ClassMate Dual Enrollment Overview

Dual Enrollment Overview: Students who are participants in the dual enrollment funding and receiving both High School and College Credit. Students enrolled in a Non-Credit College Course should not be reported under Dual Enrollment.

Students are required to attend the entire year and they receive 1 grade record at the end of the school year, in the case of Semester about schools Semester 1 students will receive a grade at the close of MP2 and Semester 2 students will receive a grade at the close of MP4.

No attendance is required at this time.

1. In **Employee Management Module** (under Personnel Management category), enter all approved teacher information using the appropriate ESPP ID (Elementary/Secondary Professional Personnel ID).
   - If you have a College Professor offering instruction to your students, enter a Generic employee as such:
     i. First name – College
     ii. Last name – Professor
     iii. State ID – 9999999
     iv. ESPP – * Yes

2. In **Employee Management Module** - create Employee Assignments for approved teachers and Generic College Professor employees.

3. In **Instructional Course Offerings Module** (under Curriculum Management category)
   - College Credit Courses are created under the reserved Program CIP 000017 Select the reserved Program > College Credit Courses, and create a Course for all Dual Enrollment Courses being offered using the official College Credit Course Name (i.e Psychology 101)
     i. Alternate Course Code field > select the Dual Enrollment Course Code for each course found in the PIMS Manual - Volume 2 Appendix A - Dual Enrollment Course Codes.
     ii. Honors field > select * Yes
     iii. Dual Enrollment Offered field> Select *Yes
     iv. State Approved field > Select * No

   - Create Classes for each Course based on the periods the classes are offered:
     i. Class Type field > select * Supplemental
     ii. Attendance Weight field > enter 0
     iii. Core Content field >
        1. Select * Yes, if the Dual Enrollment State Course Code is a Core Content Course in the PIMS Manual Vol 2 Appendix A and it is being taught by a CTC Teacher.
           This course will be reportable for HQT.
        2. Select * No, if the Dual Enrollment State Course Code is NOT a Core Content Course OR if the course is being taught by a College

Professor.
This course is NOT reportable to HQT.

    iv. Report Card Grade field >
1. College Professor taught > Select * No until MP4
or for Semester About schools - MP2 (for Semester 1 students) and until MP4 (for Semester 2 students)
Prior to MP2 / MP4 change to * Yes so that a grade record will be inserted for Administration to edit after the close of the MP.
This will provide a dual enrollment grade record on the student's permanent record.
2. Teacher taught > Select * Yes, student will be graded each MP in the class.
    v. MP Formula field >
1. College Professor taught > Select the Dual Enrollment formula which needs to be created in the **School Grades Formula module** (under Admin Grading category) before it can be selected in the Instructional Course Offerings module.
When creating the Dual Enrollment formula select:
    a. Include Knowledge, Knowledge % -> 100 & Save
2. Teacher taught - select appropriate formula for Class.
    vi. Teacher field > assign either an approved teacher (teacher who has been approved by the college and is certified) or the generic college professor.

4. Scheduling > in **Student Scheduling Module** (under Student Enrollment category) schedule the students in to the appropriate Dual Enrollment classes using the Create New tab.

5. Grading College Courses:
- Prior to MP 4 Close, in **Instructional Course Offerings** select the Class and change the Report Card grade indicator to * Yes and Save
- After MP4 close go to **Admin Grades by Student Module** (under Admin Grading category) > select the Student and enter the grade record provided by the CTE Teacher or College Professor for the final grade in the **FNL** column and Save.

6. Credits > **Student PIMS Information module** (under PIMS category) at the end of the Student's Dual Enrollment Course, add the student's earned college credit to the Student 1 tab - Post Secondary Credits field and Save.
This is a cumulative credit field that should be updated each school year for each student and it is reported in the PIMS CTE Student Fact submission.

➢ **PIMS Reporting**- Dual enrollment information is reportable for the Course Submission. All Dual Enrollment Course information assigned to a Dual Enrollment State Course Code (Dxxxx).