

UVU
CONCURRENT
ENROLLMENT

LIAISON

MANUAL

MAY 2026

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“To empower high school students to take a step forward in their future by providing them with college courses that are accessible, affordable, and high-quality.”

INTRODUCTION



UVU Concurrent Enrollment
Serves More Than
18,000 Students



Thank you for serving as a department liaison for the Concurrent Enrollment Utah Valley University Concurrent Enrollment currently serves more than 18,000 students—and that number continues to grow. Your role as a liaison is essential in ensuring that these students have the best possible experience and leave their courses prepared for further education. We strive to provide students with the same learning experience they would receive on campus, or as close to it as possible. Your work with instructors is the foundation of this effort. It has been shown in multiple research studies that students

who participate in Concurrent Enrollment (CE) are not only more likely to continue in higher education, but, particularly to our interests, continue as Wolverines. For those of you involved with general education courses, it also frees up bandwidth for your faculty, as students can come into the university having already completed those requirements. The goal of this manual is to provide a reference you can return to whenever questions arise. You are also welcome to reach out to the Concurrent Enrollment University Relations Manager for support. Our goal is to assist you however we can, because we believe that a successful student experience begins with you.



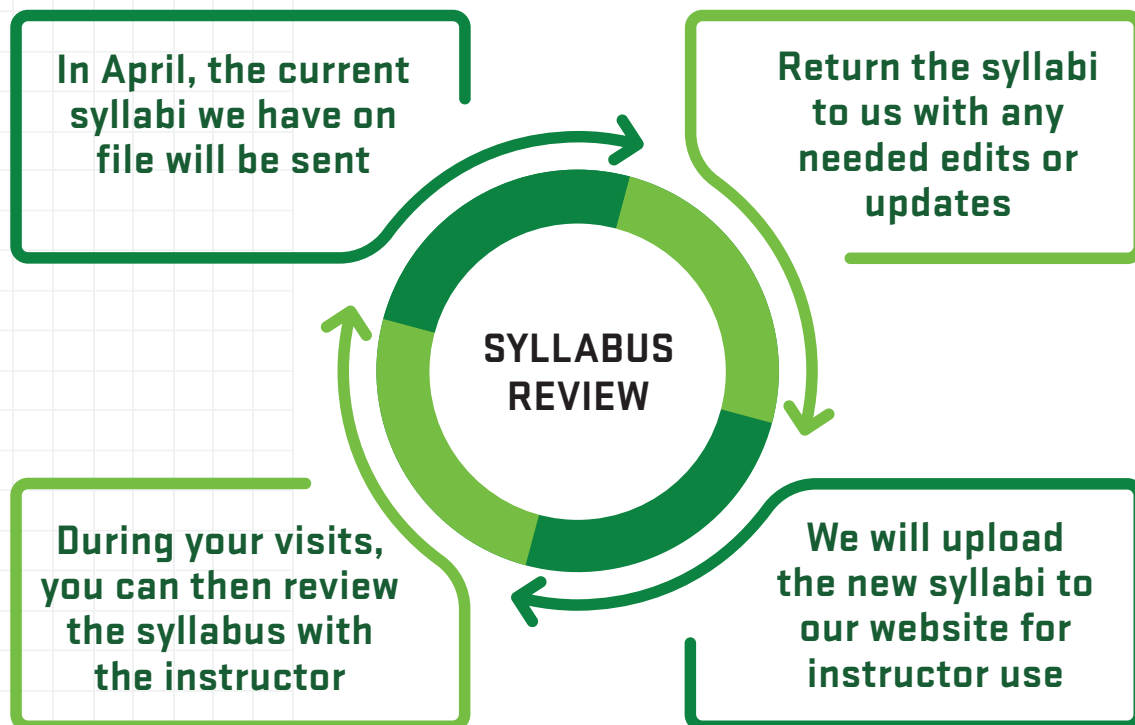
WORKING WITH UVU CONCURRENT ENROLLMENT

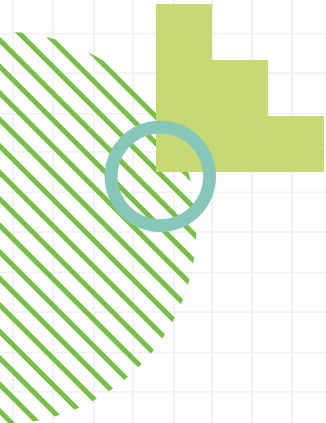
Most communication from the UVU Concurrent Enrollment team will come through the University Relations Manager. As a liaison, you will help with a variety of regular tasks, such as syllabus review, new instructor application review, and participation in an annual professional development conference once a year. You will find more detailed information on each of these tasks in the following sections.

Syllabus Review

As a part of our efforts to keep our courses in line with on-campus sections, all course syllabi are posted to our website. **High school instructors are to utilize this in their own courses**, with the direction that they are allowed to add to, but not subtract from, the curriculum.

Each year, our office will reach out to you asking if the course syllabus is still up to date or if any changes are necessary. After reviewing the syllabus, we ask that you return it to us with any updates, and we will upload it to our website for instructor use.





New Instructor Applications

Since many schools prefer to set their schedules for the academic year ahead of time, many new instructor applications appear at the beginning of the calendar year. However, instructors may apply at any time, so some applications may arrive throughout the year.

When new applications arrive, we will do a review to ensure that they meet the base requirements before sending them to you. After we send them to you, we ask that they be reviewed **within two weeks** so we can begin their onboarding process as soon as possible.

The standards we use in our initial reviews can be found on [our website](#). These standards were provided by liaisons and department chairs in the spring of 2026. If any updates to these are required, please inform the [University Relations Manager](#), and adjustments will be made.



Annual Professional Development Conference

Toward the beginning of each school year, all liaisons and instructors will gather for training and updates. As a part of this training, breakout sessions are hosted by the department's liaisons. You are given one hour to educate instructors on any topic that you see fit. Some suggestions you may consider are as follows:

- **Bring In A Guest Speaker From the Industry**
- **Review Examples of Assignments or Tests**
- **Train on New Information Relevant to the Topic**
- **Have Time Set Aside for Sharing Ideas, What Works, What Doesn't, Etc.**
- **Host A Question-And-Answer Session**



While not a requirement, you may reach out to instructors beforehand and ask what they would like to discuss during this time.

However you decide to use this hour, it is a great opportunity to build rapport and ensure that instructors are up to date on anything pertinent to their role.



WORKING WITH INSTRUCTORS

Working with high school instructors is a primary function of your role. You may break it into a few basic jobs, such as new instructor training, instructor approval, observation, and support.

Frequently, these will take place in concert with site visits, such as new instructor training. However, there may be times when additional attention is necessary to provide the required training so instructors can keep their students to the same standard as all UVU-enrolled students.

At the end of the day, your role is to assist instructors in creating a comparable classroom experience to that of an on-campus university student.

Training New Instructors

After a new instructor is approved (see “Working With CE, New Instructor Applications”), they are directed to contact you to set up their department training. This training should take approximately 30-60 minutes and be completed in person. Training should include, but not be limited to, the following.

- **Course Syllabus**
- **Department Standards and Goals**
- **Anything Else Particular to the Course in Question**

If concerns arise during observation, and you feel additional training is necessary, please inform the CE office, and we will assist you in setting up further instruction.



Assist Instructors
in Creating a
Comparable Classroom
Experience to that of an
On-Campus
University Student





LOG IN



SUBMIT



MEET



Instructor Support

Throughout the year, instructors might reach out with various questions or requests. Of note are campus visits and accommodation requests.

Campus visits are a great way to connect with students and share more about UVU's culture and values, as well as the benefits of continuing their education as Wolverines. If the instructor would like to bring a group, feel free to include us in the conversation, and we will provide support wherever we are able. Our Events and Outreach Teams are always happy to help.

While you aren't directly involved with granting accommodations to CE students, you may receive questions from instructors as to what that process looks like. Since CE students are considered university students, their current accommodations may not be fully transferred. They are required to complete the following steps to consider what we can provide.

- 1 **Log in to the Clockwork Student Portal** with their UVU credentials and complete the application for accommodations.
- 2 **Submit documentation** either with the application, or separately by emailing accessibilityservices@uvu.edu (a current copy of their IEP or 504 may suffice).
- 3 **Meet with an accessibility counselor.** Scheduling is completed through either the Clockwork Student Portal or by calling 801-863-8747.

The vast majority of your site visits should be fairly standard, but if you note anything that needs further attention, please reach out to our office, and we can assist as needed.

You are eligible to receive compensation and travel reimbursement for your site visits. More about this topic can be found under "Additional Information."



Ancillary Instructor Training

Throughout the year, it may be necessary to provide additional training for instructors. The UVU CE Office can support these trainings in the following ways:

- **Financial Compensation for CE Instructors** (See Requirements Below)
- **Staffing Support**
- **Data Reports**
- **Meeting Space in Lehi**

When requesting support for training and other events, we ask that you submit the [CE Class Support Form](#) at least four weeks before your event.

Due to contract hours and tax requirements, the CE office is unable to provide financial compensation for high school instructors during school hours. For this reason, we recommend that you hold your event after school or during the summer months if you would like to provide financial compensation.

If you would like to inquire about event sponsorship from CE, reach out to the Events Manager for [CE Outreach and Events](#), and they will be able to process your request.

ADDITIONAL INFORMATION

Compensation

Compensation is determined based on tasks completed in CE duties. On the table below is the task, the expected time each task may take, and the approved compensation rate. For anything outside of these approved tasks and rates, work with the CE office to approve any compensation before moving forward.

Type	Expected Time	Total Compensation
New Liaison Training	30 min	\$55
Site Visits	1 hour	\$150
Virtual Visits	20-30 min	\$75
Virtual Professional Development Conference	5 hours	\$150
Professional Development Conference	5 hours	\$250
In Person New Instructor Training	30-60 min	\$150
Virtual New Instructor Training	30 min	\$75
In Person Prospective Instructor Visit	30-60 min	\$150
Virtual Prospective Instructor Visit	30 min	\$75
Additional Trainings	Full Day	\$200
	Per hour, up to 3 hours	\$55
Mileage	From UVU Orem to Site and back	Per State Regulation



Mileage Reimbursement

Mileage is paid out per state regulation and will include travel from the university to the site and back to the university.

Mileage is submitted directly to CE through the [Mileage Reimbursement Form](#). It should be submitted no later than the 15th of the month following the last trip to avoid delays in reimbursement and violations from the procurement office. For example, if your last visit was on March 18th, the form must be submitted by April 15th.

If you have any questions about your compensation or reimbursement, reach out to the University Relations Manager.

Faculty Load Buy Out

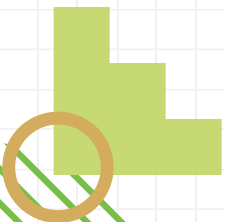
There are certain instances where the CE office will “buy out” teaching hours of a faculty member. This is done in cases where there is a very high faculty-to-instructor ratio and is approved on a case-by-case basis. Specifically, when a liaison is overseeing 20 or more visits to high school instructors, this will trigger a dialogue between the liaison, the department chair, and the CE Office as to whether a buyout should be considered.

Faculty Load Buy Out is available for one semester (fall or spring) each academic year for the approved department.

Approved departments will receive \$3,500 from Concurrent Enrollment at the end of the designated semester to go toward the faculty members’ contract time. If you are a liaison for whom CE has approved this, the first 20 completed visits will not be paid out as they are included in the contract buyout.

It is expected that a minimum of 20 visits will be completed during the semester, where a buy-out is approved. These visits should include classroom observations, onboarding new instructors, or assessing instructors applying for CE status. As per normal, a site visit form should be completed for each visit to track and monitor liaison feedback.

If the anticipated 20 visits are not completed, Concurrent Enrollment will only transfer the stipend equivalent to the number of visits conducted, multiplied by the standard \$150 rate. The academic department will be responsible for covering the remaining contract.





Interested in Creating a
NEW Course
For Concurrent Enrollment?

Approving New Courses

If you are interested in creating a new Concurrent Enrollment course, please contact our Curriculum and Pathways Program Manager. Here's an overview of what the process involves:

- **Ask:** Does a high school course have enough overlap in content with your course that it makes sense to teach them together.
 - We shoot for 80% overlap - the expectation is that high school instructors teach 100% of the UVU curriculum and 100% of their curriculum, so anything less than 80% would not qualify.
- **Inquire:** We will reach out to the state specialist who writes the standards for high school courses and discuss if such a course exists.
- **Compare and Contrast:** Once we identify a high school course we can align with, you or the content expert in the UVU course must complete a compare-and-contrast survey where you demonstrate how our UVU course aligns or doesn't align with the high school course.
- **Apply:** We will use your answers to fill out a new CE course state application.
 - Timeframe: These applications can be submitted once a year in November, and if approved, the new CE course can be taught the following fall (i.e., if you submit a course in Nov 2026 and it's approved, it can be taught in Fall 2027). Securing state approval is important because that is where the main source of our funding comes from.
 - The application will ask for your compare-and-contrast answers, a syllabus, and a course schedule, so we ask that you provide that information to us at the beginning of this process. They will also consider whether this new course is a core requirement in an existing degree or certificate. Please verify this before submission.
 - Once submitted, we generally hear back regarding approval or denial within the following two months or at the beginning of January, at the latest. We strive to provide everything the state asks for upfront so there's a higher likelihood that the course will be approved.

STUDENT SUCCESS, TOGETHER

Thank you again for serving as your department's liaison for the Concurrent Enrollment Office. We believe that these partnerships are essential in helping CE teachers thrive and provide a high-quality, university-level education for their students.

If you have any further questions, do not hesitate to reach out to our [Program Manager for CE Academic Success and University Relations](#).

HELPFUL LINKS

[Concurrent Enrollment Directory](#)

[Concurrent Enrollment Instructor Application](#)

[Newly Approved Instructor Onboarding](#)

[CE Site Visit Form](#)

[CE Class Support Form](#)

[Classroom Resources](#)

[UVU Mileage Reimbursement Log](#)



