

# **Rappahannock Community College**

## **Dual Enrollment Timeline of who does what ...when**

Completed by—

### **January 15: Dean of DE**

- First request for tentative list of dual enrollment (DE) courses for the next year from the high schools (HS).

### **February 1: School Division**

- Inform college by letter or email of courses being considered for DE during the next academic year.

### **February 15: Dean of DE**

- Respond to HS request for DE courses.
- Set up joint meeting between HS and RCC instruction personnel to discuss instructional issues; faculty credentials; course curriculum; textbooks and lab requirements; placement test scores and course prerequisites; determine how course fits into RCC program; identify transfer issues. Discuss the specific requirements for course(s) to be offered.

### **March 1: Dual Enrollment Staff**

- Work with HS counselors to review RCC admissions policies and procedures; DE information.
- Sends dual enrollment admissions applications to the HS counselors and discusses the necessary steps for a successful application and placement test.
- Schedules placement testing at the high schools. (Technology departments of the high schools need to be involved if the students will be tested at the schools.)
- Share dual enrollment admission requirements and prerequisite & placement score criteria with HS counselors.

### **March 1: HS Counselors**

- Inform students and parents about DE opportunities.
- Distribute DE admission applications to students and parents and assist students to complete applications.
- Set up a due date for the applications to be returned to the high school counselor.
- Review the DE admissions application to make sure the domicile information is complete and the parent/guardian has signed.
- Forward completed RCC applications to the A&R office at either campus, at least 1 week prior to placement testing date.
- Begin to administer and interpret placement tests.

### **April 15: HS Counselors and RCC Staff**

- DE staff works with HS counselors to determine placement recommendations.
- Dean of DE will review Dual Enrollment Contract format and revise to reflect most recent VCCS policy changes.
- Update existing or develop a new contract with HS administration.

### **May 15: Dean of DE**

- Request tentative list of dual enrollment (DE) courses for the next year from the high schools (HS).  
Request credentials of any instructors who are being considered to teach as a new DE instructor.

### **June 15: Dual Enrollment Staff**

- The DE Advisor will update pathways for the Associate in Arts and Sciences (transfer) Degree and the General Education Certificate.
- School Division and High School Administrator should review Attachment 1 of the contract carefully and communicate any plans of changes of instructor, offering format or any other changes immediately.

**July 1: High School DE Counselor or Administrator**

- Generate class lists/roster and send to Dual Enrollment Recruiter. If possible, class lists should include an identifier in addition to the students' names, for example, birth year, the last four digits of students' SS#, or RCC student ID.
- DE instructors should be identified on each class roster.

**July 15: Dean of DE and School Division**

- Mail DE Contracts for signatures. The Contract will include revised pathways for the Associate in Arts and Sciences (transfer) Degree and the General Education Certificate.
- A template for the DE letter of authorization will be included with the contract sent to the school divisions. The letter of authorization must be signed by the high school principal and returned to RCC.

**August 1: Dual Enrollment Staff**

- Send out syllabi samples, course content summaries, current syllabus template to high school principals and dual enrollment instructors.

**August 15: Dual Enrollment Instructors**

- Return completed syllabi to DE Administrative Assistant to begin the review process. RCC Academic Deans will return approved syllabi to dual enrollment instructors.

**August 1- September 1: School Division DE Point of contact**

- Revise class rosters to reflect any changes in request since the end of spring semester and will submit to RCC.

**August 21 & 22**

- Tentative dates for Dual Enrollment Faculty Orientation. (KG will be held earlier, to accommodate earlier start date.)

**August 25-Dual Enrollment Staff**

- Forward a copy of the signed DE Contract to the Virginia Community College Systems Office.

**October 10 Tentative last day to add/drop for Fall**

- Using the letter of authorization, students will be registered by RCC for Fall semester DE classes by the last day to add/drop.
- DE Staff will send out verified rosters to counselors.

**October 15: RCC Business Office**

- Review registrations with authorization letter.

**October 29:**

- Business Office sends invoice to school divisions.

**Once classes begin:****High School Counselors:**

- If a student adds or drops a DE class or withdraws from class or school, notify the Dual Enrollment Advisor/Recruiter as soon as possible.
- The Dual Enrollment Advisor/Recruiter will complete an add-drop/withdrawal form and route it to the RCC Admissions and Records Office.
- Prior to the add-drop/withdraw deadlines the Dual Enrollment Advisor/Recruiter will send class lists for instructor review to each high school.

**Dual Enrollment Faculty:**

- Attend adjunct/dual enrollment convocation prior to school start date (see dates above).
- Review class rosters. Report no shows, adds, drops & withdrawals during the semester by the appropriate deadline.
- Administer student surveys toward the end of each semester.

**Dual Enrollment Faculty: (Continued)**

- Input grades into the online RCC Student Information System at the end of each semester, once the course is completed, and forward signed Incomplete (I) forms to the RCC Admissions and Records Office for posting. (January and June)

**Dean of DE:**

- Schedules meetings with superintendents, vice president of instruction and student development, academic deans and others to discuss future offerings and strategies.

**Academic Deans:**

- Schedule class observations with DE Faculty.

9/8/17

CG