

Dual Enrollment Handbook

MOHAVE COMMUNITY COLLEGE

Office of Instruction | 1971 Jagerson Ave., Kingman, AZ 86409

928-757-0886 | instruction@mohave.edu

Dual Enrollment Handbook Contents

- Introduction
- Faculty
- Timelines
- IGA Timelines
- Appendix 1 - Contact Information
- Appendix 2 - Legal Citations
- Appendix 3 - Approved Courses
- 2018-19 IGA Templates

Office of Instruction

1971 Jagerson Ave.
Kingman, AZ 86409
928-757-0886

Instruction@Mohave.Edu

Important Links

[Mohave Community College](#)

[MCC Employee Team Site](#)

[MCC Policies & Procedures Manual](#)

[2018-19 Academic Calendar](#)

[Faculty & Curriculum Resources](#)

[Forms Repository](#)

[JICS | MyMohave Portal](#)

[Service Desk Support](#)

[MCC Connect](#) 1-866-664-2832

NEVER SHARE YOUR PASSWORD WITH ANYONE!

Dual Enrollment Handbook

Introduction

Mohave Community College (MCC) offers courses that may be counted toward both high school and college graduation requirements through Dual Enrollment partnerships with area high schools. These courses are taught at the high school during the school day and are only for high school students. Dual Enrollment offers high school students the opportunity to get a head start on college and prepares them for the transition to college.

MCC also works with local high schools and Western Arizona Vocational Education/Joint Technical District (WAVE/JTED) to establish concurrent enrollment partnerships. The policies and procedures related to concurrent enrollment differ from those related to Dual Enrollment. For information about the concurrent enrollment program, please contact MCC's instructional leaders below.

This handbook is designed to describe and clarify the roles of everyone involved in the Dual Enrollment process and establish timelines for completion of tasks. For the purposes of this collaboration, instructional leaders consist of the Chief Academic Officer of MCC, Associate Deans of Instruction, and/or the Campus Instruction Supervisor on the North Mohave Campus. ([See Appendix 1](#)).

Advisory Committee

MCC has one Dual Enrollment advisory committee with two workgroups. One group focuses on quality assurance and compliance with college standards [ARS 15 1821.01](#), while the other assists in the selection, orientation, professional development and evaluation of Dual Enrollment faculty.

Quality Assurance

This workgroup is composed of the Chief Academic Officer, Associate Deans of Instruction, and MCC resident faculty who teach in the disciplines taught for Dual Enrollment credit and must meet at least twice each academic year. It is charged with ensuring that college-approved textbooks, syllabi, course outlines, and grading standards are applicable to the courses if taught at the College, apply to Dual Enrollment classes and to all students in Dual Enrollment sections. This workgroup reports annually to the President's Council its findings as to whether the course goals and standards are understood, the course guidelines are followed, and the same standards of expectation and assessment are applied to Dual Enrollment courses as though they were being offered at the College.

Selection, Orientation, Professional Development, and Evaluation

This workgroup reports its findings annually to the President's Council and consists of the Chief Academic Officer, Associate Deans of Instruction, and MCC resident faculty who teach in the disciplines offered for Dual Enrollment credit. It meets at least twice each academic year. It and is charged with assisting in the selection, orientation, ongoing professional development, and evaluation of faculty teaching College courses in conjunction with the high schools.

Duties related to Dual Enrollment

High School Staff Roles and Responsibilities

Partner High Schools

- Offer qualified high school students an opportunity to earn an academic career and technical credit through Dual Enrollment.
- Work collaboratively with MCC instructional and student services staff to manage all Dual Enrollment program activities.
- Encourage qualified faculty to teach Dual Enrollment courses and ensure all Dual Enrollment faculty meet MCC minimum qualifications.
- Provide Dual Enrollment instruction in accordance with [MCC's Policy and Procedures](#), high school regulations, instructional standards, and state law.
- Publicize the Dual Enrollment program to students and their parents.
- Facilitate the required student and parent orientation, matriculation, assessment, and registration processes.
- Submit Dual Enrollment Intergovernmental Agreement (IGA) and student registration documents in accordance with the established timeline.

Contact the [MCC Chief Academic Officer](#) for assistance as required.

High School Principal or Designated Dual Enrollment Administrator

Each partner high school should assign an administrator to oversee participation in Dual Enrollment and to act as the primary contact with the College. Working in collaboration with the instructional leader the administrator will:

High School Program Administration

- Ensure timely completion and submission of the annual IGA renewal, following the established timelines.
- Recommend high school faculty who meet MCC's minimum qualifications in the field being taught.
- Ensure accurate class rosters are transmitted to the College in accordance with the established timeline.
- Provide timely updates when students are added to or removed from Dual Enrollment sections to the College's instructional leaders in conjunction with the MCC recruiter.
- Identify students not seeking Dual Enrollment credit but who may be enrolled in Dual Enrollment sections. These students must meet all MCC and high school qualifications for enrollment in the Dual Enrollment course ARS 15-1821.01.
- Address issues related to MCC policies and procedures.
- Ensure timely payment of Dual Enrollment tuition and fees by the high school district to MCC.
- Facilitate MCC survey questionnaires and other evaluation tools designed to improve the Dual Enrollment program.
- Provide required reports in accordance with the IGA.

Matriculation Process

Working in collaboration with MCC administration and staff,

- Facilitate the required student and parent orientation, matriculation, placement testing, and registration processes each spring in accordance with the established timeline.
- Recruiters will obtain dual enrollment rosters from high schools and provide course rosters to enrollment services for registration and enrollment.

High School Faculty Support Program Assessment and Review

Working in collaboration with MCC administration and staff,

- Support Dual Enrollment faculty by facilitating resolution of the unique issues and situations that occur in Dual Enrollment classes.
- Facilitate orientation, training, and ongoing professional development of Dual Enrollment faculty in collaboration with MCC.
- Ensure that Dual Enrollment instructors post an MCC class syllabus, located in the [MCC Forms Repository](#), for each course in the [MCC learning management system](#). MCC will offer training on the new learning management system sporadically (usually at Orientation Night) for Dual Enrollment faculty.
- Facilitate timely communication between College staff and Dual Enrollment faculty.
- Ensure that final grades are submitted in MCC's enterprise software and learning management system in accordance with the MCC Academic Calendar. (See <https://jics.mohave.edu/ICS/Staff/Faculty.jnz> for important dates.)
- Ensure Dual Enrollment courses are taught at the college level, use College-approved textbooks, cover the entire content identified in the College course package at the college level, and that faculty comply with MCC Dual Enrollment policies and procedures. Dual Enrollment courses must be taught as described in the MCC course packages to retain transferability to the universities.
- Facilitate Dual Enrollment instructor evaluations by MCC instructional leaders.
- Facilitate Dual Enrollment student evaluation of instruction.

Dual Enrollment Course Development

Working in collaboration with MCC administration and staff,

- Recommend improvements to the Dual Enrollment program.
- Evaluate and adjust course offerings.

MCC Staff Roles and Responsibilities

The instructional leader on the campus and student services staff participate in operational oversight and activities of the Dual Enrollment program for the College.

Chief Academic Officer

The Chief Academic Officer or designee has overall responsibility for the Dual Enrollment program.

The instructional leader is responsible for all academic programs on the individual MCC campus. Questions related to Dual Enrollment should be directed to the instructional leader.

Dual Enrollment Program Operations

- Work collaboratively with high schools to verify Exhibit A by May 1 of each year.
- Collaborate with the high school administrator to recruit, interview, and recommend potential Dual Enrollment faculty.
- Discuss MCC's minimum qualifications with potential Dual Enrollment faculty members and the high school administrator.
- Ensure Dual Enrollment faculty members are selected and classes are observed by MCC using the same procedure and criteria that are used for Associate faculty at MCC campuses.
- Oversee the credentialing process of high school teachers who wish to instruct Dual Enrollment courses.
- Describe and explain the Dual Enrollment program to high school personnel.
- Confirm entry of all grades into MCC's enterprise software by Dual Enrollment faculty. Grades must be entered no later than five calendar days after the end of the semester (per MCC's Academic Calendar). (See <https://jics.mohave.edu/ICS/Staff/Faculty.jnz> for important dates.)

Matriculation Process

- Assist the recruiter as required with the mandatory student and parent dual-enrollment orientation.
- Assist the recruiter as required with the matriculation, student placement exams, and the registration process.
- Obtain rosters and share with enrollment services.

MCC Faculty Coordination and Management

- Coordinate and ensure delivery of new faculty orientation, training, and ongoing professional development of Dual Enrollment faculty.
- Manage Dual Enrollment faculty in accordance with the MCC Associate faculty evaluation process.
- Handle grievance and student discipline processes in accordance with college policy.
- Collaborate with Dual Enrollment faculty to ensure all courses meet MCC requirements for curriculum, syllabus, textbooks, exams, and assessment.
- Confirm entry of all grades into MCC's enterprise software by Dual Enrollment faculty. Grades must be entered no later than five calendar days after the end of the semester (per MCC's Academic Calendar). (See <https://jics.mohave.edu/ICS/Staff/Faculty.jnz> for important dates.)

Development of the Dual Enrollment Program

- Work with the Chief Academic Officer and partner high schools to identify and develop appropriate Dual Enrollment opportunities. MCC currently offers Dual Enrollment credit for general education courses that are part of an Arizona General Education Curriculum (AGEC) and the first semester of selected CTE programs.
- Coordinate course offerings with appropriate MCC faculty on the advisory committee.

Course Administration

- Communicate with Dual Enrollment instructor.
 - Provide peer support for Dual Enrollment instructors.
 - Provide ongoing guidance during each semester.
 - Assist Dual Enrollment faculty member with the creation of the class syllabus.
 - Ensure all courses meet MCC requirements for curriculum, course descriptions, syllabi, competencies, textbooks, exams, assessments, etc.
 - Address issues related to MCC policies and procedures.
 - Support Dual Enrollment instructors in managing unique issues and situations that arise.
 - Facilitate training and professional growth for Dual Enrollment faculty.
 - Assure compliance with MCC policies and procedures as with Associate Faculty.
 - Participate in classroom observation of Dual Enrollment instructors using the MCC associate faculty evaluation process.
- Oversee submission of required documents for MCC Enrollment Services.
 - Ensure documents are submitted by College deadlines.
 - Assure weekly attendance reporting for JTED participants.

MCC Recruiter

The recruiter is the primary student services contact for Dual Enrollment. Questions related to student enrollment and matriculation should be directed to the recruiter.

- Conduct orientation sessions at the high school to present information to potential Dual Enrollment students and their parents. Notify students of registration requirements, eligibility, and deadlines.
- Conduct classroom visits at the high school to present information to potential Dual Enrollment students. Notify students of registration requirements, eligibility, and deadlines.
- Participate in informational sessions at the high school to introduce parents to Dual Enrollment Opportunities.
- Schedule and coordinate placement exam with the high school and MCC's Testing Coordinator.
- Notify potential Dual Enrollment students of registration requirements, eligibility, and deadlines.
- Deliver registration materials to students.

- Collect registration materials and verify them for completeness and accuracy.
- Deliver completed rosters to MCC Enrollment Services.
- Verify computer entry of student information per MCC procedures.
- Evaluate student test scores and registration eligibility.
- Oversee and maintain secure procedures for registration paperwork following the established MCC Dual Enrollment process guidelines.
- Collect rosters to verify.
- Recruiters will obtain dual enrollment rosters from high schools and provide course rosters to enrollment services for registration and enrollment.

MCC Enrollment Services

- Prepare information packet to be given out to students on application day. Packet to include an information sheet, US Citizenship form, State Residency form, Under 18 form, and W9 form.
- Process all Dual Enrollment applications.
- Create tracking sheet for each high school. Sheet to include MCC ID, student name, enrollment paperwork checks, placement test scores, and noted problems with the applications that need to be addressed. The tracking sheet is accessible to the Recruitment and Enrollment Services staff.
- Provide tracking sheet to Enrollment Services Manager and Recruiter.
- Process all enrollment paperwork and update tracking sheet.
- Revise the tracking sheet to match the rosters.
- Confirm all paperwork is correct and that holds have been removed.
- Enroll students.
- Process drops and withdrawals

MCC Human Resources Department

- MCC's subject matter experts or campus Instructional leaders make the determination of qualification based upon Faculty Qualifications and Documentation Required. When questions arise, the final decision is made by the Chief Academic Officer.
- Arrange for [email](#), [JICS](#), and [learning management system](#) access for qualified Dual Enrollment faculty.

MCC Registrar's Office

- Collaborate with Dual Enrollment faculty and the instructional leader to ensure timely submission of grades in the [JICS system](#). (See <https://jics.mohave.edu/ICS/Staff/Faculty.jnz> for important dates.)
- Prepare reports as required by MCC and the State of Arizona.

MCC Business Office

- Ensure timely payment of instructor costs to partner high schools.
- Bill high schools for tuition and fees.

Institutional Research

- Prepare reports as required by MCC, MCCD, and the State of Arizona

Dual Enrollment Faculty Member Roles and Responsibilities

Credentialing Process

Work with MCC instructional leader to ensure that all required credentialing steps are completed prior to teaching the course.

- Obtain approval of the high school principal and College to offer the appropriate MCC course under the provisions of Dual Enrollment.
- Complete MCC on-line Associate faculty employment application and submit original documentation of qualifications to the MCC Department of Human Resources.

Course Administration

- Obtain approved syllabus template, located in the [MCC Forms Repository](#), from the instructional leader, create an approved class syllabus and post it electronically in the MCC learning management system.
- Verify high school class rosters with your official MCC roster available in JICS, MCC's enterprise software system, on the first day of the semester,
- Verify 45th-day class rosters by the required MCC deadlines.
- Initiate a withdrawal for any student not currently attending and participating in the course.
- Work with an instructional leader or designee to coordinate student and peer evaluations of Dual Enrollment instructor.
- Participate in assessment of student learning activities.
- Submit updated grades and signature assignments in learning management system.
- Submit final grades in MCC's enterprise software system following MCC procedures. Follow MCC process (contact the instructional leader) for assistance in completing incomplete ("I") grades.
- Discuss with MCC campus instructional leader any concerns, suggestions, and/or opportunities that are related to processes and procedures of Dual Enrollment.

College Dual Enrollment Mission Statement

Offer to qualified high school students an opportunity to earn academic and occupational college credit through Dual Enrollment courses, in accordance with the Intergovernmental Agreement (IGA) between Mohave Community College (MCC) and partner high school.

Steps for Developing a Dual Enrollment Course

All Dual Enrollment programs and courses are a partnership between Mohave Community College and the high school, however, in some Career and Technical Education (CTE) areas, WAVE/JTED is also a participating partner. There must be an agreement between all partners, and the course must be listed in the Intergovernmental Agreement (Exhibit A) between partners before a course can be scheduled and delivered.

The steps below are guidelines for high school personnel interested in offering Dual Enrollment courses. If at any time a question related to potential or current Dual Enrollment arises, contact the Mohave Community College instructional leader at the local MCC campus to obtain instructions and forms required to seek approval for additional Dual Enrollment courses.

1. Review the Faculty Qualifications and Documentation required to evaluate the qualifications of the faculty member being considered to teach the course. This document is a general guideline. Some subject areas have additional requirements. Contact the instructional leader with questions about qualifications. The high school faculty member who is proposed to teach a Dual Enrollment course must submit an MCC on-line application. Official transcripts showing degrees and subject area courses must be sent to MCC Human Resources.
2. MCC Human Resources will process new faculty hire information. If the packet is complete and the faculty member meets MCC's minimum qualifications to teach in the discipline, MCC's Human Resources will generate an MCC employee identification number and arrange for an MCC computer user ID and password. MCC email, learning management system, and JICS accounts will be created for the Dual Enrollment faculty member. Dual Enrollment faculty members are expected to regularly check MCC email, to post grades, and to post a syllabus in the MCC learning management system, and to submit grades electronically in JICS.
3. Arizona General Education Curriculum (AGEC courses) are articulated so credit transfers to Arizona's public universities. Consequently, dual-enrollment course goals and competencies must match the MCC course package. Course descriptions are available in the MCC catalog. Course goals and competencies are available in the course package. (<http://www.mohave.edu/academics/instruction/curriculum-and-articulation/>). Using the MCC course package the associate dean or instructional leader will assist in the creation of a crosswalk of course objectives, outcomes, and competencies between the high school course and the college course you are proposing. Using the MCC syllabus template (found in the JICS Forms Repository), to create a draft MCC class syllabus for the Dual Enrollment course. Talk to your instructional leader regarding required course materials and textbook information.
4. Meet with MCC subject area faculty, instructional leader or designee to review instructor qualifications and discuss curriculum alignment. If a course section is approved for inclusion in the Dual Enrollment offering, the high school instructor will be matched with an MCC faculty member. MCC campus approval by the instructional leader is required.
5. Upon notification, the instructional leader will create a new course section in MCC's enterprise software centralized scheduler.
6. New Dual Enrollment faculty members are required to meet with their Instructional leader for training and ongoing professional development.

Dual Enrollment - Faculty

Faculty Welcome

Thank you for agreeing to teach Dual Enrollment classes with [Mohave Community College](#) (MCC). Through Dual Enrollment partnerships with area high schools, MCC offers courses that may be counted toward both high school and college graduation requirements. These courses are offered at the high school during the school day. Dual enrollment offers high school students an opportunity to get a head start on college and prepares them to make the transition to college.

This handbook is designed to assist faculty in meeting the requirements of Dual Enrollment. It includes:

- The definition of Dual Enrollment and its related terms.
- The requirements that must be met by the College and the high school for Dual Enrollment courses.
- The roles and responsibilities of the faculty and the College.

TERMS AND DEFINITIONS

AGEC

The Arizona public community colleges and universities have agreed upon a common structure for a transfer general education curriculum. This curriculum provides students attending any Arizona public community college with the opportunity to build a general education curriculum that is transferable (upon successful completion) without loss of credit to another Arizona public community college or university. This common agreement is called the Arizona General Education Curriculum (AGEC).

AGEC is the foundation of a community college and university education. It consists of 35-37 credits that include courses in each of these areas:

- Freshman Composition
- Mathematics
- Arts & Humanities
- Social & Behavioral Sciences
- Physical and Biological Sciences
- Options

The AGECE has three forms: associate of arts AGECE-A, associate of business AGECE-B, and associate of science AGECE-S. Details are available in the [MCC Catalog](#) and at AZTransfer.

Concurrent Enrollment Course

Concurrent Enrollment courses meet at a college site or online and may be offered in cooperation or partnership with the local high school and/ or WAVE/JTED. Students interested in concurrent enrollment must submit a special admission form to MCC. Students must also receive prior approval from their high school counselor or administration to verify that these college courses will satisfy high

school requirements. Students may decide to participate in college concurrent enrollment coursework even if the courses do not earn high school credit.

Dual Enrollment Course

“Dual Enrollment Course” means a college-level course that is conducted on the campus of a high school or on the campus of a joint technical education district (WAVE/JTED), that is applicable to an established community college academic degree or certificate program, and that is transferable to a university under the jurisdiction of the Arizona Board of Regents.

A Dual Enrollment course that is applicable to a community college occupational degree or certificate program may be transferable to a university under the jurisdiction of the Arizona Board of Regents. ARS 15-101

Only courses listed in Exhibit A of the IGA between a high school and MCC may be offered for Dual Enrollment credit. IGA 4.1.B

Full-time Student Equivalent (FTSE)

FTSE is used by colleges as a way of measuring student enrollment (similar to attendance at K-12 schools). FTSE is also used to determine funding (similar to “Average Daily Membership” at K-12 schools). FTSE is calculated as: $FTSE = ((\text{number of students enrolled in a class}) \times (\text{number of credit hours in the course}))$ divided by 15.

Intergovernmental Agreement (IGA)

An IGA is a written agreement between government agencies. Like a contract, the agreement outlines the responsibilities and benefits to the parties involved. Arizona state statutes require colleges in Arizona to have an IGA with each school district, private school, or charter school before offering Dual Enrollment courses at those schools.

Placement Exam

The placement exam is intended to evaluate students’ skill levels in reading, writing, and math.

MCC uses a placement exam to determine placement into appropriate college courses. Placement cut points and placement recommendations are found on the MCC Testing Services website (<http://mohave.edu/resources/testing-services/>).

Policies

Operational guidelines established by the Mohave Community College District (MCCD) to ensure College compliance with local, state, and federal laws and regulations. Policies also delimit administrative procedures used to manage the College. MCCD policies related to Dual Enrollment must be followed to ensure compliance with Arizona Revised Statutes (ARS) and to maintain articulation agreements with Arizona’s public universities.

Prerequisite

A prerequisite is a requirement (course, skill, assessment) that must be completed before a student is allowed to enroll in a course. All MCC students are required to take the placement exam. Placement exam scores determine the student’s eligibility for English, math, and reading courses. Dual Enrollment

students must achieve a qualifying score on the placement exam AND meet all other course prerequisites before enrolling in a Dual Enrollment course.

All students in a Dual Enrollment course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the [College catalog](#) and shall comply with College policies regarding student placement in courses. [ARS 15-1821.01](#).

State Law Governing Dual Enrollment

Arizona state law sets forth the rules by which the community colleges, public schools, and government organization must operate. Arizona Revised Statutes (ARS) Title 15 addresses education in Arizona. See [Appendix 2](#) for the sections that relate to Dual Enrollment.

Title IX

MCC prohibits discrimination on the basis of age, ethnicity, color, disability, gender identity, gender expression, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, and sexual orientation. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: domestic violence, sexual violence (sexual assault, rape), sexual harassment and retaliation. For more information on discrimination issues or to file a complaint, please contact an MCC campus dean or visit <http://mohave.edu/about/safety/>.

ARIZONA STATE LAW AND IGA REQUIREMENTS

Curriculum

“The (Dual Enrollment) courses shall be previously evaluated and approved through the curriculum approval process of the district, shall be at a higher level than taught by the high school and shall be transferable to a university under the jurisdiction of the Arizona board of regents or be applicable to an established community college occupational degree or certificate program. Physical education courses shall not be available for dual enrollment purposes.” [ARS 15-1821.01](#)

Dual Enrollment courses are MCC courses that have been articulated with at least one of Arizona’s three public universities. As part of the articulation process, the university faculty reached the conclusion that the course described in the MCC course package is equivalent to the corresponding university course: see the AZTransfer course equivalency guide. To maintain this articulation, Dual Enrollment instructors are responsible for achieving the intended course goals by addressing the competencies and objectives listed in the official MCC course package, located at <http://www.mohave.edu/academics/instruction/curriculum-and-articulation/>. All competencies and objectives in the course package must be included in every section of every Dual Enrollment course and must collectively comprise at least 80% of the course content.

“College approved textbooks, syllabi, course outlines and grading standards that are applicable to the courses if taught at the community college shall apply to these courses and to all students in the courses offered pursuant to this section.” [ARS 15-1821.01](#) and IGA 4.1.H.

34 CFR 600.2 establishes the scope of work required of students in college courses that are eligible for Federal Financial Aid. The courses eligible for Dual Enrollment credit are also eligible for Federal Financial Aid if taken on MCC’s campuses. Consequently, Dual Enrollment courses must meet this Federal standard. A credit hour is defined as:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- 1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester ... hour of credit...; or*
- 2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. 34 CFR 600.2*

Faculty Evaluation

The College will ensure that instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by the College using the same procedure and criteria that are used for instructors at the College. (IGA 4.2.A)

Dual Enrollment faculty will be evaluated under the same guidelines and timeframes that are used for all MCC Associate faculty. MCC Associate faculty evaluation consists of these components: self-evaluation that includes a listing of professional development activities completed during the year; peer evaluation that will be conducted by the MCC Instructional supervisor or designee, and student evaluation of instruction. Currently, Associate faculty members are evaluated during their first two semesters of teaching, and every two years after. Periodically, Dual Enrollment faculty may be observed by instructional leaders outside of this timeframe in order to assess any or all aspects of instruction.

Instructor Qualifications

A Dual Enrollment instructor must meet the same qualifications as faculty members who teach on the MCC campus. ([ARS 15-1821.01](#) and IGA 4.2.A.)

Faculty qualifications vary according to the subject matter; see [Faculty Qualifications and Documentation Required](#).

Professional Development

Dual Enrollment faculty members are expected to attend bi-annual faculty meetings each semester. They may also choose any of the following to fulfill the professional development responsibility:

1. Service on College committees or task forces
2. Scholarly activity (publishing books, manuals, scholarly research, etc.)
3. Conference attendance and presentation
4. Training on College software or procedures
5. Completing coursework, webinars, and similar activities to maintain subject matter expertise
6. Other (for professional development credit, the activity must be approved by their Associate Dean or Campus Instructional Supervisor prior to participating in the activity).

Professional development activities are reported on the Professional Development Link and reported to Human Resources; some professional development may qualify for a stipend. Please see instructional leaders with questions about professional development.

POLICIES AND PROCEDURES

Instructors and students are required to follow the policies and procedures which govern Mohave Community College. These include, but are not limited to, policies on attendance, grading, important deadlines for students, academic probation (progress), instructional grievance process, non-Instructional complaint resolution process and withdrawal procedures. Details on each are found in the MCC Catalog. Instructors must also comply with ARS and the current Dual Enrollment Intergovernmental Agreement. (ARS 15-1821.01 and IGA 5.1.C.)

Should an instructor violate College procedure or policy, the College may withdraw authorization for the instructor to participate in the Dual Enrollment program and the school district, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement. (IGA 6.1.A.)

STUDENTS

Students shall be admitted to the College under the policies adopted by MCC, subject to the following:

1. All students enrolled for college credit shall be high school juniors or seniors. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalog and shall comply with college policies regarding student placement in courses.
2. A community college may waive the class status requirements specified in subdivision (a) of this paragraph for up to twenty-five percent of the students enrolled by a college in courses provided that the community college has established written criteria for waiving the requirements for each course. These criteria shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet course prerequisites are prepared to benefit from the college level course." (ARS 15-1821.01)

The school district will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses. (IGA 5.1.D.)

DUAL ENROLLMENT INSTRUCTOR ROLES AND RESPONSIBILITIES

Faculty Resources

When a high school faculty member is approved to teach a Dual Enrollment class, MCC's Human Resources office arranges email, JICS, and learning management system accounts for that faculty member. New Dual Enrollment faculty should verify that these accounts have been properly established. Instructions are provided in the New Faculty Orientation Course. Contact the instructional supervisor on your local MCC campus for assistance.

MyMohave Portal

Email, [JICS](#), and the learning management system are all available through the [MyMohave Portal](#). MyMohave can be reached by clicking the MyMohave link in the upper right corner of the

MCC website. Log in using the username and password provided by HR. A single login provides access to email, JICS (also called EX Web), and learning management system.

Staff Email

Click the icon labeled Staff Email to reach your [email account](#). Please check this account regularly or forward your email to another account that you check regularly. Email is the method the College uses to communicate important information to faculty members. Please check your MCC email at least once per week during the school year.

EX Web (JICS)/Grade Entry

[JICS](#) is an essential faculty tool. Official MCC class rosters are found in JICS and course grades are submitted through JICS. (See <https://jics.mohave.edu/ICS/Staff/Faculty.jnz> for important dates.)

Before classes start, compare the MCC roster against your high school roster. Verify that every student attending your class is enrolled as an MCC Dual Enrollment student. If a student appears in class who is not on the MCC roster, determine whether that student chose not to seek dual credit. Immediately report students who have not been properly enrolled to the Instructional supervisor.

1. Log in to **JICS** (MyMohave) account (JICS.mohave.edu).
2. Click on *Staff & Faculty* in the red banner at top of the page.
3. Click *Faculty* in the left column.
4. After *Faculty* page comes up, classes will appear on right side of page under *Course List for [Instructor's Name]*
5. Click on *Select Area* drop-down tab.
6. Click on *Grade Entry*, the class roster will appear.
7. Enter appropriate information.
8. *Save* information before leaving the page!

Since this program allows submission and viewing grade information, it is important that a secure password is used. For login and password assistance, please email [MCCConnect](#) or call 1.866.664.2832.

Learning Management System

Dual Enrollment faculty members are required to post the class syllabus and record grades in the [learning management system](#).

All faculty members must prepare a syllabus tailored for each course s/he teaches. Please use the MCC syllabus template, available in the MCC forms repository https://jics.mohave.edu/ICS/Staff/Forms_Repository.jnz. The template changes from time to time. Please download and use the latest version of the template each semester.

The class syllabus must include the course description and course goals, found in the official MCC course package. The official course package is available at <http://mohave.edu/academics/instruction/curriculum-and-articulation/>. The course package defines the course as it has been articulated with Arizona's public universities. Each Dual Enrollment

course must spend at least 80% of the instructional time on the course goals (as measured by the course competencies and objectives) in order to maintain articulation with the universities. All course competencies must be included in the course.

The syllabus template is used to assist in the resolution of student complaints. It is important that class rules and course grading policies be clearly defined in the posted class syllabus.

Grades must be updated in the learning management system at least twice a term and all grades posted at the end of the term.

Course Preparation

Dual Enrollment faculty must work with MCC Campus instructional leader or designee to ensure that all required processes are completed prior to teaching the course.

1. Complete the MCC online Associate faculty employment application and file with [MCC's Human Resource Department](#).
2. Obtain approval of the high school Principal and the MCC Instructional leader to offer the appropriate MCC course under the provisions of Dual Enrollment.
3. Obtain approval of class syllabus from MCC campus Instructional supervisor and submit electronically per local campus process.

Course Administration

There are a number of essential steps required of faculty during the semester. Timely completion of each step is important for financial aid, articulation, state reporting, or other college obligations.

1. Verify student class rosters (using JICS) against your high school roster by the end of the first week of classes and whenever a student is added or dropped. Report discrepancies to the MCC Instructional leader immediately.
2. Verify 45th-day class rosters by the required MCC deadlines. Check your MCC email for the dates the verification window is open.
3. Initiate a withdrawal for any student not currently attending and participating in the course.
4. Cooperate with MCC Instructional leader for peer classroom evaluation and student evaluations of Dual Enrollment instructor.
5. Participate in assessment of student learning outcomes as directed by the instructional supervisor and the MCC Director of Assessment.
6. Complete and submit final grades using JICS. Follow MCC procedures for student withdrawals and for assigning Incomplete ("I") grades, if applicable.

Post Course Review

1. Conduct an individual assessment of how the course was taught and student progress towards established student learning outcomes for the course. Make adjustments to the course as necessary.

2. Discuss with the Instructional leader any concerns, suggestions, and opportunities related to curricular areas.
3. Discuss with the Instructional leader any concerns, suggestions and/or opportunities that are related to processes and procedures of Dual Enrollment.

Developing a New Dual Enrollment Course

The MCC Dual Enrollment program currently offers general education courses that are part of an AGECE and selected career and technical courses for Dual Enrollment credit. High school faculty interested in offering Dual Enrollment courses should first contact the Instructional leader on the local MCC campus to discuss the suitability of a proposed course for Dual Enrollment. If the proposed course meets the MCC guidelines, the Instructional leader will guide you through the process.

Dual Enrollment - Timelines

STUDENT ADMISSION, TESTING, AND REGISTRATION TIMELINE

DATE	ACTION ITEM
Early to Mid Spring	<p><i>Application Days</i></p> <ul style="list-style-type: none"> • MCC recruiter and high school staff work with prospective Dual Enrollment students to complete the MCC online application. This process generates the student’s MCC ID number. • Students are informed of citizenship and residency requirements at the time of application by recruitment staff. • MCC Enrollment Services processes the applications in Jenzabar using the dual-enrollment in the application process. MCC enrollment services staff email the student a secure link to allow for document upload.
Early Spring	<p><i>Preparation for placement exam in the high schools</i></p> <ul style="list-style-type: none"> • MCC recruiter coordinates placement exam and matriculation with each participating high school. It is recommended that testing occur at least two weeks after the Application Day. • MCC recruiter notifies MCC Testing Services via offsite testing request.
Early to Mid Spring	<p><i>Classroom Visits and Informational Session</i></p> <ul style="list-style-type: none"> • MCC recruiter meets with prospective Dual Enrollment students at the high school. This meeting is designed to provide general information about the program, answer questions, and provide instructions for the application and matriculation processes. • MCC recruiter partners with high school staff to hold an informational session to introduce parents to Dual Enrollment Opportunities.
Mid to Late Spring	<p><i>Placement exam</i></p> <ul style="list-style-type: none"> • MCC recruiter verifies each student’s information prior to testing. This check includes checking photo ID and verifying that MCC ID number has been assigned. Students must show photo ID to enter the testing area. • When students complete the placement exam, they meet with recruitment staff to review placement exam scores. Students who achieve an appropriate score on the placement exam are advised they are eligible for Dual Enrollment classes and are referred to their high school guidance office for class selection.

	<ul style="list-style-type: none"> • Students who did not achieve the required minimum score are notified of MCC's retest policy. Additionally, they are informed of other opportunities such as STU 103 Survive and Thrive in College course. • Students who do not take the placement exam at the high school or who wish to retest can take the test on their local MCC campus, or make special arrangements with their local MCC recruiter.
After Placement Exam	<p><i>Student schedule development</i></p> <ul style="list-style-type: none"> • High school counseling staff meets with Dual Enrollment eligible students to develop tentative schedules.
Summer	<p><i>First Draft of Fall class rosters delivered to MCC</i></p> <ul style="list-style-type: none"> • High school staff forwards a copy of tentative class rosters to MCC Recruitment staff by the last week of spring semester.
Summer	<p><i>All IGA's due in MCC Office of Instruction</i></p> <ul style="list-style-type: none"> • Each IGA must be fully executed with all attachments completed. Only courses listed on Exhibit A are eligible for Dual Enrollment credit. Only faculty members identified on Exhibit A are eligible to teach Dual Enrollment courses unless the Chief Academic Officer approves a qualified alternate.
Mid-Summer	<ul style="list-style-type: none"> • MCC recruiter uses the (1st Draft) tentative rosters to verify each student's eligibility for Dual Enrollment.
Late Summer Early Fall	<ul style="list-style-type: none"> • MCC recruiter will receive revised copies of tentative rosters as the high school staff makes changes to the schedules. • MCC recruiter reviews all revisions for new, moved, or dropped students ensuring eligibility.
Early Fall	<p><i>Final fall class rosters delivered to MCC</i></p> <ul style="list-style-type: none"> • Fall class rosters listing all students who will be attending Dual Enrollment sections are due to MCC recruitment staff no later than the end of the add/drop period. This list is final. No additional students will be eligible for Dual Enrollment. • MCC recruiter and high school staff review together and sign off on the final rosters. The final signed rosters are stored in the Office of the Registrar at MCC. • MCC enrollment services staff send a copy of the final rosters to the Office of the Bursar for final billing.

Wednesday, 2nd Week of Classes	<p><i>Withdrawal</i></p> <ul style="list-style-type: none"> • Official withdrawal must be completed online at www.jics.mohave.edu.
Mid to Late Fall	<p><i>First Draft of spring class rosters delivered to MCC</i></p> <ul style="list-style-type: none"> • High school staff forwards a copy of tentative class rosters to MCC Recruitment staff before the Thanksgiving Holiday.
Late Fall	<ul style="list-style-type: none"> • MCC recruiter will receive revised copies of tentative rosters as the high school staff makes changes to the schedules.
Early Spring	<p><i>Final Spring class rosters delivered to MCC</i></p> <ul style="list-style-type: none"> • Spring class rosters listing all students who will be attending Dual Enrollment sections are due to MCC recruitment staff no later than the end of the add/drop period. This list is final. No additional students will be eligible for Dual Enrollment. • MCC recruiter and high school staff review together and sign off on the final rosters. The final signed rosters are stored in the Office of the Registrar at MCC. • MCC enrollment services staff send a copy of the final rosters to the Office of the Bursar for final billing.
Wednesday, 2nd Week Of Classes	<p><i>Withdrawal</i></p> <ul style="list-style-type: none"> • Official withdrawal must be completed online at www.jics.mohave.edu.
Early to Mid Spring	<p><i>Application Days</i></p> <ul style="list-style-type: none"> • MCC recruiter and high school staff work with prospective Dual Enrollment students to complete the MCC online application. This process generates the student's MCC ID number. • Students are informed of citizenship and residency requirements at the time of application by recruitment staff. • MCC Enrollment Services processes the applications in Jenzabar using the dual-enrollment in the application process. MCC enrollment services staff email the student a secure link to allow for document upload.
Early Spring	<p><i>Preparation for placement exam in the high schools</i></p> <ul style="list-style-type: none"> • MCC recruiter coordinates placement exam and matriculation with each participating high school. It is recommended that testing occur at least two weeks after the Application Day.

	<ul style="list-style-type: none"> • MCC recruiter notifies MCC Testing Services via offsite testing request.
Early to Mid Spring	<p><i>Classroom Visits and Informational Session</i></p> <ul style="list-style-type: none"> • MCC recruiter meets with prospective Dual Enrollment students at the high school. This meeting is designed to provide general information about the program, answer questions, and provide instructions for the application and matriculation processes. • MCC recruiter partners with high school staff to hold an informational session to introduce parents to Dual Enrollment Opportunities.
Mid to Late Spring	<p><i>Placement exam</i></p> <ul style="list-style-type: none"> • MCC recruiter verifies each student’s information prior to testing. This check includes checking photo ID and verifying that MCC ID number has been assigned. Students must show photo ID to enter the testing area. • When students complete the placement exam, they meet with recruitment staff to review placement exam scores. Students who achieve an appropriate score on the placement exam are advised they are eligible for Dual Enrollment classes and are referred to their high school guidance office for class selection. • Students who did not achieve the required minimum score are notified of MCC’s retest policy. Additionally, they are informed of other opportunities such as STU 103 Survive and Thrive in College course. • Students who do not take the placement exam at the high school or who wish to retest can take the test on their local MCC campus, or make special arrangements with their local MCC recruiter.
After Placement Exam	<p><i>Student schedule development</i></p> <ul style="list-style-type: none"> • High school counseling staff meets with Dual Enrollment eligible students to develop tentative schedules.
Summer	<p><i>Tentative Fall class rosters delivered to MCC</i></p> <ul style="list-style-type: none"> • High school staff forwards a copy of tentative class rosters to MCC Recruitment staff by the last week of spring semester.
Summer	<p><i>All IGA’s due in MCC Office of Instruction</i></p> <ul style="list-style-type: none"> • Each IGA must be fully executed with all attachments completed. Only courses listed on Exhibit A are eligible for Dual Enrollment credit. Only faculty members identified on Exhibit A are eligible to teach Dual

	Enrollment courses unless the Chief Academic Officer approves a qualified alternate.
Mid-Summer	<ul style="list-style-type: none"> • MCC recruiter uses the (1st Draft) tentative rosters to verify each student's eligibility for Dual Enrollment.
Late Summer / Early Fall	<ul style="list-style-type: none"> • MCC recruiter will receive revised copies of tentative rosters as the high school staff make changes to schedule. • MCC recruiter reviews all revisions for new, moved, or dropped students ensuring eligibility.
Early Fall	<p><i>Final fall class rosters delivered to MCC</i></p> <ul style="list-style-type: none"> • Fall class rosters listing all students who will be attending Dual Enrollment sections are due to MCC recruitment staff no later than the end of the add/drop period. This list is final. No additional students will be eligible for Dual Enrollment. • MCC recruiter and high school staff review together and sign off on the final rosters. The final signed rosters are stored in the Office of the Registrar at MCC. • MCC enrollment services staff send a copy of the final rosters to the Office of the Bursar for final billing.

Dual Enrollment - IGA Timeline

DUAL ENROLLMENT INTERGOVERNMENTAL AGREEMENT (IGA) TIMELINE

Date	Action Item
TBD	<p><i>Legislative action</i></p> <ul style="list-style-type: none"> The existing IGA is used until legislative changes occur. Following legislative changes to the Dual Enrollment process, the Chief Business Officers meet with an attorney and revise the IGA document. The Chief Financial Officer provides copies to the College. The <u>2018-19 IGA Templates</u> have been received
Upon State Approval Of IGA	<p><i>IGA renewal process begins</i></p> <ul style="list-style-type: none"> The Office of Instruction requests Exhibit A & B information from the Associate Deans, Campus Instructional Supervisor, and the Chief Financial Officer for insertion into the prepared IGA template. In no particular signing order, the IGA document is sent to: <ul style="list-style-type: none"> The MCC Governing Board for approval The MCC President for signature The Mohave County Attorney for conflict of interest release and signature Each partner school for signature If the legislature changes the law after this date, an addendum is created and appended to the annual agreement.
Mid-Summer	<p><i>IGA exhibits due in MCC Office of Instruction</i></p> <ul style="list-style-type: none"> The IGA need not be fully executed with original signatures but all exhibits must be completed and submitted. Only classes listed on Exhibit A are eligible for Dual Enrollment credit. Only faculty members identified on Exhibit A are eligible to teach Dual Enrollment courses unless the Chief Academic Officer approves a qualified alternate.
Late Summer	<p><i>Review</i></p> <ul style="list-style-type: none"> Office of Instruction reviews submitted IGAs, verifies all proposed faculty meet minimum qualifications, and that all proposed courses are approved as Dual Enrollment courses. Packets are sent through committee structure before inclusion on Governing Board agenda.

September 1	<ul style="list-style-type: none"> Completed Exhibit A documents are included on the September Governing Board agenda.
Second Friday Of September	<p><i>MCC Governing Board votes to approve/not approve Dual Enrollment IGAs</i></p> <ul style="list-style-type: none"> As soon as the Governing Board approves the IGAs, Office of Instruction forwards original signed copies to the County Attorney.
Post-Board Meeting	<p><i>Approved IGA agreements returned from County Attorney</i></p> <ul style="list-style-type: none"> Upon County Attorney approval Office of Instruction sends a copy of each signed agreement to the high school superintendent. Originals are retained in the Office of Instruction.

Dual Enrollment - Appendix 1

Dual Enrollment Contacts

Bullhead City Campus			
Associate Dean, BHC	Jennifer Woolston	jwoolston@mohave.edu	928-704-4177
Admissions Counselor	Eliseo Barreras	ebarreras@mohave.edu	928-704-4931
Kingman campus			
Associate Dean, NCK	Lucinda Leugers	LLeugers@mohave.edu	866-664-2832
Admissions Counselor	Wrigley Guzman	wguzman@mohave.edu	928-757-0813
Lake Havasu City Campus			
Associate Dean, LHC	Stephanie Dieringer	sdieringer@mohave.edu	928-505-3349
Admissions Counselor	Shannon Lay	slay@mohave.edu	928-505-3321
North Mohave Campus			
Instructional Supervisor	Jonathan Hammon	jhammon3@mohave.edu	866-664-2832
Admissions Counselor	Colette Cox	ccox@mohave.edu	928-875-9105
Campus-wide			
Chief Academic Officer	Stephen Eaton	steaton@mohave.edu	928-757-0873
Associate Dean/Distance Education	Don Weide	dweide@mohave.edu	928-681-5627
Associate Dean/CTE	Jason Gee	jgee@mohave.edu	928-704-9435
Manager–Offices of Instruction & Student Services	Melissa Wadley	mwadley@mohave.edu	928-757-0886
Instructional Specialist	Toni Rodriguez		866-664-2832

Dual Enrollment - Appendix 2

Arizona State Law Regarding Dual Enrollment

ARS 15-101.11 Definition of Dual Enrollment course

11. "Dual enrollment course" means a college-level course that is conducted on the campus of a high school or on the campus of a joint technical education district, that is applicable to an established community college academic degree or certificate program and that is transferable to a university under the jurisdiction of the Arizona board of regents. A dual enrollment course that is applicable to a community college occupational degree or certificate program may be transferable to a university under the jurisdiction of the Arizona board of regents.

ARS 15-1805.01. Admissions; enrollments; community colleges

A. Admissions to the community colleges in this state may be granted to any person who meets any one of the following criteria:

1. Is a graduate of a high school that is accredited by a regional accrediting association as defined by the United States office of education or approved by a state board of education or other appropriate state educational agency.
2. Has a high school certificate of equivalency.
3. Is at least eighteen years of age and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

B. Each community college district shall adopt policies regarding the admission of students under eighteen years of age that include, at a minimum, student completion of course prerequisites and the following requirements:

1. Admission to the community colleges in this state shall be granted to any student who is under eighteen years of age and who achieves one of the following:
 - (a) A composite score of 93 or more on the preliminary scholastic aptitude test.
 - (b) A composite score of 930 or more on the scholastic aptitude test.
 - (c) A composite score of twenty-two or more on the American college test.
 - (d) A passing score on the relevant portions of the Arizona instrument to measure standards test.
 - (e) The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
 - (f) Is a graduate of a private or public high school or has a high school certificate of equivalency.
2. A community college may limit the number of semester hours in which the student may enroll to not more than six credit hours.

C. Homeschooled students are exempt from subsection B of this section.

D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

ARS 15-1821.01. Dual Enrollment information

On a determination by a community college district governing board that it is in the best interest of the citizens of a district, the district governing board may authorize district community colleges to offer college courses that may be counted toward both high school and college graduation requirements at the high school during the school day subject to the following:

1. The community college district governing board and the governing board of the school district or organization of which the high school is a part shall enter into an agreement or contract. These intergovernmental agreements or contracts shall be based on a uniform format that has been cooperatively developed by the community college districts in this state. Each of these agreements or contracts shall clearly specify the following:

(a) The financial provisions of the agreement or contract and the format for the billing of all services under the agreement or contract, including the amount that the community college received in full-time student equivalent funding pursuant to section 15-1466.01, the portion of the funding that is distributed to the school district governing board or charter school and any amount that is subsequently returned to the community college district by the school district governing board or charter school.

(b) Student tuition and financial aid policies, including if scholarships or grants are awarded to students in dual enrollment courses from the community college.

(c) The accountability provisions for each party to the agreement or contract.

(d) The responsibilities and services required of each party to the agreement or contract.

(e) The type of instruction that will be provided under the agreement or contract, including the titles of the courses to be offered.

(f) The quality of the instruction that will be provided under the agreement or contract.

2. Students shall be admitted to the community college under the policies adopted by each district, subject to the following:

(a) All students enrolled for college credit shall be high school juniors or seniors. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalog and shall comply with college policies regarding student placement in courses.

(b) A community college may waive the class status requirements specified in subdivision (a) of this paragraph for up to twenty-five percent of the students enrolled by a college in courses, provided that the community college has an established, written criteria for waiving the requirements for each course. These criteria shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet course prerequisites are prepared to benefit from the college level course. All

exceptions and the justification for the exceptions shall be reported annually to the joint legislative budget committee on or before October 1.

3. The courses shall be previously evaluated and approved through the curriculum approval process of the district, shall be at a higher level than taught by the high school and shall be transferable to a university under the jurisdiction of the Arizona board of regents or be applicable to an established community college occupational degree or certificate program. Physical education courses shall not be available for dual enrollment purposes.

4. College approved textbooks, syllabuses, course outlines and grading standards that are applicable to the courses if taught at the community college shall apply to these courses and to all students in the courses offered pursuant to this section. The chief executive officer of each community college shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college to assist in course selection and implementation in the high schools and to review and report at least annually to the chief executive officer whether the course goals and standards are understood, the course guidelines are followed and the same standards of expectation and assessment are applied to these courses as though they were being offered at the community college. The advisory committee of full-time faculty shall meet at least three times each academic year.

5. Each faculty member shall meet the requirements established by the governing board pursuant to section 15-1444. The chief executive officer of each community college district shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college district to assist in the selection, orientation, ongoing professional development and evaluation of faculty teaching college courses in conjunction with the high schools. The advisory committee of full-time faculty shall meet at least two times each academic year.

6. A school district shall ensure that a pupil is a full-time student as defined in section 15-901 and is enrolled in and attending a full-time instructional program at a school in the school district before that pupil is allowed to enroll in a college course pursuant to this section, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this paragraph.

Dual Enrollment - Appendix 3

APPROVED DUAL ENROLLMENT COURSES

The following course offerings are approved for Dual Enrollment credit. Courses not on this list may be approved for Dual Enrollment participation by the Chief Academic Officer; please contact the campus instructional leader near you for submissions of courses not listed.

AJS 101	Intro to Administration of Justice
ART 111	Design I
ART 230	World Art History II
BIO 100	Biology Concepts with Lab
BIO 181	General Biology I
BIO 181L	General Biology I Lab
BIO 182	General Biology II
BIO 182L	General Biology II Lab
BIO 201	Anatomy & Physiology I
BIO 201L	Anatomy & Physiology I Lab
BIO 202	Anatomy & Physiology II
BIO 202L	Anatomy & Physiology II Lab
BUE 101	Intro to Business & Entrepreneurship
BUE 275	Effective Leadership for Entrepreneurs
BUS 161	Marketing
CIS 110	Intro to Computer Info Systems
CIS 125	Basic Gaming
CIS 131	Microsoft Office Suite
CIS 145	Photoshop I
COM 121	Interpersonal Communication
COM 151	Public Speaking
CUL 111	Introduction to Culinary
CUL 115	Sanitation and Safety Management
ENG 101	English Composition I
ENG 102	English Composition II
ENG 233	English Literature I
ENG 234	English Literature I
ENG 235	English Literature II
ENV 101	Environmental Science
ENV 101L	Environmental Science Lab

GLG 101	Physical Geology with Lab
GLG 101L	Physical Geology Lab
HES 113	Medical Terminology
HES 129	Allied Health Anatomy & Physiology
HIS 131	History of the United States I
HIS 132	History of the United States II
MAT 121	Intermediate Algebra
MAT 142	College Mathematics
MAT 151	College Algebra
MAT 181	Plane Trigonometry
MAT 211	Introduction to Statistics
PHI 101	Introduction to Philosophy
POS 120	American National Government
SPA 101	Elementary Spanish I
SPA 102	Elementary Spanish II
SPA 201	Intermediate Spanish I
SPA 202	Intermediate Spanish II
STU 103	How to Survive and Thrive in College
WLD 102	Cutting Process/Welding Quality