

DUAL ENROLLMENT PROCESS AND DUE DATES

	Actions	Due Date	Resources
1	<p>Online Application All Students in Dual Enrollment Courses Apply online</p>	<p>October 1 to November 9, 2018</p>	<p>SCCC Application https://www.openccapply.net/uPortal/f/u6611s1000/normal/render.uP</p>
2	<p>Class Registration Qualified Students Fill out a Registration form for the Dual Enrollment Courses. Students must meet qualifications to register.</p>	<p>October 1 to November 9, 2019</p>	<p>SCCCD Paper Registration Student Transcript (attached) Parent Signature Student Signature Valley ROP Signatures</p>
3	<p>Class Roster Spreadsheet Each Dual Enrollment teacher needs to fill out a Roster with Students Names and ID per Section</p>	<p>November 12, 2018</p>	<p>1. Download roster located at VROP website. 2. Save it as: COURSE-NUMBER-SECTION-TEACHER-TERM-ROSTER (Ex. PHOTO-5-51639-OGATA-19SP-ROSTER) 3. Upload it to Schoology in the "Spring 2019 Class Roster – Dual Enrollment folder" by November 12, 2018. 4. Print a copy to be attached to your registration forms.</p>
4	<p>Class Syllabus Each Dual Enrollment class needs a syllabus. Please use VROP syllabus template located in VROP website as content of has changed.</p>	<p>December 7, 2018</p>	<p>1. Download new copy of the syllabus template. 2. Add the following information: instructor name, school email, school phone, classroom number, location, term, section number, class location, class meeting (days of week and time) and pacing guide. 3. Save it as: COURSE-NUMBER-SECTION-TEACHER-TERM-SYLLABUS (Ex. PHOTO-5-51639-OGATA-19SP-SYLLABUS) 4. Upload it to Schoology in the "Spring 2019 Syllabus- Dual Enrollment folder" Submit a syllabus for each class section by Dec. 7, 2018.</p>
5	<p>Last Day to DROP Students Last day to drop a class to avoid a "W"</p>	<p>February 2, 2019</p>	<p>Webadvisor Password and Unser name Information Knowhow for Dropping students in Webadvisor</p>
6	<p>Roster Verification (Census)</p>	<p>Check Webadvisor</p>	<p>Webadvisor Password and Unser name Information Know how for Dropping students in Webadvisor Know how for Submitting Roster Verification (Census)</p>
7	<p>Last day to ADD Students</p>	<p>February 2, 2019</p>	<p>Approval must be requested</p>
8	<p>Last day to DROP Students with a "W"</p>	<p>March 13, 2019</p>	<p>Webadvisor Password & Unser name Information Knowhow for Dropping students in Webadvisor</p>
9	<p>FINAL GRADES and Attendance</p>	<p>May 31, 2019</p>	<p>1. Webadvisor Password and Unser name Information 2. Excel Spreadsheet Template for Grades 3. Ask your Registrar Office for attendance log from 1st week of Spring instruction to May 31, 2019 4. Enter and submit grades electronically through Webadvisor 5. Upload grades and attendance as one (1) .pdf file or as a separate file on Webadvisor for each of your sections.</p>