

## Early College/ Dual Credit Timeline

*Specific due dates will be provided annually by the Coordinator of High School Partnerships and Pathways (CHSPP)*

### Early College/Dual Credit Annual Timeline-Quick View

Month	Key Milestones
<b>July</b>	<div>■ Finalize ECDC Agreements and Type C Agreements</div> <div>■ Confirm course approvals &amp; leads</div>
<b>August</b>	<div>■ Dual Credit Orientation</div> <div>■ Reminders of important dates and deadlines</div> <div>■ Dual Credit enrollment/placement</div> <div>■ Submit initial progress and rosters for fall and year-long courses</div>
<b>September</b>	<div>● Begin classroom observations and progress reports (Fall &amp; Year-long)</div>
<b>October</b>	<div>■ Send Fall midterm verification forms</div> <div>■ Submit Fall midterm grades and midterm verification forms</div>
<b>November</b>	<div>● Submit progress reports</div> <div>■ Withdrawal deadline for students at-risk of failure</div> <div>■ Begin Spring course registration</div>
<b>December</b>	<div>■ Submit Fall final grades</div> <div>■ Send ECDC Fall grades to the high schools for courses taught by SCC faculty</div> <div>■ Distribute next year's ECDC request forms</div>
<b>January</b>	<div>■ Spring and Year-Long enrollment adjustments</div> <div>■ Submit initial Spring progress reports and rosters</div> <div>■ Send Year-Long midterm verification forms</div> <div>■ Submit Year-Long midterm grades and midterm verification forms</div> <div>● Begin classroom observations and progress reports (Spring)</div>
<b>February</b>	<div>■ Collect ECDC course requests from schools</div>
<b>March</b>	<div>■ Send Spring midterm verification forms</div> <div>■ Submit Spring midterm grades and midterm verification forms</div>
<b>April</b>	<div>● Submit Spring and Year-Long progress reports</div>
<b>May</b>	<div>■ Submit Spring and Year-long final grades</div> <div>■ Send ECDC Fall grades to the high schools for courses taught by SCC faculty</div>

### Legend:

- ■ **CHSPP** (Coordinator of High School Partnerships & Pathways)
- ■ **SCC Rep** (Enrollment, Placement, Roster Matching)
- ■ **Dual Credit Instructor** (Grading & Instruction)
- ● **Lead Instructor** (Observations & Progress Reporting)
- ■ **IE and/or Registrar** (Verification & Data Entry)

## Detailed Timeline

- **Ongoing throughout the Year-**

- CHSPP develops each school's Model Partnership Agreement (MPA) and Type C agreements for the upcoming and current school year.
- CHSPP works with IT to keep the Dual Credit Program Pathways webpage updated.
- CHSPP works with high school instructors, school counselors, and College faculty and staff on Dual Credit Instructor qualifications reviews per the Faculty Qualifications Operating Standard ([A2300.05](#)).
- CHSPP facilitates scheduling for dual credit courses on main campus and at extensions centers.
- CHSPP facilitates high school representatives, students/guardians, and College faculty and staff regarding questions and concerns that may arise.
- CHSPP writes and manages grants, as available, to support Early College/Dual Credit programming and initiatives.
- CHSPP collaborates with other College faculty and staff on their grants to braid initiatives and ensure Early College/Dual Credit intentional programming.
- CHSPP works with Five-County Regional Vocational Center to offer CTE programming to area high school students.
- CHSPP makes frequent visits to each high school to maintain relationships with employees, including checking in with school counselors and administrators, delivering books, materials and supplies, providing gifts/food for appreciation and holidays, etc.
- CHSPP works with other partners, such as the local county CEO programs, Local 773 Construction Management program, and other community colleges, as needed.

- **July**

- CHSPP sends each superintendent the Early College/Dual Credit Agreement for the upcoming academic year.
- CHSPP notify district coordinator of status on all requests for Dual Credit courses for the upcoming year
- CHSPP contacts department Chairs to confirm who the lead instructors are for the Dual Credit courses.

- **August-**

- CHSPP informs Dual Credit Instructors who their lead instructor will be.
- Early College/Dual Credit Agreements for the upcoming academic year are due to the CHSPP from each high school.
- CHSPP sends calendar invites to all Dual Credit instructors for 10th day, midterm, and final grade deadlines and to Dual Credit Lead Instructors for Dual Credit Progress Report deadlines.
- The College will host an Early College/Dual Credit Orientation on Main Campus, typically 4-6 p.m. on the SCC fall convocation day. The Executive Associate to the VPAA and the CHSPP will plan this event together. Save the dates will go to Dual Credit Teachers before the end of the previous school year, if possible. Dual Credit Instructors, Dual Credit Lead

Instructors, SCC Deans, SCC Department Chairs, SCC Faculty, school counselors, and other SCC staff/administration as needed. During this time, dual credit instructors and adjunct faculty will fill out travel reimbursement forms for attending the event. The current rate is \$30. Food and refreshments will be served and those who attend will receive a giveaway when checking in. (See Sample agenda)

- CHSPP will notify the SCC representatives going into each of the high schools for Early College/Dual Credit of the offerings available for their designated high schools.
  - High school academic year begins (First two weeks). SCC Representative goes into the high schools to have students fill out Early College Enrollment forms. SCC representatives verify placement requirements and enroll qualified Dual Credit students in fall and year-long courses. SCC representatives will utilize the [Dual Credit Courses and Program Plans webpage](#) to advise students and show them where to find the SCC Early College Pathways Handbook for Parents & Students at the bottom of the webpage.
  - CHSPP emails Dual Credit Instructors to compare their high school rosters to MySCC rosters to ensure all students are enrolled for fall and year-long courses and instructions for initial progress reports.
  - Instructors submit initial progress grades and verify enrollment for all fall and year-long Dual Credit courses.
  - SCC Representatives send in their SCC class roster (from SROS) and high school class roster to the CHSPP for the fall semester and year-long courses to make sure SCC rosters and the instructors' class lists match. This ensures accurate 10th day enrollment.
  - SCC Representatives will send the Registrar the completed and signed Early College enrollment forms from their assigned high school to be scanned into Etrieve.
- **September**
    - Dual Credit Lead Instructors begin conducting classroom observations and completing the Dual Credit Progress Reports per the Faculty Evaluation Operating Standards ([A2300.30](#)) for fall and year-long courses.
  - **October**
    - CHSPP sends out a reminder email to all Dual Credit Instructors along with instructions on how to submit midterm grades and complete midterm verification form for fall courses.
    - IE sends midterm verification forms to all instructors of fall only courses.
    - Dual Credit Instructors enter midterm grades for fall Dual Credit courses (MySCC)
    - Dual Credit Instructors submit signed midterm verification form to IE per instructions on the form
  - **November**
    - CHSPP sends out reminder to Dual Credit Instructors and school counselors about withdrawing students at risk of failure

- Dual Credit Lead Instructors submit the completed Dual Credit Progress Reports to the CHSPP.
- SCC Representative communicates with assigned local high schools for registering spring courses & verifies year-long courses. Representative sends Registrar completed and enrolled Dual Credit enrollment forms from their high schools Dual Credit students to be scanned into Etrieve for the spring semester and year-long courses.
- **December** -
  - CHSPP emails the Registrar the class rosters for all dual credit/early college courses taught by College faculty.
  - CHSPP emails all school counselors the Early College request form for the next Academic year in Google Sheet format. (See Sample Form)
  - CHSPP works with the school counselors on questions and arrangements for courses for the next academic year, as needed.
  - Dual Credit Instructors enter midterm grades for year-long Dual Credit courses (MySCC)
  - CHSPP sends out reminders along with instructions to Dual Credit Instructors of fall courses about final grades being entered.
  - CHSPP sends out a reminder email to all Dual Credit Instructors along with instructions on how to submit midterm grades and complete midterm verification form for year-long courses.
  - Dual Credit Instructor enters final grades into MySCC for fall courses.
  - The Registrar send the Early College students' grades to the respective high schools (i.e. Fast Start and Welding).
- **January** -
  - CHSPP works with the school counselors on questions and arrangements for courses for the next academic year, as needed.
  - IE emails midterm verification forms to Dual Credit Instructors of year-long courses.
  - SCC Representative works with school counselors on any student schedule changes and to verify placement requirements and enrollment for spring and year-long courses.
  - CHSPP emails reminders to all Dual Credit Instructors along with instructions on how to submit Initial Progress Reports.
  - Dual Credit Instructors submit initial progress grades for spring courses
  - SCC Representatives verify spring and year-long Dual Credit courses and make final enrollment adjustments.
  - SCC Representatives submit their SCC class roster (SROS) and high school class roster to the CHSPP for the spring semester and all year-long courses.
  - Dual Credit Lead Instructors begin conducting classroom observations and completing the Dual Credit Progress Reports per the Faculty Evaluation Operating Standards ([A2300.30](#)) for spring courses.
- **February** -
  - CHSPP works with the school counselors on questions and arrangements for courses for the next academic year, as needed.
  - Early College Course request form for the next academic year is due from school counselors.

- **March** -
  - CHSPP works with the school counselors on questions and arrangements for courses for the next academic year, as needed.
  - CHSPP emails all Dual Credit Instructors a reminder along with instructions on how to submit midterm grades and midterm verification forms for spring courses.
  - Dual Credit Instructors enter midterm grades for spring courses.
  - Dual Credit Instructors submit signed midterm verification form to IE
  - CHSPP sends each Dual Credit Lead instructor a reminder about Dual Credit Progress Reports being due April 1
- **April**-
  - SCC Lead Instructors submit Dual Credit Progress Reports for spring courses to the CHSPP.
  - CHSPP sends out reminder to Dual Credit Instructors and school counselors about withdrawing students at risk of failure.
- **May**-
  - CHSPP emails the Registrar the class rosters for all dual credit/early college courses taught by College faculty.
  - CHSPP sends email along with instructions to Dual Credit Instructors about final grades being entered for spring and year-long courses.
  - Dual Credit Instructor enters final grades for spring and year-long courses.
  - Registrar send the Type D sections' grades to the respective high schools