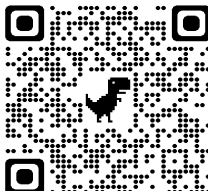
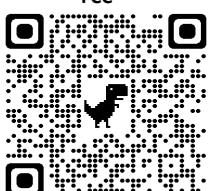


DUAL ENROLLMENT (DE) INSTRUCTOR PROCEDURES AND DUE DATES

ACTION		DUE BY	RESOURCE	
1	Online Application All students in dual enrollment courses apply online	September 18 - November 9	RC 	FCC 
2	Class Registration Qualified students complete a registration form for dual enrollment courses.	August 28 - September 1	SCCCD Paper Registration / Signatures * Parent * Student * Valley ROP	
3	Class Roster Complete a DE roster with student names and College IDs for each course aka section you teach.	September 18 names listed. Finalize with ID numbers 1 week after workshop	1. Download roster 2. VROP website www.valleyrop.net ->Resources ->Dual enrollment 3. Save it as: COURSE-NUMBER-SECTION-TEACHER-TERM-ROSTER Ex. PHOTO-5-51639-OGATA-24SP-ROSTER 4. Upload it to Schoology in the "Spring 24 Class Roster – Dual Enrollment folder" 1 week after workshop is completed. Print a copy and attached to your forms	
4	Class Syllabus Each dual enrollment course needs a syllabus. Please use VROP syllabus template from VROP website.	November 17 - Reedley College	Download syllabus template 1. Add to template: Instructor name, school email, school phone, classroom number, location, term, section number, class location, class meeting days and times 2. Save As: COURSE-NUMBER-SECTION-TEACHER-TERM-SYLLABUS Ex. PHOTO-5-51639-OGATA-23FA-SYLLABUS 3. Upload syllabus to Schoology under "Fall 2023 Syllabus Dual Enrollment folder" Submit a syllabus for each class section	
		Fresno City College (Simple Syllabus)	Login to Self-Service & Find section's start and end times.	
5	Last day to ADD students	January 12	Approval must be requested	
6	Last day to DROP students Last day to drop a student to avoid a "W" on their college transcript.	January 26	DROP students in Self-Service	
7	Roster Verification (Census)	Check Self-Service	Drop students in Self-Service the day BEFORE submitting course Roster Verification (Census) Email a copy of confirmation to Jazmin: jalba@valleyrop.net cc: Maria	
8	Last day to DROP students with a "W"	March 8	Self-Service Password & Username Information Drop students in Self-Service	
9	Final Grades and Attendance	May 13-17 End of school day	1. Self-Service Password and Username Information 2. Excel template for Grades (use new one) on VROP Website 3. Attendance to be taken in Canvas or use VROP Template 4. Enter and submit grades electronically through Self-Service 5. Upload grades and attendance as one (1) pdf file OR as a separate files via Self-Service 6. Upload copy of grades to Schoology for each of your sections.	