

# CONCURRENT ENROLLMENT





# Dear Instructor:

Welcome to the world of Concurrent Enrollment at Utah Valley University! We're excited to have you as a member of our Concurrent Enrollment (CE) team. CE is an excellent opportunity for your students to level up with college experience while in high school. We appreciate the expertise and experience you bring to our program and your classroom.

As a high school instructor, you play an essential role in the success of this program. We rely on you to create meaningful and memorable experiences for your students, and we're here to support you. Proceed through this Instructor Handbook to learn more about Concurrent Enrollment and to discover the tools available to you.

We wish you great success in your work. Go Wolverines!

**Your UVU CE Department Team**

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# OVERVIEW

Concurrent enrollment is a partnership between a high school and UVU. It is important that UVU maintains the integrity of its college-level courses. An approved application is one way to ensure our instructors are qualified to offer college-level courses in their high school classroom.

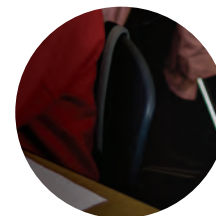
If you're reading this handbook, you've likely already completed the CE application process, if you haven't completed the process, put this book down and get to work!

In all cases, approval of high school concurrent enrollment instructors is consistent with the selection process employed by university departments in hiring adjunct faculty for on-campus classes. Approval to teach may be made contingent upon completion of additional undergraduate coursework. In individual cases, an instructor may be granted provisional certification; completion of training must be within a specified time frame.

New concurrent enrollment courses are offered at high schools each school year. Teachers who are interested in teaching a concurrent enrollment course can discuss it with their school counselors or administration. You can always apply to teach new or additional courses! New courses are approved prior to each school year. The online application is always available and must be complete by March 15 for fall semester & October 15 for spring semester. Instructors will be notified of approval or denial through email.

## Syllabus

High school concurrent enrollment instructors are required to use the university-approved syllabus provided by each UVU Department. The high school instructors can add to the syllabus but cannot remove anything from the approved syllabus. If content is added to the syllabus, please submit it to your department liaison for approval before starting the course each year/semester.



## NEW INSTRUCTOR CHECKLIST: BEFORE SCHOOL STARTS

- Get acquainted with your course(s) & UVU-approved department syllabus.
- Attend CE orientation training.
- Meet with your corresponding UVU department liaison.
- Submit your syllabus to your department liaison for approval.
- Set up some UVU/CE gear in your class, so students know you're a CE instructor!  
[Don't worry, we've got you covered]
- Elevate your course(s) & establish college expectations.

# BEST PRACTICES

## Keep focused on the goal

UVU Concurrent Enrollment is committed to providing students with an authentic college experience, academically and culturally. UVU Concurrent Enrollment students meet course learning outcomes that ensure readiness for college-level coursework and expectations.

## Communicate

Timely and professional communication keeps CE running smoothly. If concerns or questions come up (and they will), don't struggle in silence. It's vital to communicate well with:

- Your High School CE Coordinator
- UVU Department & Liaison (keep reading for more information about this role)
- The Concurrent Enrollment Office
- Students & Parents

## Communicate with UVU Department Liaison

Each UVU department has a liaison who is responsible for all of the high school instructors teaching courses from that department. It is imperative that high school instructors develop good working relationships with the liaisons and use the liaisons as a source of course-specific knowledge. Liaisons can help with syllabi, textbooks, grading scales, assessment expectations, course assignments, and curriculum questions.

## Hold students to a college standard

These are college courses, not college preparatory courses. The high school instructor's primary job is to deliver a college course equivalent to the campus course.

## Build a college culture

The best predictor of college success for concurrent enrollment students is not which course(s) they take nor how rigorous the curriculum is, but the level to which the high school instructor implements college procedures and culture. We strongly encourage all of our high school instructors to build a culture of excellence, persistence, and dynamic learning. Such environments allow students to explore, develop, and thrive.



## WHAT ADVICE WOULD YOU GIVE TO A NEW CE TEACHER?

As you are preparing to teach, complete each of the assignments that you are going to ask the students to complete. This way, you have an idea of what they will experience and examples for them to look at as they prepare their own work.

-Rachel Billings, Skyridge High School

My advice to new CE teachers is to meet with other teachers in your district who are also teaching CE and collaborate on the curriculum and lessons. It's fun to work together and you feel less overwhelmed.

-Sarah Brough, Springville High School

# RECRUITING STUDENTS

Instructors are a key part of keeping CE classes alive. Creating a college-level environment, putting out UVU materials, clearly posting deadlines, and running an engaging class are all things that encourage students to sign up for CE credit. "I wish we knew about this sooner" is a phrase we hear often from parents and students. While we do our best to reach and encourage students to do CE, the best encouragement and support comes from consistent interactions with CE teachers and fellow classmates. You are the one that tips the scales and gets students on the path toward college. This is why we love having you on our team!

We want students to succeed. As a measure of readiness, CE students are required to have a 3.0 cumulative high school GPA for academic courses and a 2.0 high school GPA for CTE courses. As mentioned earlier, CE courses are more rigorous and time-consuming than other courses, so we want to make sure students are equipped for the challenge before they start.

## NEW INSTRUCTOR CHECKLIST: DURING THE SCHOOL YEAR

- Check your emails frequently for important UVU updates
- Post and discuss deadlines often.
- Check your class rolls frequently.
- Respond to emails from your department liaison in a timely manner.
- Collaborate with your department liaison to schedule a visit to your classroom.
- **Attend the annual professional development conference.** Attendance at the conference is mandatory. Failure to attend may result in probation. Failure to attend two consecutive years may result in the revocation of teaching approval.
- If you will be out of the classroom for more than two weeks, please notify the CE Office so a plan can be made to determine how to best support your students.
- Remind students of the resources available on UVU campus, including the free tutoring labs.
- Encourage students to follow us on Instagram. Watch for deadline reminders, fun course content, and giveaways: @uvuconcurrent

# ADMISSIONS AND REGISTRATION DEADLINES

**What:** Admissions and registration are two required processes students must complete to become a UVU student and get college credit for CE courses. As the instructor, it is not your responsibility to admit and/or register the students. However, it is your responsibility to inform students about the deadlines for these processes.

**How:** UVU's CE Department supplies each school with marketing materials every semester. These materials contain important deadline dates as well as other key information. Please post the materials where students will see them often and announce deadlines frequently.

**When:** Deadline information should be posted as soon as you receive it. It is important for students to have access to this information from the beginning of the course and to be verbally reminded frequently.

**Why:** If students miss either of these deadlines, they will not receive credit for the college course. Posting and discussing deadlines ensures fewer students miss out on the opportunities CE offers.



# DEPARTMENT LIAISONS

**What:** Each UVU department has a liaison who is responsible for high school instructors teaching courses from that department. Your department liaison is the go-to for all things curriculum. They are also your direct support system as a CE instructor.

**How:** Department liaisons provide new concurrent enrollment instructors with detailed orientation, visit classrooms during the school year, and coordinate with the CE Office.

**When:** A detailed orientation should be provided for each instructor prior to the beginning of the school year. This should familiarize the instructor with the CE program, course syllabus, textbook scope and sequence, and expectations for student learning in a college-level course.

Classroom visits should happen at least once a year, including submission of a short site visit report to the CE Office. Site visits may include co-teaching, observing, talking with students, or going over student portfolios.

The department liaison will also work throughout the school year to collect syllabi, course materials, copies of midterms and finals, copies of assignments, etc. for purposes of documenting course learning and assessment equivalency.

Any concerns or issues should be dealt with appropriately, which may include meetings with administrators and instructors, offering additional support, or providing a phase-out period if supportive solutions are not effective.

Department liaisons will also plan and participate in the professional development conference, additional training sessions, and campus visits, as needed throughout the school year.

**Why:** Department liaisons are integral to maintaining the integrity of the CE program. They provide the expertise needed to give students the best experience in individual concurrent enrollment courses.



## Instructor Caution

Instructors who do not abide by CE instructor standards, including timely communication, use of the UVU-approved syllabus, or other best practices are subject to removal. CE coordinators or department liaisons could start the removal process if they feel an instructor is not meeting UVU standards.

If you're struggling, please reach out for help! We want to help you address concerns before they become problems. The CE Office is here to support you and your students.



# TIMING AND PROCEDURES FOR ENTERING GRADES

**What:** The only grades you enter in the UVU grading system are the final grades for the course. All the individual assignment grades are tracked through the high school system, not through the university system.



**How:** After final grades are determined, follow the instructions on the grading tutorial on the UVU Concurrent Enrollment website.  
([www.uvu.edu/concurrent](http://www.uvu.edu/concurrent) → Instructor tab → Grading Tutorial)

**When:** Each course has a grading window. The CE registrar emails the grading window dates to each instructor. It is imperative that grades are entered in the grading portal during that window. Please note: 'I' grades are not recognized by the state. If a student is receiving a 'UW,' notify the CE registrar and explain why. This is a state requirement.

**Why:** Students need grades submitted to apply for scholarships, colleges, etc. Delayed grade entry delays student progress. It is imperative that grades be submitted in a timely manner.

## INTERPRETING UVU GRADES

**What:** A letter grade (A-E) must be awarded to each student.

**How:**

- **E** is the UVU version of a failing grade. A **UW**, "Unofficial Withdraw," is also considered a failing grade. Both grades should be recorded as an F on the high school transcript.
- **W** is an official "Withdrawal" and does not affect the student's GPA. This grade does NOT need to be on the high school transcript.
- **I** is "Incomplete" and indicates that the instructor has agreed with the student to finish the course after the semester, usually due to an illness or other tragedy. **This is not an option for concurrent enrollment students.** Instructors can make arrangements with Concurrent Enrollment students but must award a letter grade (A-E) and then do a grade change when the student completes the agreed-upon work.
- **M** is a "Missing Grade" and must be corrected by the instructor.

**When:** Each semester for semester courses or at the end of the year for full-year courses.

**Why:** A letter grade is required for the state to send the funds for each student to the high schools and UVU at the end of the year. The state only allows A-E, W, UW grades in the final June report for providing funding to both high school and UVU for concurrent enrollment.

# 504 ACCOMMODATIONS

**What:** A 504 is an agreement between the high school and the student to outline specific accommodations. An IEP or 504 may be used as supporting documentation for requesting an accommodation at UVU. There is no guarantee that a student with an IEP or 504 will be eligible for accommodations at the university level.

**How:** If you have a student with a 504 plan in your college course, email the list of requested accommodations to your liaison. You do not need to send the student's name. The liaison will review the requested accommodations and let you know if they meet the department's policies.

**When:** Email the requested list of accommodations as soon as you are alerted that you have a 504 student in your college course.

**Why:** Concurrent enrollment is for all students. If any need accommodations for the best opportunity for success, then it is important to get the accommodations approved and implemented from the first day of the class.

## NEW INSTRUCTOR CHECKLIST: END OF THE SCHOOL YEAR

- Submit your final UVU grades!
- If you teach seniors, remind them that they're an admitted UVU student -- they're all set to register for fall semester at UVU.
- Complete the UVU CE Instructor Survey (you will receive a link through email).
- Encourage your students to complete the Instructor Feedback Survey (students will receive a link through email).
- Review your teaching schedule for the coming school year.

# WOLVERINE WEDNESDAYS

Wolverine Wednesday is a great way to bring some UVU college culture into your classroom. We invite instructors to wear UVU gear every Wednesday, just like we would on campus. Watch for emails and follow us on Instagram [[@uvuconcurrent](#)] for updates on events, giveaways, and other fun things throughout the school year.

## ON WEDNESDAYS, WE WEAR GREEN

# UVU POLICIES

## ACADEMIC INTEGRITY

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others. Students in your class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form. Violators of this policy will be subject to disciplinary action. Cheating will not be tolerated. It will result in a FAILING grade for the course. In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college. Additional information on this topic is published in the student handbook and is available on the UVU website.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of the student's records. FERPA rules specify when and who gets to see a student's records (which include not only files in offices or computerized information, but also student exam scores, student essays, or other student work). Though the majority of CE students are still minors, FERPA protects all student information from everyone, including the student's parent or legal guardian. Parents/guardians may only access student information after the student has submitted the official FERPA release form. Instructors are allowed to discuss a student's high school course with parents/ guardians, but should refrain from sharing any college-related information. FERPA takes effect on the first day of a student's first class.

## STUDENTS WITH DISABILITIES

If you have any disability, which may impair your ability to successfully complete this course, please contact the Accessibility Services office, 801-863-8747, LC 312. Academic accommodations are granted for all students who have qualified documented disabilities. All services are coordinated with the Accessibility Services office.

## ACCREDITATION

UVU Concurrent Enrollment is nationally accredited through the National Alliance of Concurrent Enrollment Partnerships.

# INSTRUCTOR BENEFITS

As a UVU Concurrent Enrollment Instructor, you have access to a number of benefits. Talk with your school's CE Coordinator or the CE Department for more information about any of these items:

- Access to UVU library and labs
- Sponsorships for course-related experiences
- State credit, recertification points, and CEU's
- Professional Collaboration
- One UVU undergraduate course per semester
- UTA Bus Pass
- Incentives & stipends

**WHAT DO YOU LOVE ABOUT TEACHING CE COURSES OR CE STUDENTS?**

I enjoy teaching the more rigorous curriculum, and taking advantage of scholarships that CE has to offer.

**-Chad Greenwood, Mountain View High School & Pleasant Grove High School**

I love watching the student rise to my level of expectation and beam with confidence when they accomplish things that are seen as hard. My students are not required to be in my classroom, they take my courses by choice. They typically want to be there!

**-Lisa Walker, Springville High School**

## WHAT'S A FAVORITE MEMORY FROM YOUR CE CLASSES?

I get really creative and quirky students in my Digital Media class. It's fun to get to know them and it's always awesome when they take what they've learned and apply it. I remember the year that one of my students won the digital composite category at the UDMAF. I love taking my students to the festival every year and helping them connect to the UVU campus.

**-Angela Nederhand, Salem Hills High School**

I enjoy having past students contact me when they have questions or need clarification during their college years. I also love it when they return to tell me what they are doing with their careers and remind me that they got the idea or the start when they were in my classroom. I have students who are doing great things and it makes me proud!

**-Lisa Walker, Springville High School**

WHAT MAKES UP A GOOD CE CLASSROOM?

An enthusiastic instructor, motivated students, expectations, trust, belonging, and laughs.

**-Chad Greenwood, Mountain View High School & Pleasant Grove High School**

What makes up a good CE classroom is motivated students who love the subject and teachers teaching with enthusiasm for the subject.

**-Sarah Brough, Springville High School**

One that works for the students and for you. Keep experimenting until you find the solution for you.

**-Angela Nederhand, Salem Hills High School**

I feel that a teacher who is honest, upfront, and flexible with the students along with students who are willing to learn and adapt to various situations.

**-Rachel Billings, Skyridge High School**

**CONTACT US AT:**

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