



## **Dual Enrollment Program Handbook Academic Year 2019-2020**

### **Thomas College Dual Enrollment Program**

The Thomas College Dual Enrollment program offers a unique opportunity for high school students to gain early access to college courses at no cost to the students or their high schools.

The program allows high schools to offer students a variety of college-level courses available through Thomas. In the program, students will gain valuable academic experience and, after completion, earn college credits that they can apply to any major at Thomas or at any college that honors Thomas transfer credits.

Using the guidelines in this *Handbook*, high schools will identify a course and work with the College to recommend students and qualified instructors for approval by the College.

Throughout the course, instructors are encouraged to collaborate with the College to ensure they have the tools, resources, and information needed to succeed.

### **Program Benefits**

Some benefits of Dual Enrollment include:

- Convenient and efficient way to provide early college access for high school students
- No costs for the high schools or students beyond transcript fees
- Instructors and students have access to Thomas College resources
- Instructors gain experience teaching a college course
- Students earn college credit

### **Student Selection Guidelines**

The following guidelines are provided to assist high schools in the selection of students to recommend for participation in the Thomas College Dual Enrollment program. The College suggests that students who enroll in a Dual Enrollment course demonstrate the commitment to college-level work through a combination of the following factors:

- Junior or Senior status
- Recommendation by high school guidance counselor or teacher
- Demonstrated aptitude for college level work
- Have a grade point average of 2.75 or higher

## Thomas College Courses Approved for Dual Enrollment

### Arts and Sciences

- CJ121 Introduction to Criminal Justice
- CS115 Introduction to Computer Applications
- CS140 Web Design
- EH111 Composition I
- EH112 Composition II (only when preceded by EH111)
- HG221 United States History to the Civil War
- HG222 United States History since the Civil War
- HU214 Third-World Cultures
- HU230 Art Appreciation
- HU240 Humanities: Lives and Art
- HU237 Essentials of Watching Films
- MS120 Foundations of Quantitative Analysis
- MS197 College Algebra
- MS205 Pre-Calculus
- MS206 Math for Management and Economics
- MS231 Calculus I
- MS232 Calculus II (only when preceded by MS231)
- MS301 Statistical Inference and Decision Making
- PS111 Introduction to Political Science
- PS213 American National Government
- PS214 Rights and Roles of Citizens
- PH201 Philosophy
- PY111 General Psychology
- SC125 Explorations in Science
- SC201 Environmentalism: Philosophy, Ethics, and History
- SC204 Ecology
- SC215 Cellular Biology
- SC219 Environmental Science
- SC330 Physics
- SY113 Principles of Sociology
- SY125 Experiencing Diversity

### Business

- AC111 Principles of Accounting I
- AC112 Principles of Accounting II
- AC220 Financial Accounting
- CO111 Introduction to Communications
- CO215 Interpersonal Communications
- CO235 Journalism
- CO245 Public Speaking
- EC211 Microeconomics
- EC212 Macroeconomics
- FN125 Personal Finance
- MG224 Management Principles
- MG250 Principles of International Business
- MK116 Principles of Marketing
- SM125 Introduction to Sports Management
- SM228 Sport History
- SM229 Coaching

### Education

- ED110 Professions in Early Childhood
- ED122 Foundations of Education

## Thomas College Dual Enrollment Courses

Dual enrollment courses are Thomas College courses. As such, they should include the same course objectives. As with regular Thomas College courses, instructors have the freedom to choose their own textbook, course assignments, projects and exams, so long as students meet the Thomas College course objectives. Instructors may choose to teach topics beyond those listed in the Thomas course description or may have additional course objectives beyond those required for Thomas.

Instructors are reviewed and approved by the College to deliver a Thomas College dual enrollment course. The minimum qualifications for a dual enrollment instructor include an earned master's degree. Exceptions are made on a case-by-case basis.

## High School Participation

Thomas College Dual Enrollment courses are governed by the same policies that govern on-campus Thomas College courses. Dual Enrollment instructors and contacts/liasons are expected to participate in the following:

- Dual Enrollment Contact/Liaison: All communications will be sent to dual enrollment contacts/liasons. Liaisons are expected to forward relevant information to their dual enrollment instructors. Liaisons can expect to regularly receive email communications from the Academic Affairs office throughout the academic year.
- Faculty information System: Dual Enrollment Instructors should log in to the Faculty Information System (FIS) to check the accuracy of student lists. The FIS is also used by instructors to submit grades and access course evaluation summaries.
- Course Evaluations: Required of all Thomas College courses. Instructors are asked to provide students the opportunity to complete online course evaluations and to review their evaluation summaries after grades have been posted.
- Dual Enrollment Assessment: Proficiency exams have been developed for select dual enrollment courses. Instructors of these courses should deliver the proficiency exams to their students at the end of the course according to the timelines established by the Academic Affairs office.
- Student MyThomas Account: Ensure that students successfully register and log in to MyThomas at the beginning of the term and address any log in issues with the Thomas College Service Desk. Students must log in to their MyThomas accounts in order to participate in online course evaluations, proficiency exams (if applicable), and to check the list of courses they are registered for. The MyThomas system also provides many resources for students, and we recommend they become familiar with their accounts.

## **Requirements for 2019-2020**

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

### Memorandum of Understanding (MOU)

Submit a signed MOU for the 2019-2020 academic year – Due March 20, 2019.

Appoint a single liaison/contact person for all communications regarding dual enrollment.

### Intended Course Form

Review the list of approved courses and complete the course proposal/intended courses form.

List all the dual enrollment courses you plan to offer in 2019-2020 (if you do not have your Spring 2020 class schedule set, you may send your list of spring courses at a later date).

### Syllabi

Instructors should develop course syllabi using the syllabus template/guidelines. Syllabi must be reviewed and approved by Thomas.

### Instructor Paperwork

Instructors must be reviewed and approved by Thomas. (For new instructors only) Please provide:

Copy of transcript of highest degree earned

Resume

Signed Acceptable Use Policy (AUP) w/ date of birth

### Course Roster

A course roster is a list of the students in each course with specific identifying information. The rosters are used in conjunction with the student application to register students for courses through Thomas College to receive credit. It is very important that the student information is accurate, complete, and is filled out according to provided directions. Please send course rosters electronically to Kelly Stevens by the due date indicated on the academic calendar.

### Student Dual Enrollment Application (New Process this Year)

Beginning with the 2019-2020 school year, Student Applications for Dual Enrollment will be submitted online via the Thomas website. Online applications are due prior to the course roster due date. It may be beneficial to have students complete these applications on the first day of class, but students may complete them at any time prior to the course roster due date. For students under the age of 18, parent/guardians will receive an email notification for their electronic signature.

Thomas College is required by law to report students to federal agencies. If the student information in the application is not accurate, or is not complete, it may impact the student's ability to receive college credit or request a transcript in the future.

### Student MyThomas Account

Ensure that students successfully register and log in to MyThomas at the beginning of the term and address any log in issues with the Thomas College Service Desk. Students must log in to their MyThomas accounts in order to participate in online course evaluations, proficiency exams (if applicable), and to check the list of courses they are registered for.

### Faculty Information System (FIS)

Dual Enrollment Instructors have access to the Faculty Information System to use as a resource. Three of the most important actions the Instructors will use this for are: checking accuracy of class lists/rosters post add/drop period, access course evaluation summaries, and entering final grades.

### Course Evaluations

Required of all Thomas College courses. Instructors are asked to provide students the opportunity to complete online course evaluations and are expected to review these at the conclusion of each term after grades are posted.

### Dual Enrollment Assessment

Proficiency exams have been developed for select dual enrollment courses. Instructors of these courses should deliver the proficiency exams to their students at the end of the course.

### Student enrollment/withdrawals

Dual enrollment liaisons/contacts should communicate student withdrawals as soon as possible. If a student withdraws from a dual enrollment course for any reason, please communicate the course drop, provide the last date of attendance, and the reason for dropping the course.

Student additions to courses should be communicated prior to the add/drop deadline. Liaisons should send the student information via email in the format of the course roster, and students will need to complete a Dual Enrollment Student Application online.

### Student Communication

Instructors, guidance counselors, or other staff should communicate with students about the student's role in a credit-bearing college course. Course withdrawal deadlines and the impact on the transcript record should be communicated to students, as should the importance of participating in course evaluations and proficiency exams.

## 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](mailto: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

# Thomas College

## Dual Enrollment Academic Calendar 2019-2020

We understand that high school calendars will not always align with the Thomas College Calendar. We ask that Liaisons communicate any issues with meeting deadlines/any discrepancies in calendar dates as soon as possible to Kelly Stevens so a solution can be determined as to not interrupt federal reporting responsibilities.

### For Fall 2019 Courses

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March 2, 2019	Memorandum of Understanding (MOU) due
April 24, 2019	Intended courses/course proposal form due; Instructor and course materials due <i>(List of intended Fall 2019 and Year-long dual enrollment courses using the intended courses/course proposal form; New instructor materials due; All syllabi due)</i>  <i>(May extend to the high school's timeline for course schedule completion – please contact Kelly Stevens)</i>
May 21, 2019	Dual Enrollment 2019-2020 Orientation <i>(For all participating high schools)</i>
September 9, 2019	Student Dual Enrollment Applications and Course Rosters due for federal reporting <i>(Student lists as of September 9; may still add/drop students after this date)</i>
September 16, 2019	Last day to add/drop a course with no transcript record <i>(May extend to the high school's add/drop deadline – please contact Kelly Stevens)</i>
October 28- Nov. 1, 2019	Mid-Term (“Early”) Student Course Evaluations (for new instructors only)
November 4, 2019	Last day for student to drop Fall course with a grade record of “W”
January 6, 2020	Final Student Course Evaluation system opens <i>(Students should complete course evaluations during the last few weeks of the course. The system will remain open until February 3 or when grades are submitted)</i>
January 24, 2020	Final Grades for Fall 2019 courses due in Faculty Information System <i>(Please contact Kelly Stevens if an extension is needed)</i>

## **For Spring 2020 Courses**

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*MOU and Dual Enrollment Orientation dates same as Fall 2019)*

- November 20, 2019      Intended courses/course proposal form due; Instructor and course materials due  
*(List of intended Spring 2020 dual enrollment courses using the intended courses/course proposal form; New instructor materials due; All syllabi due)*  
*(may extend to the high school's timeline for course schedule completion – please contact Kelly Stevens)*
- January 20, 2020      Student Dual Enrollment Applications and Course Rosters due for federal reporting  
*(Student lists as of January 20; may still add/drop students after this date)*
- January 27, 2020      Last day for student to drop spring course with no transcript record  
*(May extend to the high school's add/drop deadline – please contact Kelly Stevens)*
- February 24-28, 2020      Mid-Term (“Early”) Student Course Evaluations (for new instructors only)
- April 3, 2020      Last day for student to drop Spring course with a grade record of “W”
- May 18, 2020      Final Student Course Evaluation system opens  
*(Students should complete course evaluations during the last 2 weeks of the course. The system will remain open until June 26 or when grades are submitted)*
- June 21, 2020      Final Grades for Spring 2020 courses due in Faculty Information System  
*(Please contact Kelly Stevens if an extension is needed)*

## **For Year-long 2019-2020 Courses**

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*MOU and Dual Enrollment Orientation Date same as Fall 2019)*

- September 9, 2019      Student Dual Enrollment Applications and Course Rosters due for federal reporting
- September 16, 2019      Last day to add/drop a course with no transcript record  
*(May extend to the high school's add/drop deadline – please contact Kelly Stevens)*
- October 21-25, 2019      Mid-Term (“Early”) Student Course Evaluations (for new instructors only)
- January 24, 2020      Last day for student to drop a Year-long course with a grade record of “W”
- May 18, 2020      Final Student Course Evaluation system opens  
*(Students should complete course evaluations during the last 2 weeks of the course. The system will remain open until June 26 or when grades are submitted)*
- June 21, 2020      Final Grades for Year-long courses due in Faculty Information System  
*(Please contact Kelly Stevens if an extension is needed)*



## **Frequently Asked Questions**

### **Can a sophomore-level student enroll in a dual enrollment course?**

Students are recommended by the high school and approved by the College. Student selection guidelines suggest a combination of factors that ultimately demonstrate an ability and commitment to college-level work. The College does occasionally allow exceptional underclass students to participate in dual enrollment if the student meets the other requirements (at least a 2.75 GPA, and aptitude for college-level work), has demonstrated exceptional academic ability, and is recommended by their guidance counselor. For questions, please contact Kelly Stevens.

### **Should instructors attend the May 21, 2019 dual enrollment meeting?**

All instructors, guidance counselors, liaisons, or other staff are welcome to attend the 2019-2020 dual enrollment meeting held at Thomas College. All staff who will have some role in dual enrollment during the academic year are encouraged to attend. Liaisons are strongly encouraged to attend, and we expect that each school send at least one representative to the meeting. If a liaison is unable to attend the meeting, please contact Kelly Stevens.

### **The course roster is due, but my class list is not complete**

The College will approve extensions on a case-by-case basis. Please contact Kelly Stevens. The College reports official enrollment numbers in early September for fall and year-long courses, and again in early January for spring courses. Before official enrollment, we should register as many students as possible – please send your current course roster and send us an update when you have the complete information. As a reminder, both the application and roster are needed to register students for courses.

### **A student was added to a course**

Please communicate student additions prior to the add/drop deadline by sending the student's information in the format of the course roster. If sending an updated roster to include all students please be sure to identify which students have been added. The added student will also need to complete a Dual Enrollment Student Application online before being registered into the course.

### **A student dropped a course**

Please communicate course withdrawals to the College as soon as possible. To do so, please email Kelly Stevens with the student's name, the course, the instructor, the student's last date of attendance, and the reason for dropping the course. Please refer to the academic calendar to determine if there will be a transcript record.

### **Our course listing is not finalized until after the course information is due to the College**

We understand that academic calendars do not always align between the College and the high school. If you are unable to meet any due date, please contact Kelly Stevens directly.

### **Do instructors need a master's degree?**

Instructors are reviewed and approved by the College to deliver a Thomas College dual enrollment course. The minimum qualifications for a dual enrollment instructor generally include an earned master's degree. Exceptions may be made on a case-by-case basis. Please contact Kelly Stevens with questions.

### **My instructor cannot log in to FIS**

Instructors should contact the Service Desk at [servicedesk@thomas.edu](mailto:servicedesk@thomas.edu), or 207-859-1204, for assistance with logging in.

### **My students cannot log in to MyThomas**

Student should contact the Service Desk at [servicedesk@thomas.edu](mailto:servicedesk@thomas.edu), or 207-859-1204, for assistance logging in to MyThomas. Before contacting the Service Desk, students should know their Social Security Number and date of birth as they will be asked to verify this information for security purposes.

### **How do students complete course evaluations?**

We will send information and instructions regarding course evaluations to the school liaisons. School liaisons are expected to forward the information to their dual enrollment instructors. New instructors will be asked to deliver mid-term course evaluations. All instructors will deliver final course evaluations. Course evaluations are completed by students online via the students' MyThomas accounts. It is the high school's responsibility to communicate with students about the opportunity to complete course evaluations. Instructors may choose to give students time during class to complete the online evaluations, or they may choose to have their students complete them on their own time. Please see the academic calendar for dates related to course evaluations.

### **Midterm course evals do not line up with the mid-point of my course**

The purpose of mid-term course evaluations is to provide instructors, the school chairs, and liaisons with early feedback from their students. The language "mid-term" is interchangeable with "early" in this case, and we are aware that the mid-term evaluations may not fall on the mid-point of your term. Fall semester-long courses will complete "mid-term" course evaluations at the same time that year-long courses complete "mid-term" evaluations.

### **Do I need to use the same textbook/exams/assignments that the full-time Thomas College instructors use?**

No, instructors are not required to use any specific textbook or course materials. Thomas does not prescribe textbooks or course materials. Instructors are free to use the textbooks, course materials, course outline, exams and method of student assessment that they choose, as long as the students are meeting the course objectives outlined in the course catalog.

**How do students request transcripts?**

Please see the transcript instructions on the [Dual Enrollment Website](#).

**Whom should instructors contact with questions?**

All communication should flow through the appointed liaison. Instructors should direct any questions to their liaison. If needed, the liaison will contact the College.

**Do I need to submit mid-term grades?**

No. The College does not accept interim grade reports. Only final grades need to be reported to the College.

**How do I submit grades?**

An outline for submitting final grades can be viewed on the website: link:

**Will dual enrollment credit transfer to other schools?**

Students successfully completing a Thomas College Dual Enrollment course are awarded college credit. Credits are generally transferable to other colleges, but each college has their own guidelines for accepting transfer credit. Students are encouraged to contact the admissions and/or registrar's office at the school they are applying to inquire about their transfer credit policy.

**Will the student's transcript indicate that the course is a dual enrollment course?**

No. Thomas College transcripts do not indicate whether the course was delivered on campus, online, or in a dual enrollment format.

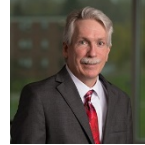
## Contacts

### Primary Contact:



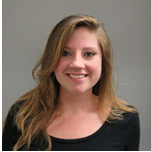
Kelly Stevens  
Executive Assistant to the Provost  
[provost@thomas.edu](mailto:provost@thomas.edu)  
(207)859-1362

### Provost:



Thomas Edwards  
Provost  
[edwardst@thomas.edu](mailto:edwardst@thomas.edu)  
(207) 859-1362

### Student Records and Transcripts:



Primary Contact:  
Michelle Yates  
Assistant Registrar  
[yatesm@thomas.edu](mailto:yatesm@thomas.edu)  
(207) 859-1423



Secondary Contact:  
Kelsey Bragdon  
Associate Registrar  
[bragdonk@thomas.edu](mailto:bragdonk@thomas.edu)  
(207)-859-1405

### Admissions Representative:



Meredith Ripley  
Assistant Director of Admissions  
[admisscounc@thomas.edu](mailto:admisscounc@thomas.edu)  
(207) 859-1229

### Service Desk:



Jeff Ferguson  
Academic Support & Service Desk Manager  
[service@thomas.edu](mailto:service@thomas.edu)  
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