



Teacher	Section #	Class	Time

**Please check off as you complete task, sign, date and return with registration forms.**

**Registration Forms**

- Please hand out dual enrollment registration forms to students.
- Front of form:** students will complete name, college ID# and grade level.
- Back of form:** student will sign print and date. Parent will check box, sign print and date.
- Verify that all forms are complete. **(will not process a form without a college ID#)**
- Attach student transcript.
- Enter info onto electronic excel roster
- Place all registration forms w/ attached roster in original manila envelope that you received.
- Place in VROP box by **Nov 8, 2019.**

**Dual Enrollment Class Roster**

- Download a copy of roster from VROP website (go to resource tab; select dual enrollment resources).
- Save it as: COURSE-NUMBER-SECTION-TEACHER-TERM-ROSTER  
**(Example: PHOTO-5-51639-OGATA-20SP-ROSTER)**
- Upload to Schoology in “Spring 2020 Class Roster – Dual Enrollment folder” by **Nov 8, 2019.**
- Print a copy to be attached to your registration forms.

**Dual Enrollment Syllabus**

*The college has added elements to the syllabus.*

Please use syllabus templates provided at VROP web site (go to resource tab; select dual enrollment resources).

- Download a copy of syllabus from VROP website.
- Add following information:
  1. Instructor name
  2. school email
  3. school phone
  4. classroom number and location (school site)
  5. term
  6. section number
  7. class meeting (days of the week and time)(check Webadvisor)
  8. pacing guide (if blank please add or modify existing)
- Save it as: COURSE-NUMBER-SECTION-TEACHER-TERM-SYLLABUS  
**(Example: PHOTO-5-51639-OGATA-20SP-SYLLABUS)**
- Upload to Schoology in “Spring 2020 Syllabus - Dual Enrollment folder”.
- Submit a syllabus for EACH class section by **Nov. 22, 2019.**

Teacher Signature _____	Date _____
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For office use only		Date Verified	Notes
	Registration Forms		
	Electronic Roster Uploaded		
	Syllabus		