

Thank you for your interest in UVU Concurrent Enrollment!

1. **Contact your district to verify that your course is in alignment.** Your concurrent enrollment district director or charter school administrator must verify and match the course with the state master list. stepuputah.com/concurrent-enrollment-master-list/
2. **Visit the concurrent enrollment website to review and compare course curriculum.** Review and compare your curriculum with the corresponding UVU syllabus to verify your course curriculum is a match. uvu.edu/concurrent/instructors/syllabus.html.

3. **Submit paperwork.**

- ❖ Completed application with high school principal and district administrator signatures.
- ❖ Unofficial college transcript, and a personal updated resume. Math instructors must also include a copy of Utah state license showing level 4 math endorsement.
- ❖ Utah State License showing math endorsement. (Math instructors only)
- ❖ All language instructor applicants are required to submit an official copy of their ACTFL exam score.

Application Deadlines

March 15th for courses starting in fall semester

Oct 15th for courses starting in spring semester

Applications submitted late will be processed for the following semester/year.

4. **Notification.** All applicants are notified by email of approval or denial. If approved the start date will be included in the approval letter. If denied an explanation will be included.

5. **Training.**

- ❖ **Course specific training.** UVU department chair/liaison training to discuss curriculum, assessment, and department procedures.
- ❖ **Concurrent enrollment new instructor training.** All approved instructors teaching concurrent enrollment for the first time are required to complete this training.

6. **Course Activation.** Upon completion of STEP 5, your course and CRN will be added to the concurrent enrollment website.

- ❖ Please inform your high school registrar, counselors, and CE site coordinator of completion.

- Include all unofficial college transcripts.
- Include updated resume.
- Utah State License (Math instructors only)
- Complete all application fields and obtain the required high school and district signatures.
- Submit the two (2) page completed application: Concurrent Enrollment | 800 West University Parkway | Orem, UT 84058 • or email: rotheyre@uvu.edu

Incomplete applications will be returned. If you have any questions regarding the application process, please contact Becca Rothey at rotheyre@uvu.edu.

Current Date _____ Proposed Semester Start Date _____
High School _____ District _____

Full Name _____
SSN _____ UVU ID# _____ Birth Date _____
Home Street Address _____
City _____ State _____ Zip Code _____
School E-mail Address _____ Other _____
Home Phone _____ Cell Phone _____ Work Phone _____

Bachelor's Degree (BS/BA) _____ Major _____ Institution _____
Master's Degree Major/Emphasis _____ Institution _____
Doctorate's Degree Major/Emphasis _____ Institution _____
Years of Secondary Teaching _____

High School Course Name _____ UVU Course Number _____
UVU Course Name _____ UVU Credit Hours Earned _____
High School Course will be Offered | Fall Semester(Aug. – Jan.) _____ Spring Semester(Jan. – May) _____
Full Year(Aug. – May.) _____

Instructor Name: _____

UVU Course Number: _____

As a UVU concurrent enrollment instructor, I agree to the following:

- Conduct each course using the content, instructional materials, course syllabus and student performance standards agreed upon with the sponsoring academic department.
- Allow the sponsoring UVU department liaison into my classroom annually for collegial interaction and the discussion of course standards.
- Attend the following mandatory meetings: Concurrent enrollment new instructor training, annual Professional Development Conference, and other meetings per UVU departmental requests.
- Check UVU class roll(s) frequently for accuracy and communicate discrepancies to the Concurrent Enrollment Office.
- Submit all grades online at the end of the semester during the grade submission window. If teaching a full year course your submission window will be at the end of the school year.

** I understand my status will be renewed annually according to these requirements. Not adhering to the requirements listed above could result in probation or loss of concurrent enrollment teaching status.*

High School Instructor

Date

High School

I give approval for this instructor to participate in the Utah Valley University Concurrent Enrollment Program. I will assist this instructor in efforts to maintain good communication with the Concurrent Enrollment Office and corresponding department liaison as well as attend required training.

Principal/Assistant Principal

Date

District

I verify the above listed course(s) align with the state master list. I give district approval for this instructor to participate in the Utah Valley University Concurrent Enrollment Program.

School District Administrator

Date

UVU

Our department has approved this instructor and discussed course curriculum and assessment as well as reviewed credentials. We pledge to contribute support of this instructor in participating in the Concurrent Enrollment Program at UVU.

Department Chair/Liaison Date

UVU Concurrent Enrollment Director Date