ABOUT THE CONCURRENT ENROLLMENT PROGRAM

Welcome to the Concurrent Enrollment Program at Boise State University

Through the Concurrent Enrollment program, Boise State University and high schools work together to offer university courses to high school students so they can get an early start on their college career. Started in 1998 with legislative support, the Boise State University Concurrent Enrollment Program has provided thousands of Idaho students the opportunity to enroll in and complete college-level courses while still in high school. The Boise State Concurrent Enrollment Program's success is based on the partnership between qualified high school instructors and Boise State University academic departments. Boise State University takes pride in the opportunity to play a significant role in the education of top-performing students in Idaho.

Concurrent Enrollment Program Benefits

➤ Provides high school students the opportunity to experience the rigor and intellectual challenge of university classes and earn a letter grade on a college transcript while still in high school.
➤ Aids students in gaining confidence for college success.
➤ Increases enthusiasm and motivation among high school students and teachers.
➤ Provides an opportunity for university faculty and high school teachers to work together and share methods, ideas, and experiences.
➤ Provides support for classrooms and access to University academic resources to ensure a congruent classroom experience.
➤ Provides professional development opportunities for high school instructors to improve instruction methods and increase rigor.

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INSTRUCTOR SUPPORT AND PROFESSIONAL DEVELOPMENT

Your success is important to us. The Boise State University Concurrent Enrollment Program offers academic support and professional development opportunities to ensure an equivalent and quality classroom experience.

Concurrent Enrollment Instructor Support

High school instructors who are approved to teach receive adjunct faculty status, a staff ID, access to the Albertsons Library and the Center for Teaching and Learning for research, and a BroncoMail email account.

Each academic department has a designated faculty member who serves as the liaison with the high school instructor, providing guidance for the high school curriculum to be aligned with the college course. Academic departments include the high school instructor in all departmental events, professional development opportunities, and listservs. The faculty liaison is an academic resource for the high school instructors.

An annual stipend for the high school teacher is provided. There must be a minimum enrollment of 5 concurrently enrolled students in order to offer a concurrent enrollment course. The stipend amount provided to instructors is based on student enrollment numbers: instructors will receive $300 for a minimum enrollment of 5 students, with an increase of $250 for each additional 1-5 students. The honorarium is meant to cover additional duties added to the instructors workload, such as handling registration questions, maintaining class and grade rosters, scheduling coordinator visits, and fulfilling requests by academic departments. For Boise School District and Nampa Christian High School, the stipend goes toward classroom support and professional development opportunities paid through the district.

Ongoing Professional Development for Concurrent Enrollment Instructors

Professional development is provided on an ongoing basis by academic departments. Attending these meetings or workshops is mandatory. The cost for travel, parking, and materials will be covered by the Concurrent Enrollment Program.

The Boise State Center for Teaching and Learning (CTL) also has numerous university-wide faculty development opportunities in which instructors are encouraged to participate. Participation fosters dialogue, scholarship, innovation, and excellence in learner-centered strategies. CTL aims to support, promote, and enhance teaching effectiveness and to facilitate engagement in student learning through workshops and resources. For more information visit ctl.boisestate.edu.

Faculty ID Card

Concurrent Enrollment Instructors will be given a Boise State faculty ID card. To get the card, visit the Information Desk in the Student Union Building, with your Boise State ID# and a photo ID. With the Faculty ID card you are entitled to resources at the Albertsons Library, free city bus and shuttles, and access to the Boise State Recreational & Physical Fitness facilities for a fee. The Faculty ID card is used as a library card with a 100-item checkout allowance. Current periodicals may be checked out for two days and bound periodicals for one week.

Campus Visits

We welcome and encourage Concurrent Enrollment instructors to bring their students for a visit to the Boise State campus. Exposure to the university environment is a great way for students to feel that they are a part of the Boise State community. To set up a campus visit, please complete and submit a Campus Visit Request form at secureforms.boisestate.edu/extendedstudies/ce-campus-visit-request.

We will post photos of your visit to the Boise State campus on our Concurrent Enrollment Facebook page.

Classroom Observation

Faculty Liaisons will visit high school instructors on-site annually or every other year. Observations will be documented to provide you with feedback to continually improve the classroom experience for concurrent enrollment students. Faculty Liaisons may be available to present discipline-specific lectures on-site directly to concurrent enrollment students. Instructors are encouraged to be proactive about scheduling classroom visits to ensure the timing works well for both the Faculty Liaison and the instructor.

Annual Concurrent Enrollment Instructor Training

All new and continuing Concurrent Enrollment instructors are required to attend the Annual Concurrent Enrollment Instructor Training to get updates on the program’s administration, review department policies, and meet with the faculty liaison for professional development. The instructor training is held in early August, and information will be provided in early June.

Alternate meetings will be scheduled by the faculty liaison if s/he is not available to meet during August.
my.BoiseState For Employees

myBoiseState for Employees is a foundational web experience for Boise State faculty and staff which allows access to information and services from within a single location. myBoiseState account set up will give you access to your faculty pages for class information and grading, as well as a Boise State BroncoMail email address.

NOTE: Students enrolled in Boise State Concurrent Enrollment courses also have a myBoiseState account. Please inform your students at the beginning of class to expect emails about their course through their BroncoMail account. You can help educate students on the use of their BroncoMail accounts by suggesting that they forward their BroncoMail email messages to an account they use more frequently. They may choose to keep copies of their messages in their BroncoMail account or purge it automatically.

To access your myBoiseState Faculty account:

1. Go to my.boisestate.edu
2. Click the “LOG IN” button in the middle of the screen
3. Click “Reset/Create Password” under the login box
4. Follow the instructions to set up your account

You can now access your faculty information from the myBoiseState home page by clicking the orange “LOG IN” button.

Forgot your password? Follow steps 2 and 3 above to reset your password and access your myBoiseState account. Password expire every 90 days.

Forgot your username and/or Boise State faculty ID number? If you do not remember your username and ID number, contact the Concurrent Enrollment office.

If you have any problems logging on to my.boisestate.edu or BroncoMail accounts, contact the Help Center at (208) 426-HELP (4357) or email them at helpdesk@boisestate.edu.

Class Rosters

Each instructor can view their class information online via their myBoiseState account. Class rosters are updated in real time and accurate at the time they are accessed.

To view your class roster on your myBoiseState account, follow the steps below:

1. Select “Faculty/Staff/Advisors”
2. Select “Class Roster” link
3. Review the class roster to make sure the correct students are enrolled

Your class schedule, class, and grade rosters default into the current term. Please make sure you select the correct term date, for example Fall 2017 or Spring 2018.
Registrar's Office.

will manually submit the grade change paperwork to the Concurrent Enrollment staff. They are contacted after the grade deadline, instructors must email before the course grade deadline. If a grade needs to be changed, instructors can change grades in their grade roster any time after the course grade deadline. If a grade needs to be changed, instructors can change grades in their grade roster any time after the course grade deadline.

Instructors can change grades in their grade roster any time after the course grade deadline. If a grade needs to be changed, instructors can change grades in their grade roster any time after the course grade deadline. If a grade needs to be changed, instructors can change grades in their grade roster any time after the course grade deadline.

Important: Contact the Concurrent Enrollment staff to remove students who are no longer in your class but still show up on your class roster.

More Information about working with the class rosters can be found by viewing the following web pages:

- View My Class Roster – go to oit.boisestate.edu/myboisestate/view-class-roster
- Export My Class Roster – go to https://oit.boisestate.edu/myboisestate/export-class-roster-excel/

If you need further assistance with class rosters, contact the Help Desk at (208) 426-HELP (4357) or helpdesk@boisestate.edu.

Grades

All faculty members must enter grades electronically through their myBoiseState account. Instructions for entering grades online can be found by viewing the Faculty “Grade my Classes” publication at oit.boisestate.edu/myboisestate/files/2013/07/ Grade-My-Classes.pdf.

Grading Scale

➤ A+ (97-100%) A (93-96.9%) A- (90-92.9%) Distinguished Work

➤ B+ (87-89.9%) B (83-86.9%) B- (80-82.9%) Superior Work

➤ C+ (77-79.9%) C (73-76.9%) C- (70-72.9%) Average Work

➤ D+ (67-69.9%) D (63-66.9%) D- (60-62.9%) Unsatisfactory Work

➤ F (<60%) Failure

Please submit grades on or before the following 2017-2018 dates:

➤ Grades are due by Friday, January 26, 2018, for fall semester classes.

➤ Grades are due by Friday, June 8, 2018, for year-long and spring semester classes.

If you need further assistance submitting grades, contact the Help Desk at (208) 426-HELP (4357) or helpdesk@boisestate.edu.

Grade Changes

Instructors can change grades in their grade roster any time before the course grade deadline. If a grade needs to be changed after the grade deadline, instructors must email the new grade to the Concurrent Enrollment staff. They will manually submit the grade change paperwork to the Registrar’s Office.

Student Course Drop Procedure

Concurrent Enrollment Instructors are the first point of contact for students when they want to drop a course. In the case of a requested drop, email a Concurrent Enrollment staff member to have the student dropped from the Boise State course, and request to have your grade roster regenerated before submitting grades. Please note that once grades are submitted, students cannot be dropped from the course. After grades are submitted, students will need to file a formal appeal to the Registrar’s Office asking to be dropped from the class.

➤ Drop deadline for 2017 fall and year-long classes is Friday, October 27, 2017, for students to receive a refund and no consequences on their transcript. Starting Saturday, October 28, 2017, students will not receive a refund and “W” will be recorded on their transcript.

➤ Drop deadline for spring 2018 classes is Friday, March 23, 2018, for students to receive a refund and no consequences on their transcript. Starting Saturday, March 24, 2018, students will not receive a refund and “W” will be recorded on their transcript.

If a student receives Fast Forward funding for a course, failure to earn credit by receiving a “W” on their transcript will impact Fast Forward funding. Students will have to take a “like” course, pay for it personally, and pass it before being eligible for further state funding.

Incompletes—Grade

Instructors cannot assign a grade of “I” – for incomplete without prior approval. For example, an incomplete grade is not appropriate if a student is no longer in the class. If a student is on the class roster, but is no longer attending class, please contact the Concurrent Enrollment office to have them dropped before submitting grades. Incompletes are reserved for extenuating circumstances and must be pre-approved by the Concurrent Enrollment Director.

Example of when an incomplete is appropriate: Student has been attending class and has satisfactory work up until the last three weeks of the semester and has documentation for a medical excuse. The instructor and student must create a contract stipulating the work the student must accomplish and the time in which it must be completed for the student to receive the new grade. Once the work has been completed, the instructor must contact the Concurrent Enrollment Program with the new grade. If no grade other than incomplete has been assigned one year after the original incomplete, a grade of “F” will automatically be assigned to the student’s transcript.

Additional Resources for CE Instructors

Boise State has several resources available to instructors. Below are some recommended web sites to visit:

➤ Albertsons Library – library.boisestate.edu

➤ Advising and Academic Support Center – aasc.boisestate.edu

➤ Boise State Homepage – boisestate.edu

➤ Center for Teaching and Learning – ctl.boisestate.edu

➤ K-12 Connection – coen.boisestate.edu/k-12

➤ The Writing Center – writingcenter.boisestate.edu
COURSE AND INSTRUCTOR
POLICIES AND PROCEDURES

Student Code of Conduct—Academic Honesty
The Student Code of Conduct, and the processes of its administration and enforcement, serves to maintain the standards of the university community. The university may impose disciplinary sanctions against students when their conduct significantly interferes with the educational objectives of Boise State and its members. Read over the Student Conduct Program for details on misconduct reports and appeals on the Boise State Dean of Students web page: deanofstudents.boisestate.edu/scp-codeofconduct.

INSTRUCTORS – PLEASE ADD THIS TEXT TO YOUR SYLLABUS; ALL SYLLABI MUST HAVE THIS LANGUAGE AND LINK:

“Student Code of Conduct – Please note that high school students are held to the same student standards found in the Boise State University Student Code of Conduct, which can be viewed at deanofstudents.boisestate.edu/student-code-of-conduct. Definitions of cheating, plagiarism and other forms of academic dishonesty, as well as, policies and procedures for handling such cases are included.”

Long-Term Absences by Instructor of Concurrent Enrollment Courses
Instructors who are absent from the concurrent enrollment class more than five consecutive teaching days and need a substitute must notify the Concurrent Enrollment Program and their department faculty liaison.

When a long-term substitute is hired, he/she must have equivalent qualifications and department approval for long term instruction. If a substitute with equivalent qualifications is not found to continue teaching the concurrent enrollment class, it will be canceled.

Boise State Curriculum Used for Concurrent Enrollment Courses
The school and approved instructor teaching for Boise State agree to adopt the Boise State curriculum for the Concurrent Enrollment course. An instructor may not teach the same class/section for multiple institutions. By adopting the Boise State curriculum it verifies that Boise State owns the course. This complies with Boise State policy and NACEP accreditation requirements. As long as the Boise State curriculum is being taught, teachers have the academic freedom to add more to their course. In a few cases, schools may combine AP and Concurrent Enrollment courses in the same class. Students will choose to sign up to earn credits through Boise State, or to take the AP test offered in May.

Facility Liaison Classroom Visit
Boise State facility liaisons will conduct classroom visits to ensure that Boise State curriculum is being followed, to review student work, and to provide academic support. High school instructors must contact their faculty liaison to schedule a classroom observation visit by April 27, 2018, or sooner. The contact information for the faculty liaisons is found on page 15. A summary report of the visit will be provided to the instructor by the faculty liaison.

Helpful Tips On How To Prepare For The Faculty Classroom Visit
➤ Contact the faculty liaison to schedule the visit
➤ Let your school principal/administrator know the date the faculty member will visit your classroom
➤ Provide a summary outline to the faculty liaison of the lesson you plan to showcase
➤ Ensure that faculty liaison has your current course syllabus prior to the classroom visit
➤ Provide student sample papers, activities or assignments to the faculty liaison during the visit

Syllabus Requirement
Instructors are required to submit an updated class syllabus by email annually before school starts. This ensures that the academic department and the Concurrent Enrollment Program have the latest curriculum changes on file. This is a requirement for NACEP accreditation, and ensures accessibility for students and other institutions when requested.

Course Evaluations by Students
To comply with Boise State policy and NACEP accreditation, all students have the opportunity to evaluate their Boise State course. Student evaluations are administered online via the Bronco CourseEval website. Before evaluations begin, instructors need to verify class rosters to confirm accurate student enrollment. Notify the Concurrent Enrollment Program immediately for student drops.

For instructions on how to view class rosters, go to oit.boisestate.edu/myboisestate/view-class-roster In the class roster, instructors are able to look up student information under the tab “Contact Information”. The student’s Boise State ID# is available along with their username before the @u.boisestate.edu. Instructors can give students this information or the student can contact the Concurrent Enrollment Office at 426-3750 or via email at concurrentenrollment@boisestate.edu to get their username and Boise State ID number. Students must create their myBoiseState password to access their Student account. Instructions on how to set up their student account can be found at concurrentenrollment.boisestate.edu.

Add Questions to the Evaluation
Before the evaluation period, instructors will have the opportunity to add questions to the student evaluations. For instructions on how to add questions to the evaluation, visit the Bronco CourseEval website at ir.boisestate.edu/onlineevals and log in with your myBoiseState username and password.

Evaluation Periods for 2017-2018
Please notify students and post evaluation periods on the syllabus to encourage students to participate.
➤ December 5-19, 2017, for fall semester classes. Evaluations will close at 10 p.m.
➤ April 17-May 8, 2018, for year-long and spring semester classes. Evaluations will close at 10 p.m.
**Student Response Rates**

It is important to get a significant evaluation response rate. The Boise State Concurrent Enrollment Program needs assistance from instructors to encourage students to complete evaluations. To view student participation, instructors can log on to the evaluation system to track response rates for their class(es). Students will receive an email confirmation after they fill out their evaluations. Please have them forward this confirmation email to you or have them print it off for your records.

**Review Course Evaluations**

Once grades are submitted, instructors can view class evaluations via the Bronco CourseEval website [ir.boisestate.edu/onlineevals](http://ir.boisestate.edu/onlineevals). Results will remain accessible on Bronco CourseEval by term and can be saved electronically. The results will be available to the instructor, faculty liaison, and the Concurrent Enrollment office after semester grades are submitted.

For OIT assistance, contact the Help Desk at (208) 426-4357 or [helpdesk@boisestate.edu](mailto:helpdesk@boisestate.edu). Business hours are Monday through Friday from 7 a.m. to 6 p.m. and Saturday and Sunday from 10 a.m. to 5 p.m.

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**BOISE STATE UNIVERSITY**

**CONCURRENT ENROLLMENT**

**NON-COMPLIANCE POLICY**

The following information is meant to provide guidelines for both CE Instructors and faculty liaisons to address issues of program non-compliance.

**Concurrent Enrollment Instructor Requirements**

In order to be compliant, Concurrent Enrollment high school instructors are required to use Boise State course syllabi, approved textbooks, curriculum, and assessments. Instructors must demonstrate college professionalism in classroom management and rigor. Additionally, Concurrent Enrollment instructors must complete the following responsibilities annually:

- Provide a current course syllabus to the Concurrent Enrollment office for each class offered. The high school syllabus must align with the syllabus from the course offered on-campus.
- Attend annual professional development provided by their academic department in partnership with designated faculty liaison.
- Facilitate student course evaluations for year-long and semester classes.
- Work with the designated faculty liaison to schedule classroom observation visits.

All of these requirements are meant to ensure the quality of classes offered by the Boise State Concurrent Enrollment Program. If the above requirements are not met annually, the CE faculty liaison or director will take the necessary steps to ensure the instructor is in compliance. If the instructor does not make an effort to correct the problem, the CE instructor will no longer be approved to teach for the Concurrent Enrollment Program.

As additional situations arise, procedures will be revised to address them in a collaborative manner. When changes must be implemented due to non-compliance, the Boise State Concurrent Enrollment Program will provide as much lead time as possible to avoid disruption in high school schedules.

**Resolving Quality Concerns (Non-Compliance)**

In the case where a CE instructor fails to meet the annual CE requirements, the following steps will be taken:

I. The designated faculty liaison or CE director will outline concerns with the CE instructor and set a reasonable time for the CE instructor to address concerns and come into compliance. All communication should include the CE director to document actions being taken by both parties.

II. If concerns are not corrected within a reasonable time (i.e., one semester) the faculty liaison will inform the CE director of the concerns regarding the CE offering so that he/she can contact the high school and/or school district administrator.

III. If the above steps do not correct compliance concerns, the CE director and faculty liaison will co-write a letter to the CE instructor and/or school district administrator identifying specific items of non-compliance and concern.

A. The letter documenting the non-compliance issues will contain the following key points:

1. Include a specific date by which the non-compliance items need to be addressed or corrected.
2. Include the consequences of not correcting non-compliance items by the above date.
3. Include a place for dated signatures of the CE instructor, faculty liaison, and CE director.
4. Request that follow-up discussions are held with the appropriate parties on the non-compliance items.

Once the letter has been sent, the CE faculty liaison or director will follow-up with the CE instructor to see if he/she has addressed and corrected the issues included in the letter before the stated deadline. Future course proposals may be denied if the non-compliance items addressed in the letter are not corrected.

**Procedure to Discontinue a Concurrent Enrollment Course**

Changing or discontinuing a course that is offered for concurrent enrollment impacts our partners in public education. However, a CE course may be discontinued for the following reasons:

- Curriculum changes within Boise State courses or programs.
- Changes in credential requirements for high school instructors.
- Concerns over the quality of instruction or rigor in the concurrent enrollment class.
A. Curriculum changes in Boise State courses or programs. 
In the case of curriculum changes to Boise State courses or programs, the following steps will be taken:

1. The faculty liaison will inform the CE director of the proposed changes that require discontinuance of the concurrent enrollment course offering.
2. The CE director will contact the high school and/or school district administrators as soon as possible to inform them of the curriculum change.
3. Boise State will continue to grant credit for the CE course in question through the duration of the existing concurrent enrollment school year.
4. The Boise State CE Program will provide support, such as timely notification and professional development, and allow sufficient time to implement the change to assist high school instructors in adjusting to the impact of discontinuance of the course.

B. Changes in credential requirements for high school instructor. 
In the case of changes in CE instructor credential requirements for the concurrent enrollment course offered, the following steps will be taken:

1. The designated faculty liaison will inform the CE director of the new credential requirements.
2. The CE director will inform the CE instructor, high school, and/or school district administrators as soon as possible so that changes may be made within the time limit established by the academic department.
3. Boise State will continue to grant credit for the CE course in question through the duration of the existing concurrent enrollment school year.
4. The Boise State CE Program will provide assistance to CE instructors to work towards meeting new requirements including providing training and/or CE scholarship funds for course work and materials to earn credentials needed to teach the course.

C. Concerns over the quality of instruction or rigor in the concurrent enrollment courses. 
In the case of concerns over the quality of instruction, the following steps will be taken to enable the CE instructor to address the concerns of the Boise State academic department. It is intended that instructional issues be addressed on a case-by-case basis, with the goal of assisting the CE instructor to correct the problems.

1. The faculty liaison will document concerns observed using the CE Classroom Observation Summary during a site visit.
2. The faculty liaison will discuss the concerns with the CE instructor and set a reasonable time to address the concerns and correct the problems.
3. The faculty liaison will provide written feedback or guidelines on the changes they want to see implemented by the CE instructor to supplement the CE Classroom Observation Summary.
4. If the concerns are not corrected within a reasonable time (i.e., one semester), the faculty liaison will inform the CE director of the concerns regarding the concurrent enrollment offering.

5. The CE director will contact the CE instructor and/or school district to inform them of concerns.
6. If the above steps do not resolve concerns of the CE faculty liaison, the CE director and faculty liaison will co-write a letter to inform the CE instructor that the CE course will be discontinued.

STUDENT INFORMATION AND POLICIES

Concurrent Enrollment for High School Students
The Boise State Concurrent Enrollment Program serves high school students who are academically ready to participate in college-level courses. Concurrent Enrollment provides the opportunity for students to get a head start on their college education at a reduced cost. The cost is set statewide at $65 per credit (i.e. 3-credit class = $195) for Concurrent Enrollment students, compared to $305 per credit as a part-time on-campus student.

Student Eligibility
To be eligible to participate in Boise State University’s Concurrent Enrollment Program, students must meet the following criteria:

➤ Have a 2.7 GPA, a 3.0 is recommended
➤ Have the approval of a parent or guardian

Student Registration Process and Fast Forward Funding
It is important for instructors to understand the registration process as they are the first point of contact with students taking Boise State courses. The following is an overview of the registration process and funding.

Concurrent Enrollment classes are set up as semester and year-long courses.

➤ Registration is due by Friday, September 29, 2017, for fall semester and year-long classes.
➤ Registration is due by Friday, February 23, 2018, for spring semester classes.

Fast Forward
For students attending public schools, Fast Forward will cover the cost of dual credits. Students must apply for funding, and Boise State will work with their school district to apply funding to their myBoiseState account. Keep in mind it can take several months for funds to be applied to their myBoiseState account. It is important that they review their student records in myBoiseState to make sure funds have been properly applied.

For questions related to state funding, students can contact Advanced Opportunities Coordinator Nichole Snyder at (208) 426-3802, and by email at nicholesnyder@boisestate.edu. They can also contact the CE program office at (208) 426-3750 and by email at concurrentenrollment@boisestate.edu.

For more information, visit Boise State Concurrent Enrollment’s web page on Fast Forward at extendedstudies.boisestate.edu/concurrentenrollment/state-funding.

Visit the Idaho State Department of Education’s Advanced Opportunities web page at www.sde.idaho.gov/student-engagement/advanced-ops
OTHER PAYMENT OPTIONS

Students who do not qualify for Fast Forward have the payment options below. Concurrent Enrollment course fees are $65 per credit.

➤ Check or Money Order – Please make payable to Boise State University, write the student’s name and school on the memo line, and submit to Concurrent Enrollment. Cash is not accepted.

➤ Credit Card – You can pay fees by credit card once your registration is processed. To pay by credit card online, log on to your myBoiseState account after you receive your registration email. Select “Student Center” on your my.boisestate.edu homepage. Navigate to the Finance Section in Student Center and select “Make a payment”. Follow the given directions. There is a 2.75% convenience fee ($3 minimum).

NOTE: Concurrent Enrollment Program students do not qualify for federal financial aid. Federal aid is designated for students who have earned a high school diploma or its equivalent.

How Students Apply and Register

FOR RETURNING STUDENTS –

You have already completed your Concurrent Enrollment Application! Follow the steps below to complete registering for your concurrent enrollment course(s).

➤ Go to boisestate.app.dualenroll.com

➤ Log in with your DualEnroll.com login and password

➤ You have already completed the application, so you will go directly to the course registration page. You will need to register for EACH Boise State course you plan to take.

➤ To register for a course:
  o Find the course you plan to take in the list of available courses in dualenroll.com (e.g. ENGL 101) and click on the course title.
  o Select the section offered by your instructor and click “Register”.
  o You will be directed to your status page. Enter your cumulative GPA. Note: Please be sure to enter your GPA. Your registration will not be processed without it.

➤ If you are under 18, make sure your parent completes the consent form. If you selected to print and mail or scan the consent form, click the link under “next steps” to access the form.

➤ Check your email for confirmation that your registration is complete. Processing may take up to two business days.

FOR NEW STUDENTS –

1. Complete the New Student Registration online form to create your login and set up your DualEnroll.com account

2. Click the “Register” button at the bottom of the form and check your email for instructions about confirming your account. A second email will confirm the account activation.

➤ Log in to your new account and complete steps 1-4 in the Status section of the online application form.
  o Step 1: Personal information
  o Step 2: Release of information
  o Step 3: Student terms and consent
  o Step 4: Parent/Guardian consent (if under 18)

➤ Once steps 1-4 are complete, register for your course(s). You will need to register for EACH Boise State course you plan to take.

➤ To register for a course:
  o Find the course you plan to take in the list of available courses in dualenroll.com (e.g. ENGL 101) and click on the course title.
  o Select the section offered by your instructor and click “Register”.
  o You will be directed to your application status page. Enter your cumulative GPA. Note: Please be sure to enter your GPA. Your registration will not be processed without it.

➤ If you are under 18, make sure your parent completes the consent form. If you selected to print and mail or scan the consent form, click the link under “next steps” to access the form.

➤ Check your email for confirmation that your registration is complete. Processing may take up to two business days.
**Student-Initiated Course Drop**

Concurrent Enrollment students must drop a course by the deadlines listed below. To request a drop from a Boise State course, remind students to email the Concurrent Enrollment Program. Please note that after the drop deadline, students may still drop a class, but will have a grade of “W” on their student transcript and fees will still apply. Once grades are submitted, students cannot be dropped from the class. After grades are submitted, student will need to file a formal appeal to the Registrar’s Office asking to be dropped from the class.

**Drop deadlines by term:**

- Drop deadline for 2017 fall and year-long classes is **Friday, October 27, 2017**, for students to receive a refund and no consequences on their transcript. Starting Saturday, October 28, 2017, students will not receive a refund and a “W” will be recorded on their transcript.

- Drop deadline for spring 2018 classes is **Friday, March 23, 2018** for students to receive a refund and no consequences on their transcript. Starting Saturday, March 24, 2018, students will not receive a refund and a “W” will be recorded on their transcript.

If a student receives Fast Forward funding for a course, failure to earn credit by receiving a “W” on their transcript will impact Fast Forward. Students will have to take a “like” course, pay for it personally, and pass it before being eligible for further state funding.

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**Boise State Transcripts**

Students can view their unofficial transcript or order official transcripts via their myBoiseState student account.

An official transcript bearing the grade(s) from a Boise State Concurrent Enrollment course(s) can be sent to the school of the student’s choice. There is a $10 fee for this service. Classes are graded A+ – F, and a few classes are graded Pass/Fail.

Please remind students to verify their grades have been posted on their myBoiseState account before requesting an official transcript. For directions on how to order a Boise State University transcript and ordering options, direct students to visit the Boise State Registrar’s website at registrar.boisestate.edu/transcripts.

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**Credit Transfer**

It is important for students to understand how credits will transfer to their intended college when selecting courses. Dual credit courses are accepted by all Idaho institutions of higher education and most accredited institutions outside the state. Idaho’s colleges/universities are accredited by the Northwest Commission on Colleges and Universities. Encourage students to consult with the institution of their choice regarding the transferability of credits earned.

These are helpful websites on course transferability:

- [www.collegetransfer.net](http://www.collegetransfer.net)
- [www.coursetransfer.idaho.gov](http://www.coursetransfer.idaho.gov)

Boise State also has the Transfer Evaluation System (TES), a tool to estimate how courses will transfer between institutions. Visit the Boise State Transfer Evaluation System at registrar.boisestate.edu/transfers/transfer-equivalency to determine how dual credit courses from other institutions will transfer to Boise State. Students can also see how their Boise State courses will transfer to other institutions.

The TES is updated regularly. If a student does not see the school or course they are looking for, it may not be in the database yet. Please contact the Registrar’s Office to verify how the course will transfer.

For more information on Transfer Credit Equivalency, and transfer credit basics, visit the Transfer Credit Basics page on the Boise State Registrar’s website at registrar.boisestate.edu/transcripts.
Advising for Concurrent Enrollment Students

Concurrent Enrollment students have unique needs when it comes to academic advising! We want to ensure that they have the most accurate information on their courses, credits, and how their enrollment in our program will have an impact on their future college plans.

Boise State Concurrent Enrollment offers advising sessions to students and parents. Learn more about how to choose concurrent enrollment courses, details on the registration and state funding processes, transferability of credits, and how concurrent enrollment courses will apply to a college degree.

For questions, or to request an individual advising session, they may contact the Boise State Concurrent Enrollment program at (208) 426-3750.

Admissions Information for Students Planning to Attend Boise State Upon Graduation

Students who plan to continue their education at Boise State University as a full-time student must apply to Boise State as an incoming freshman. Concurrent Enrollment students will need to submit a new application, high school and college transcripts, and ACT/SAT test scores. For more information students can contact Boise State Admissions at (208) 426-1156 or admissions.boisestate.edu.

Concurrent Enrollment Student Tools and Resources

Boise State University offers many services and tools to ensure your Concurrent Enrollment student’s success.

WRITING CENTER

The Boise State University Writing Center supports student learning with one-on-one consultations on any writing project at any stage of the writing process. Student-centered methods promote independent inquiry, critical engagement, and creativity in writers. It is staffed by Writing Consultants – graduate and undergraduate students – who have taken special training to help students with writing.

Students may visit the Boise State Writing Center at writingcenter.boisestate.edu and click on “Email Consultation” to use the Writing Center online. Please note that the Writing Center email consultations can fill up, so students need to give themselves more than 72 hours to submit their papers. When the campus is closed, the Writing Center is closed.

MATH TUTORING

Concurrent Enrollment students enrolled in MATH 160, 171, 175 and 254 have access to tutoring services through the Math Learning Center. The Math Learning Center office is open 9 a.m.-4 p.m., Monday through Friday.

For more information, students may visit the Math Learning Center website at math.boisestate.edu/math-learning-center

OTHER TUTORING

Boise State Advising and Academic Support Center (AASC) coordinates academic support services for students. Free academic assistance and tutoring is available to Boise State students in a variety of locations and formats.

Students may visit AASC’s tutorial services at the aasc.boisestate.edu/tutoring web page for more information and contacts by subject.

STUDENT ID CARD

Students enrolled in Concurrent Enrollment classes can go to the Information Desk located in the Student Union Building to obtain their Boise State student ID card for a $25 fee. The ID card gives the ability to check out library books and attend on-campus activities. Students may still check out books using their Boise State ID number and a photo ID.

The Information Desk can be contacted at (208) 426-4636, or visit the SUB information desk website at broncocard.boisestate.edu for more information and current hours.
BOISE STATE CONCURRENT ENROLLMENT COURSE LIST

General Education Courses
Classes that may apply to core requirements at Boise State and most universities

ANTH 101  Biological Anthropology (3 credits)
ANTH 102  Cultural Anthropology (3 credits)
ANTH 103  Introduction to Archaeology (3 credits)
ARABIC 101  Elementary Arabic I (4 credits)
ARABIC 102  Elementary Arabic II (4 credits)
ART 100  Introduction to Art (3 credits)
ASL 101  American Sign Language I (4 credits)
ASL 102  American Sign Language II (4 credits)
BIOL 100  Concepts of Biology (4 credits)
BIOL 107  Introduction to Human Biology (4 credits)
BIOL 191  Biology 1: Intro to Cell and Molecular Biology (4 credits)
CHEM 100  Concepts of Chemistry (4 credits)
CHEM 101  Essentials of Chemistry (4 credits)
CHEM 111  General Chemistry I (4 credits)
CHINESE 101  Elementary Mandarin Chinese I (4 credits)
CHINESE 102  Elementary Mandarin Chinese II (4 credits)
ECON 101  Principles of Macroeconomics (3 credits)
ECON 201  Principles of Microeconomics (3 credits)
ED-CIFS 201  Foundations of Education (3 credits)
ED-ESP 223  Child Growth and Development (3 credits)
ENGL 101  Introduction to College Writing (3 credits)
ENGR 100  Energy for Society (3 credits)
ENGR 120  Introduction to Engineering (3 credits)
ENVSTD 121  Introduction to Environmental Studies (3 credits)
FRENCH 101  Elementary French I (4 credits)
FRENCH 102  Elementary French II (4 credits)
GEOS 100  Fundamentals of Geology (4 credits)
GERMAN 101  Elementary German I (4 credits)
GERMAN 102  Elementary German II (4 credits)
HIST 100  Themes in World History (3 credits)
HIST 111  United States History (3 credits)
HIST 112  United States History (3 credits)
JAPANESE 101  Elementary Japanese I (4 credits)
LATIN 211  Elementary Classical Latin (4 credits)
LATIN 212  Advanced Classical Latin (4 credits)
MATH 160  Survey of Calculus (4 credits)
MATH 171  Calculus II: Theory and Applications (4 credits)
MATH 175  Calculus II: Concepts and Applications (4 credits)
MATH 187  Discrete and Foundational Mathematics I (3 credits)
MATH 188  Discrete and Foundational Mathematics II (3 credits)
MATH 191  Introduction to Physics (4 credits)
POLS 101  American National Government (3 credits)
PSYC 101  General Psychology (3 credits)
SOC 101  Introduction to Sociology (3 credits)
SPANISH 101  Elementary Spanish (4 credits)
SPANISH 102  Elementary Spanish II (4 credits)

Major Specific Courses
Classes specific to certain majors at Boise State and can also be used as electives

ACCT 205  Introduction to Financial Accounting (3 credits)
CS 101  Introduction to Computer Science Principles (3 credits)
CS 121  Computer Science I (4 credits)
ENGR 115  Idaho Aerospace Scholar (2 credits)
GENBUS 101  Business for the New Generation (3 credits)
HLTHST 101  Medical Terminology (3 credits)
HLTHST 102  Environmental Health (3 credits)
ITM 104  Operating Systems and Word Processing Topics (1 credit)
ITM 105  Spreadsheet Topics (1 credit)
ITM 106  Database Topics (1 credit)
KINES 121  Taping and Wrapping Techniques in Athletic Training (1 credit)
KINES 220  Introduction to Athletic Injuries (3 credits)
MATH 175  Calculus II: Concepts and Applications (4 credits)
MATH 187  Discrete and Foundational Mathematics I (3 credits)
THEA 102  Beginning Ballet I (1 credit)
THEA 103  Beginning Ballet II (1 credit)
THEA 210  Repertory Dance (2 credits)

College Prep Classes
Classes to help students prepare for and succeed in college that count for elective credits

ACAD 101  Academic Success Topics (3 credits)
ACAD 108  Career And Life Planning (2 credits)
THE ROLE OF CONCURRENT ENROLLMENT FACULTY LIAISONS

Faculty Liaisons provide essential academic oversight and professional development to ensure the quality and success of classes offered by the Boise State Concurrent Enrollment Program. They are tasked with addressing and correcting issues related to program non-compliance.

The success of the Concurrent Enrollment Program is based on the partnership between high school instructors and Boise State academic departments. Designated department Faculty Liaisons provide curriculum oversight, approve new instructors, conduct classroom observation visits, and lead professional development workshops. Most importantly, Faculty Liaisons implement accreditation standards set by the Idaho State Board of Education and National Alliance of Concurrent Enrollment Partnerships to ensure quality course content and an authentic university experience for students and instructors.

ASSESSMENT STANDARDS IMPLEMENTED BY UNIVERSITY FACULTY LIAISONS

Assessment 1: The college/university ensures concurrent enrollment students’ proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

a. Students are held to the same grading standards as those expected of students on campus.

b. Students are assessed using the same methods; papers, portfolios, quizzes, labs, as students in on campus course sections.

c. University courses offered at the high school reflect the pedagogical, theoretical, and philosophical orientation of the sponsoring college/university.

CONCURRENT ENROLLMENT FACULTY LIAISON RESPONSIBILITIES

The quality and academic rigor of the Concurrent Enrollment Program is dependent on the active participation of the Faculty Liaisons who act as ambassadors representing Boise State and their designated academic department.

Faculty Liaisons provide essential curriculum oversight, mentorship, and support to the high school instructors. The primary responsibilities of the faculty liaisons include:

NEW INSTRUCTOR APPROVAL

Faculty Liaisons review and approve new applications submitted by high school instructors who want to teach a concurrent enrollment class, to ensure classes reflect the university’s and academic department’s pedagogical, theoretical, and philosophical orientation. New instructor application packets consisting of a cover letter, resume, transcripts and course syllabi are submitted for review. Faculty Liaisons are also provided with a “New Instructor Application Review” form to be signed and returned to the CEP documenting their approval or denial of the applicant. A $500 stipend is provided for all instructor approvals regardless of the outcome. Faculty Liaisons will document how they orient the Concurrent Enrollment Program instructors to the university’s and/or academic department’s pedagogical, theoretical, and philosophical teachings.

➤ Provide orientation on course curriculum, assessment criteria, and course philosophy to the high school instructor.

➤ Supply high school instructors with desk copies of current textbooks when requested.

➤ Assist high school instructors/school districts in selecting department approved textbooks.

➤ Provide high school instructors with current sample syllabi, sample exams and other course materials on an annual basis.

➤ Regularly review course syllabi.

CLASSROOM OBSERVATION AND COURSE EVALUATION

➤ Faculty Liaisons visit high school instructors onsite annually or every other year. Observations are
documented by using the “Classroom Observation Summary” form to provide instructors with feedback to continually improve the classroom experience for concurrent enrollment students.

- Faculty Liaison must check in at the high school’s main office upon arrival at the school to get badge or name tag.
- A stipend of $500 per instructor will be provided by the Concurrent Enrollment Program to the Faculty Liaison.
- Faculty Liaisons review course evaluations submitted by the students and provide feedback to the CE instructors.
- Faculty Liaison will address any concerns identified via the classroom visits or course evaluations and proceed to implement the non-compliance policy. The non-compliance policy can be reviewed on pages 7-8.

INSTRUCTOR ORIENTATION AND TRAINING
Faculty Liaisons provide orientation on course curriculum, assessment criteria, and course philosophy to high school instructors. They also conduct annual professional development workshops on course integrity, grading standards, course pedagogy, theory and philosophy, and other appropriate topics in the content area. This can be provided in a group meeting or through professional development opportunities. Faculty Liaisons will be expected to submit an agenda documenting date of meeting, length of meeting, topics covered, CE instructor sign-in, and samples of materials provided to the Concurrent Enrollment Program instructors by email or in hardcopy.

ONGOING MENTORSHIP
Faculty Liaisons communicate department-specific information to high school instructors on a regular basis, and include high school instructors in all department correspondence, listservs, academic notices, and general information. Faculty Liaisons provide sample materials such as current syllabi, exams, textbook desk copies, and other course materials to ensure a congruent classroom experience.
Faculty Liaison Contact Information

Accountancy
Troy Hyatt
troyhyatt@boisestate.edu
MS 1610, 426-3412
ACCT 205

Advising and Academic Support Center
Karina Smith
karinasmith@boisestate.edu
MS 1150, 426-3505
ACAD 101

Carissa Wilcox
carissawilcox@boisestate.edu
MS 1150, 426-4049
ACAD 101

Anthropology
John Ziker
jziker@boisestate.edu
MS 1950, 426-2121
ANTH 101, 103

Art
Muffet Jones
muffetjones@boisestate.edu
MS 1510, 426-1230
ART 100

Biology
Marcelo Serpe
mserd@boisestate.edu
MS 1515, 426-3687
BIOL 100, 191

Mel Koob
mkkoob@boisestate.edu
MS 1515, 426-1081
BIOL 107

Career Center
Jennifer Luvone
jenniferluvone@boisestate.edu
MS 1310, 426-1729
ACAD 108

Chemistry
Karen Hammond
khammond@boisestate.edu
MS 1520, 426-1386
CHEM 101, 110

Gary Mercer
gmcur@boisestate.edu
MS 1520, 426-3481
CHEM 100

Community and Environmental Health
Jeff Anderson
janders@boisestate.edu
426-3674, MS 1835
HLTHST 101

Thomas Turco
thomasturco@boisestate.edu
426-3908, MS 1835
HLTHST 102

Computer Science
Amit Jain
aajain@boisestate.edu
MS 2055, 426-3821
CS 101

Marissa Schmidt
marissaschmidt@boisestate.edu
MS 2065, 426-3769
CS 101, CS 121

Mason Vail
masonvail@boisestate.edu
MS 2055, 426-2623
CS 101, CS 121

Economics
Zeynep Hansen
zeynep.hansen@boisestate.edu
MS 1620, 426-3314
ECON 201, 202

Education - Curriculum, Instruction, and Foundational Studies
A.J. Zerkert
ajzerkert@boisestate.edu
MS 1745, 426-1624
ED-CIFS 201

Education - Early and Special Education
Michael Humphrey
michael.humphrey@boisestate.edu
MS 1725, 426-2801
ED-ESP 223

Engineering Science
Gary Hunt
garyhunt@boisestate.edu
MS 2085, 426-4078
ENGR 115, 120

Thad Welch
thadwelch@boisestate.edu
MS 2075, 426-2212
ENGR 100

English
Dawn Shepard
dawnshepherd@boisestate.edu
MS 1525, 426-4263
New Instructor Applications

Lana Kuchta
lankuchta@boisestate.edu
MS 1525, 426-7046
ENGL 101, 102
Classroom Visits

John Ottey
johntettey@boisestate.edu
MS 1525, 426-4248
ENGL 206

Environmental Studies
Beau Hansen
beauhansen@boisestate.edu
MS 1620, 426-5439
ENVSSTD 121

Geoscience
Karen Visukopic
karenvisukopic@boisestate.edu
MS 1535, 426-3658
GEOS 100

History
Lynn Lubamersky
llubame@boisestate.edu
MS 1925, 426-3358
HIST 100, 111, 112

Information Technology and Supply Chain Management
Eliot Smith
eliotsmith@boisestate.edu
MS 1615, 426-2353
ITM 104, 105, 106

Kinesiology
Jifton McChesney
johnmchesney@boisestate.edu
MS 1710, 426-1481
KINES 121, 220

Management
Cheryl Larabee
cherrylarabee@boisestate.edu
MS 1630, 426-2039
GENBUS 101

Mathematics
Stephen Brill
sbrill@boisestate.edu
MS 1555, 426-3122
MATH 160, 171, 175, 187

Kathrine Johnson
kathrinejohnson@boisestate.edu
MS 1555, 426-3693
MATH 254

Physics
Tiffany Watkins
tiffanywatkins@boisestate.edu
MS 1570, 426-3724
PHYS 101, 104

Political Science
Julie VanDusky-Allen
julievanduskyallen@boisestate.edu
MS 1935, 426-3750
POLI 101 U.S. Government

Psychology
Kimberly Henderson
kimberlyhenderson@boisestate.edu
MS 1715, 426-1220
PSYC 101

Sociology
Desiree Brunette
desireebrunette@boisestate.edu
MS 1945, 426-2141
SOC 101

Theatre Arts
Ann Price
anprice@boisestate.edu
MS 1565, 426-3935
THEA 101

Marla Hansen
mhansen@boisestate.edu
MS 1565, 426-3568
THEA 102, 210

World Languages

ASL
Davina Snow
davinasnow@boisestate.edu
MS 1550, 426-4383
ASL 101, 102

Arabic
Dalia Eltayeb
daliaeltayeb@boisestate.edu
MS 1530, 426-3956
ARABIC 101, 102

Chinese
Sharon Wei
sharonwei@boisestate.edu
MS 1530, 426-1059
CHINESE 101, 102

French
Jason Herbeck
jasonherbeck@boisestate.edu
MS 1530, 426-3692
FRENCH 101, 102, 201

Mariah Devereux Herbeck
devereuxherbeck@boisestate.edu
MS 1530, 426-3692
FRENCH 101, 102, 201

German
Heike Henderson
hhenderson@boisestate.edu
MS 1530, 426-1560
GERMAN 101, 102

Japanese
Shoko Asay
shokoasay@boisestate.edu
MS 1530, 426-3905
JAPANESE 101

Latin
Karen Wadley
karenwadley@boisestate.edu
MS 1530, 426-3956
LATIN 211, 212

Spanish
Fatima Cornwall
fcornwal@boisestate.edu
MS 1530, 426-1073
SPANISH 101, 102, 201, 202, 203
Concurrent Enrollment Program

Office: 220 E. Parkcenter Blvd.
Boise, ID 83706-3940

Phone: (208) 426-3750 or (208) 426-1709

Email: concurrentenrollment@boisestate.edu

Boise State University’s Concurrent Enrollment Program is accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP).

NACEP works to ensure that college courses offered in high schools are as rigorous as courses offered on the college campus.

Visit us at concurrentenrollment.boisestate.edu

For news, events and photos, join us on Facebook!
Search for Boise State Concurrent Enrollment.