**Dual Enrollment Faculty YC information**

*YC Fall Semester 2015: Monday, August 24, 2015 – Friday, December 11, 2015*

***Welcome to fall semester! Here are some things you need to know (please read thoroughly).***

**Contact Information for Dual Enrollment Support:**

**Dean Holbrook – Dean of Foundation Studies Division**

Phone: 928-717-7693 – Office: Prescott Campus Building 4, Room 228 and Verde Valley campus Building M, Room 216 (every Thursday)

Email: Dean.Holbrook@yc.edu

**Heather Mulcaire – High School Programs Coordinator**

Phone: 928-634-6527 – Office: Verde Campus Bldg. I, Room 105; Email: Heather.Mulcaire@yc.edu

**Kirsten Adaniya – Instructional Support Specialist**

Phone: 928-776-2276 –Office: Prescott Campus Building 4, Room 227; Email: Kirsten.Adaniya@yc.edu

For department specific questions, please contact the appropriate dual enrollment faculty liaison:

* Auto ( AUT) – Sonny Rodriguez 717-7378; Sonny.Rodriguez@yc.edu
* Ag. Science (AGS); (AGE) Viticulture (VEN) – Justin Brereton 717-7724; Justin.Brereton@yc.edu
* Allied Health/Medical Professional (AHS) – Nancy Bowers 776-2252; Nancy.Bowers@yc.edu
* Biology (BIO) –Jon Freriks 634-6529; Jon.Freriks@yc.edu
* Business (BSA) – Terry Lovell 776-2347; Terry.Lovell@yc.edu
* English (ENG) – Barb Waak 634-6560; Barb.Waak@yc.edu
* Math (MAT) – Molly Beauchman 776-2341; Molly.Beauchman@yc.edu
* Culinary (CUL)/Film Media Arts (FMA) – James Perry 634-6513; James.Perry@yc.edu
* Accounting (ACC) – Vikki Bentz 776-2154; Vikki.Bentz@yc.edu
* Computer Network Technologies (CNT) – Bruce Cutter 717-7606; Bruce.Cutter@yc.edu
* Please direct questions about all other disciplines to Dean Holbrook

**Important Dates**

Monday, Aug. 3 First day dual enrollment students can enroll

Sunday, Aug. 30 Last day to enroll a student in a dual enrollment course.

Wednesday, Oct. 7 FTSE day – please sign into the YC portal to report your enrollment on this day. This is state required reporting

Thursday, Dec. 10 Last date for instructor-initiated withdrawal. Any students not withdrawn by this date must receive a letter grade.

Saturday, Dec. 12 Grading window opens

Thursday, Dec. 24 Grades due by noon

**YC Holiday closures: (all YC offices will be closed on the following days)**

Monday, Sept. 7 Labor Day

Wednesday, Nov. 11 Veteran’s Day

Wed., Nov. 25 – Fri, Nov. 27 Thanksgiving

Mon., Dec 21 – Fri., Jan 1st Winter Break

**Teacher Responsibilities:**

During the course of the semester, you will be expected to do the following:

* Assisting your students in registering for your course. You will receive a CRN for your course which you will distribute to students. All students must be registered by Sunday, August 30th.
* Check your rosters on the Yavapai College website frequently to verify that all students on your high school roster are registered for the corresponding college class.
* Sign into the YC portal on October 7th to complete the Full-Time Student Enrollment reporting requirement for the state.
* Withdraw from the YC course any student who leaves your class before the end of the semester so they receive a withdrawal on their transcript instead of a letter grade. See information below about emailing your withdrawals to the YC registrar.
* Participate in any assessment projects or other department specific requirements that involve the Dual Enrollment courses. Please contact your dual enrollment faculty liaison for more information.
* Respond to any documentation requests from YC regarding enrollments, etc. in a timely manner.
* Post grades by the end of the grading window. The grading window is open from one week before the semester ends until one week after. Grades must be posted via the YC portal in that window.

**Registration Procedures**Registration is an online process for students through Sunday, August 30th. The students will need to register for the course using the designated CRN number for the course. Any students added after this date require an email to dean.holbrook@yc.edu and provide the student name, Y#, course and CRN, as well as a rationale for adding the student. Please bear in mind it is important that we register the students as quickly as possible.

**Course Syllabus**

Please develop a course syllabus using the dual enrollment syllabus template as a guide. Please submit an electronic copy of your syllabi to your department’s faculty liaison within two weeks of the beginning of the semester. If there isn’t currently a faculty liaison for your discipline, please submit a copy of your syllabus to the Instructional Support Specialist Kirsten Adaniya (kirsten.adaniya@yc.edu)

**Class Rosters**
Class rosters can be accessed through the YC website. Check rosters daily for the first couple of weeks and then weekly to make sure they are accurate. Update your roster regularly by withdrawing non-participating/attending students in accordance with your syllabus. **Federal financial aid and Veteran’s Administration regulations require that we withdraw non-participating/ attending students.** To withdraw a student, email enrollmentservices@yc.edu. Provide the student name, Y#, course and CRN *and last date of attendance*. List **Withdraw** in the subject line of your email. Any student who is no longer in your class must be withdrawn no later than Thursday, December 10th or you will be required to issue them a letter grade.

**FTSE Rosters**

FTSE Rosters are due **Wednesday, Oct. 7th** and are processed electronically, much like final grades. Mark this date on your calendar now as you will be required to sign into the YC website that day to record your student enrollment. FTSE Rosters are legal documents which show student enrollment in every class at Yavapai College for the current semester. Care must be taken to ensure that they are 100% accurate and timely. Please watch for further information from the Registrar’s Office via your YC email.

**Absences/Extended Leave:**

Should you need to be absent from teaching for an extended period of time (more than two weeks) and will require a substitute teacher, please notify both your principal and Dean Holbrook as soon as possible. Since we require credentialed instructors to be teaching the course, providing us as much lead time as possible will help us take the appropriate steps to make sure the class is covered both from the high school and YC’s standpoint.

**Stipends:**

We realize that being a dual enrollment instructor requires additional work beyond a standard high school course. Yavapai College currently offers a stipend to Dual Enrollment instructors. The stipend is $750 per semester paid in installments during the semester of your assignment. The stipend will be $1,000 during the first semester a new instructor teaches dual enrollment.

**Tuition Waiver:**

All dual enrollment faculty, their spouse and their dependent children \*as defined by IRS administrative rulings regarding dependency) may enroll for six or fewer hours at Yavapai College for credit courses work per semester without payment of tuition during the semester in which the adjunct faculty member is scheduled to teach a credited class. Enrollment for courses by the adjunct faculty member may not conflict with the faculty member’s teaching assignment for the college. Paperwork must be completed prior to enrolment in the classes to ensure tuition waiver. Please contact Dean Holbrook for the appropriate paperwork if you are interested in using this benefit.

**Faculty Liaisons:**

Dual Enrollment faculty liaisons are Yavapai College faculty whose role as a liaison is to provide support for the Dual Enrollment faculty in their discipline(s). Job duties for Dual Enrollment faculty liaisons include:

* Review Dual Enrollment syllabi and course calendars
* Visit Dual Enrollment classes and provide feedback
* Develop resources and conduct professional development activities
* Coordinate departmental or college-wide assessment activities
* Provide required documentation for NACEP Accreditation

**Disability Resources:**

Please note that the students in your course should be following the college requirements and allowances for disability resources. If you have any student who has a disability that requires accommodations, please ask the student to contact our ADA coordinator, Robb Ferguson (776-2079; robb.ferguson@yc.edu).

**Canvas**

Please note that we are switching our Learning Management System from Blackboard to Canvas for the fall semester. You can contact the TeLS department (771-6120) for one-on-one training throughout the summer. Canvas course shells should be available starting approximately mid-June. Contact Web Services should you have any questions, comments, concerns, or suggestions, and they will be happy to assist you – webservices@yc.edu or 928-717-7711.

**YC Faculty Email Accounts**

Please check your Yavapai College email several times per week during the semester as email is the primary mode of communication for College and Division information.Also, it really helps speed a response if the email subject line is accurate.

**Student Email Accounts**

All students have email accounts (called scholar accounts) provided to them which are accessible through the YC website. All emails sent from your roster and from Blackboard will go to the student’s scholar account. If you use email to communicate with your students, please let them know that your emails will go to their scholar account. Students can set the scholar account to forward to another email. Instructions are available at [www.yc.edu/studentemail](http://www.yc.edu/studentemail).

**Textbooks:**

If your school doesn’t provide books to your students and your students will need to purchase textbooks, we can place an order with our bookstore to have books available for them. We typically need to give them a lead time of at least three to four weeks. Should your students need to purchase books, please send your textbook request to Kirsten.Adaniya@yc.edu by July 15th for fall or November 25th for the spring semester.