of an emergency they can contact you.

How do I find out about school cancellations?

School closing announcements are given on Boston television stations, commercial radio stations and are posted on the school closure information line. Cancellations are listed as Fitchburg State University only. Any other Fitchburg listings do not pertain to the university. You can also contact the school closure information line at 978-665-4003. (See page 6 of this guide)

How do I contact a professor outside of class?

Each professor is required to have weekly office hours to accommodate meetings with students. You will find the available times and office location on your course syllabus. You can also contact the professor through Blackboard or their Fitchburg State email account.