

DUAL ENROLLMENT PROCESS AND DUE DATES

	Actions	Due Date	Resources
1	<p>Online Application All Students in Dual Enrollment Courses Apply online</p>	ASAP	<p>SCCC Application https://www.openccapply.net/uPortal/f/u661s1000/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>	ASAP	<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>	ASAP	<p>1. Download roster located at VROP website. 2. Save it as: COURSE-NUMBER-SECTION-TEACHER-TERM-ROSTER (Ex. PHOTO-5-51639-OGATA-19FA-ROSTER) 3. Upload it to Schoology in the "Fall 2019 Class Roster – Dual Enrollment folder" ASAP 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>	08/23/2019 or ASAP	<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-19FA-SYLLABUS) 4. Upload it to Schoology in the "Fall 2019 Syllabus-Dual Enrollment folder" Submit a syllabus for each class section by August 23, 2019.</p>
5	<p>Last Day to DROP Students Last day to drop a class to avoid a "W"</p>	Check Webadvisor	Drop students in Webadvisor
6	<p>Roster Verification (Census)</p>	Check Webadvisor	<p>Drop students in Webadvisor before submitting census Roster Verification (Census) Print copy of roster and place in VROP box (sealed envelope)</p>
7	<p>Last day to ADD Students</p>	Day before census on approval	Approval must be requested
8	<p>Last day to DROP Students with a "W"</p>	Check Webadvisor	<p>Webadvisor Password & User name Information Dropping students in Webadvisor</p>
9	<p>FINAL GRADES and Attendance</p>	December 13, 2019	<p>Webadvisor Password and User name Information 1. Excel Spreadsheet Template for Grades (use revised one) 2. Ask your Registrar Office for attendance log from 1st week of Spring instruction to December 13, 2019 3. Enter and submit grades electronically through Webadvisor 4. Upload grades and attendance as one (1) pdf file or as a separate file on Webadvisor & Schoology for each of your sections.</p>