

DUAL ENROLLMENT PROCESS AND DUE DATES

	Actions	Due Date	Resources
1	Online Application All Students in Dual Enrollment Courses Apply online	October 1 to November 1, 2019	SCCC Application https://www.openccapply.net/uPortal/f/u661s1000/normal/render.uP
2	Class Registration Qualified Students Fill out a Registration form for the Dual Enrollment Courses. Students must meet qualifications to register.	October 1 to November 8, 2019	SCCCD Paper Registration Student Transcript (attached) Parent Signature Student Signature Valley ROP Signatures
3	Class Roster Spreadsheet Each Dual Enrollment teacher needs to fill out a Roster with Students Names and ID per Section	November 8, 2019	<ol style="list-style-type: none"> 1. Download roster located at VROP website. 2. Save it as: COURSE-NUMBER-SECTION-TEACHER-TERM-ROSTER (Ex. PHOTO-5-51639-OGATA-20SP-ROSTER) 3. Upload it to Schoology in the "Spring 2020 Class Roster – Dual Enrollment folder" by November 8, 2019. 4. Print a copy to be attached to your registration forms.
4	Class Syllabus Each Dual Enrollment class needs a syllabus. Please use VROP syllabus template located in VROP website as content of has changed.	November 22, 2019	<ol style="list-style-type: none"> 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-20SP-SYLLABUS) 4. Upload it to Schoology in the "Spring 2019 Syllabus- Dual Enrollment folder" Submit a syllabus for each class section by Nov 22, 2019.
5	Last Day to DROP Students Last day to drop a class to avoid a "W"	February 2, 2020	Drop students in Webadvisor
6	Roster Verification (Census)	Check Webadvisor	Drop students in Webadvisor before submitting census Roster Verification (Census) Print copy of roster and place in VROP box (sealed envelope)
7	Last day to ADD Students	January 24, 2020	Approval must be requested
8	Last day to DROP Students with a "W"	March 13, 2020	Webadvisor Password & User name Information Dropping students in Webadvisor
9	FINAL GRADES and Attendance	May 22, 2020	Information <ol style="list-style-type: none"> 1. Excel Spreadsheet Template for Grades (use revised one) 2. Ask your Registrar Office for attendance log from 1st week of Spring instruction to May 22, 2020 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.