

Checklist/Process

All forms referenced below are available on our website: [Thomas College Dual Enrollment](#)

Getting started for 2019-2020:

- Identify a single liaison/contact person for all dual enrollment communications
- Sign Memorandum of Understanding (MOU) for the 2019-20 academic year (March 20)
- Submit a course proposal form with all your intended dual enrollment courses (April 24)
- RSVP for May 21 Dual Enrollment Orientation – We highly encourage all liaisons to participate in the orientation this year, due to the new application process.

For each course (see academic calendar for due dates):

- Include the course on the course proposal form
- Review the course description and course objectives
- Send course syllabus (see syllabus template/instructions on website)
- Thomas will approve the syllabus or return it for revisions
- Send new instructor paperwork (new instructors only)
- Thomas will review and approve the instructor
- Instructor will be added to the Thomas system
- Student Application forms submitted via Thomas College Website
- Send Course roster (using the course roster Excel sheet template)
- Thomas will enroll students in the course using both the course roster and student application.

Classes begin:

- Instructors communicate with their students about being enrolled in a credit-bearing college course
- Instructors log in to FIS to check class lists
- Communicate any student add/drops during the add/drop period
- All students log in to MyThomas – resolve any log in issues with the Service Desk servicedesk@thomas.edu
- New instructors ask students to complete mid-term course evaluations via MyThomas (new instructors only)
- Communicate any student drops prior to drop deadline (transcript record of “W”)
- Instructors check class lists via FIS after drop deadline

End of course:

- Deliver proficiency exam at the end of the course, if applicable
- Students complete final course evaluations at the end of the course (all courses)
- Students given information on how to request an official transcript
- Instructors submit grades via FIS
- Instructors review course evaluation summaries
- Instructors provide copies of the course evaluation summaries to their liaison for review