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.

INSTRUCTOR SUPPORT AND PROFESSIONAL DEVELOPMENT

- Instructor Support
- Annual Instructor Training
- Professional Development
- Faculty ID Card
- Campus Visits
- myBoiseState Account and BroncoMail
- Class Rosters
- Grades
- Grade Changes/Drops/Incompletes
- National Alliance of Concurrent Enrollment Partnerships Accreditation
- Student Code of Conduct
- Curriculum Assessment
- Syllabus Requirements
- Student Course Evaluations
- Classroom Visits
- Non-Compliance Policy

WHAT’S INSIDE

CONCURRENT ENROLLMENT FACULTY LIAISONS

FACULTY LIAISONS CONTACT LIST

INSTRUCTOR RESOURCES

STUDENT INFORMATION AND POLICIES

- Eligibility
- Fast Forward Funding
- Student Registration Process
- Important Dates and Deadlines
- Boise State Transcripts
- Advising for Concurrent Enrollment Students
- Student Tools and Resources

CONCURRENT ENROLLMENT COURSE LIST

Procedures to discontinue a CE course
Long-Term Absences by Instructors

2
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.

There must be a minimum of 5 concurrently enrolled students in order to offer a concurrent enrollment course. An annual stipend for the high school teacher is provided. The stipend amount 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. This stipend 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 instructors, the stipend goes toward classroom support and professional development opportunities. Funds are sent to the school district.

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 meeting information will be provided in early May.

Alternate meetings may be scheduled by the faculty liaison if he/she is not available to meet during August.

ONGOING PROFESSIONAL DEVELOPMENT FOR CONCURRENT ENROLLMENT INSTRUCTORS

Additional opportunities for professional development may be provided annually by academic departments. Attending at least one professional development opportunity per year with your faculty liaison 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.
**MY.BOISESTATE INSTRUCTOR ACCOUNT INFORMATION**

myBoiseState is a foundational web experience for Boise State faculty and staff which allows access to information and services from within a single location. Your 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:**

- Go to my.boisestate.edu
- Click “Reset/Create Password” under the Sign in box
- Follow the instructions to set up your account
You can now access your faculty information from the myBoiseState home page by clicking the orange “SIGN IN” button.

**Forgot your password?** Follow the steps above to reset your password and access your myBoiseState account.

**Forgot your username and/or faculty ID?** If you forget your username and/or Boise State ID number, contact the Concurrent Enrollment office.

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

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**CLASS ROSTERS**

Each instructor can view their class information online via their myBoiseState account. Class rosters are updated in real time and are 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, for example Fall 2018 or Spring 2019.

**Important:** Please 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/

**NOTE:** If there are any roster discrepancies, such as missing students or a student with the wrong name, please contact the Concurrent Enrollment office.

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 2018-2019 dates:
- Grades are due by Friday, January 25, 2019, for fall semester classes.
- Grades are due by Friday, June 7, 2019, 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 on your behalf.

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. Students may also initiate a drop by emailing a Concurrent Enrollment staff member. Students must email their name, Boise State ID number, school, instructor, name of the course, and the reason they are dropping. 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.

- The drop deadline for 2018 fall and year-long classes is Friday, October 26, 2018, for students to receive a refund and no consequences on their transcript. Starting Saturday, October 27, 2018, students will not receive a refund and a “W” will be recorded on their transcript.
- The drop deadline for spring 2019 classes is Friday, March 22, 2019, for students to receive a refund and no consequences on their transcript. Starting Saturday, March 23, 2019, 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” or “F” on their transcript will impact subsequent Fast Forward funding. Students will have to take an equivalent course and pay for it out of pocket before being eligible for further state funding.

INCOMPLETE GRADES
Instructors must receive prior approval in order to assign a grade of "I" (incomplete). Incompletes are reserved for extenuating circumstances and must be preapproved by the Concurrent Enrollment Director. A grade of incomplete is not appropriate for a student who 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.

An example of when an incomplete is appropriate: A 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.
NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS ACCREDITATION

Boise State’s Concurrent Enrollment Program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP works to ensure that college courses offered by high school teachers are as rigorous as courses offered on college campuses, such as Boise State, and that all postsecondary concurrent enrollment programs adhere to high standards. NACEP works alongside Boise State to provide the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.

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. This community extends to high school concurrent enrollment classrooms. 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 content for details on misconduct reports and appeals on the Boise State Dean of Students web page: deanofstudents.boisestate.edu/student-code-of-conduct.

BOISE STATE CURRICULUM USED FOR CONCURRENT ENROLLMENT COURSES

The high 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.

SYLLABUS REQUIREMENTS

Instructors are required to submit an updated class syllabus by email annually before school starts. This ensures 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.

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.”
STUDENT COURSE EVALUATIONS

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 to request student drops. For instructions on how to view class rosters, go to oit.boisestate.edu/myboisestate/view-class-roster. In order to complete the course evaluations, students will need their Boise State ID number and user name. Instructors can find this information on their class rosters under "contact information." Their username is the first part of the student email address (everything prior to the @u.boisestate.edu). Students can also contact the Concurrent Enrollment office at (208) 426-3750 or via email at concurrentenrollment@boisestate.edu to get their username and 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/broncocourseevals/ and log in with your myBoiseState username and password.

EVALUATION PERIODS FOR 2018-2019

Please notify students and post evaluation periods on the syllabus to encourage students to participate.

- December 4-18, 2018, for fall semester classes. Evaluations will close at 10 p.m.
- April 16-May 7, 2019, 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/broncocourseevals/. 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 evaluation or class roster assistance, contact the Help Desk at (208) 426-4357 or 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.
BOISE STATE UNIVERSITY
CONCURRENT ENROLLMENT
NON-COMPLIANCE POLICY

The following information is meant to provide guidelines for both Concurrent Enrollment 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 program 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: The faculty liaison will inform the CE director of the proposed changes that require discontinuance of the concurrent enrollment course offering.

1. The CE director will contact the high school and/or school district administrators as soon as possible to inform them of the curriculum change.
2. Boise State will continue to grant credit for the CE course in question through the duration of the existing school year.
3. 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: The designated faculty liaison will inform the CE director of the new credential requirements.

1. 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.
2. Boise State will continue to grant credit for the CE course in question through the duration of the existing school year.

**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.

**LONG-TERM ABSENCES BY INSTRUCTORS 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.
THE ROLE OF 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.

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 (NACEP) to ensure quality course content and an authentic university experience for students and instructors.

ASSESSMENT STANDARDS IMPLEMENTED BY UNIVERSITY FACULTY LIAISONS

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

- Students are held to the same grading standards as those expected of students on campus.
- Students are assessed using the same methods; papers, portfolios, quizzes, labs, as students in on campus course sections.
- 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 (CEP) 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.

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.
- 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 8-9.

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 the 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.
INSTRUCTOR RESOURCES

Boise State has several resources available to instructors. Below are some recommended campus contacts:

- Albertsons Library 208.426.1204 | library.boisestate.edu
- Advising and Academic Support Center 208.426.4049 | aasc.boisestate.edu
- Boise State Homepage boisestate.edu
- Center for Teaching and Learning 208.426.4610 | ctl.boisestate.edu
- Help Desk/OIT 208.426.4357 | oit.boisestate.edu
- K-12 Connection – College of Engineering HS Outreach 208.426.4432 | coen.boisestate.edu/k-12
- K-12 Teacher Professional Development 208.426.3713 | extendedstudies.boisestate.edu/educatorsdevelopment
- The Writing Center 208.426.2139 | writingcenter.boisestate.edu

ADDITIONAL INSTRUCTOR INFORMATION

BORROWING LIBRARY BOOKS
A valid Boise State University photo ID (Broncocard) is required to check materials out from the library. Borrowing materials creates a contract with Albertsons Library that materials will be returned on time and in good condition.

library.boisestate.edu

LIBRARY WORKSHOPS
The Center for Teaching and Learning sponsors workshops and other events to provide Boise State instructors with opportunities to reinforce best practices in teaching, learn from colleagues, and reflect upon the choices we make as teachers.

ctl.boisestate.edu/workshop-and-event-calendar

STUDENT SUCCESS TUTORIALS
Watch, read, and use these tutorials to help students learn more about research skills, article searching, source citations, eBooks and more.

guides.boisestate.edu/howtovideos

INTERLIBRARY LOAN
Boise State’s InterLibrary Loan Service (ILL) supports the research and teaching needs of faculty with a wide range of materials beyond the collections of Albertsons Library. ILL makes available article delivery and short term loans from libraries and document suppliers on a local, statewide, national, and international basis.

library.boisestate.edu/help-services/ill

REQUESTING CLASSROOM TEXTBOOKS
An instructor must submit textbook requests on school letterhead with the title of the book, International Standard Book Number (ISBN), and the desired textbook total. Textbook requests must be approved by the Concurrent Enrollment Director and takes about 7-14 days to process depending on when the request was placed. Textbooks may be picked up at the Concurrent Enrollment Office or delivered to your school.
OPPORTUNITIES FOR HIGH SCHOOL STUDENTS TO EARN UNIVERSITY CREDIT
**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 $350 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 28, 2018**, for fall semester and year-long classes.
- Registration is due by **Friday, February 22, 2019**, for spring semester classes.

**Fast Forward**

For students attending public schools, Fast Forward will cover the cost of dual credits. Students must work with their high school college and career advisor or counselor to apply for funds. Keep in mind it takes 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 Rebecca Mattucci at (208) 426-3802, or by email at rebeccamattucci@boisestate.edu. They can also contact the CE program office at (208) 426-3750 or 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](http://extendedstudies.boisestate.edu/concurrentenrollment/state-funding).

**Other Payment Options**

Students who do not qualify for Fast Forward have 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.
- Electronic check/Credit/Debit 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](http://my.boisestate.edu) homepage. Navigate to the Finance Section in Student Center and select “Make a payment”. Follow the given directions. A 2.75% convenience fee ($3 minimum) will be added to all credit or debit card payments. There is no fee for an electronic check.

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

If the student has previously completed their Concurrent Enrollment application, they can follow the steps below to register for their concurrent enrollment course(s).

- Go to boisestate.app.dualenroll.com
- Log in with their DualEnroll.com login and password
- Go to the course registration page. The student will need to register for EACH Boise State course they plan to take.
  - Find the course they plan to take in the list of available courses (e.g. ENGL 101) and click on the course title.
  - Select the section offered by their instructor and click “Register”.
  - The student will be directed to their status page. They will then enter their cumulative GPA. Note: Please be sure they enter their GPA for each course. Their registration will not be processed without it.
- If the student is under 18, make sure their parent/guardian completes the consent form. If they selected to print and mail or scan the consent form, click the link under “next steps” to access the form.
- The student should check their email for confirmation that their registration is complete. Processing may take up to two business days.

FOR NEW STUDENTS

- Go to boisestate.app.dualenroll.com
- Click on “Go to new student registration.” Complete the registration form to create their login and set up their DualEnroll.com account
- The student should click the “Register” button at the bottom of the form and check their email for instructions about confirming their account. A second email will confirm the account activation.
- The student should log in to their new account and complete steps 1-4 in the Status section of the online application form.
  - Step 1: Personal information
  - Step 2: Release of information
  - Step 3: Student terms and consent
  - Step 4: Parent/Guardian consent (if under 18)
- Next the student will register for their course(s). They will need to register for EACH Boise State course they plan to take.
  - Find the course they plan to take in the list of available courses (e.g. ENGL 101) and click on the course title.
  - Select the section offered by their instructor and click “Register”.
  - The student will be directed to their application status page. They will then enter their cumulative GPA. Note: Please be sure they enter their GPA for each course. Their registration will not be processed without it.
- If the student is under 18, make sure their parent/guardian completes the consent form. If they selected to print and mail or scan the consent form, click the link under “next steps” to access the form.
- The student should check their email for confirmation that their registration is complete. Processing may take up to two business days.
Students can view and print their unofficial transcript and 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 per transcript 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.

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 and 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](http://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/transfer-credit-basics.

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.

Our staff provides both individual and group advising sessions in a variety of locations. For the 2018-19 school year, we have four group advising sessions scheduled at the Boise State Meridian Center located at 2950 Magic View Dr. in Meridian. These sessions will be held from 6-7 p.m. on the following dates:
- Thursday, October 25, 2018
- Thursday, November 29, 2018
- Thursday, January 31, 2019
- Thursday, February 28, 2019

If students are unable to make one of these sessions or would like to schedule an individual advising session, they can contact the Boise State Concurrent Enrollment program at (208) 426-3750.

## IMPORTANT DEADLINES FOR STUDENTS

### FALL 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Registration and Fast Forward deadline for fall and year-long courses</td>
<td>Friday, September 28, 2018</td>
</tr>
<tr>
<td>Drop deadline for fall and year-long courses</td>
<td>Friday, October 26, 2018</td>
</tr>
<tr>
<td>Fee deadline for applicants ineligible for state funds</td>
<td>Friday, October 26, 2018</td>
</tr>
<tr>
<td>Online course evaluation dates for fall courses</td>
<td>December 4-18, 2018</td>
</tr>
</tbody>
</table>

### SPRING 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Registration and Fast Forward deadline for spring courses</td>
<td>Friday, February 22, 2019</td>
</tr>
<tr>
<td>Drop deadline for spring courses</td>
<td>Friday, March 22, 2019</td>
</tr>
<tr>
<td>Fee deadline for applicants ineligible for state funds</td>
<td>Friday, March 22, 2019</td>
</tr>
<tr>
<td>Online course evaluation dates for spring and year-long courses</td>
<td>April 16-May 7, 2019</td>
</tr>
</tbody>
</table>
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 “Online 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 Learning Center

Concurrent Enrollment students enrolled in MATH 160, 171, 176 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 infodesk.boisestate.edu for more information and current hours.

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. Applying to Boise State is easier than ever for Idaho students. Students can select Boise State on the Apply Idaho application at nextsteps.idaho.gov to initiate the application for admission process. For more information students can contact Boise State Admissions at (208) 426-1156 or admissions.boisestate.edu.

“ If I had to give one piece of advice to seniors in high school right now it would be enroll in concurrent credit! It helps you become more prepared for college, it gives you an academic advantage when enrolling in courses, and you have the opportunity to learn in an environment where your teacher knows you well.

Take advantage of Concurrent Enrollment all you can!!”

- Concurrent Enrollment Student
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)
ASL 201 American Sign Language III (4 credits)
ASL 202 American Sign Language IV (4 credits)
BIOL 100 Concepts of Biology (4 credits)
BIOL 107 Introduction to Human Biology (4 credits)
BIOL 191 Biology I: 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 201 Principles of Macroeconomics (3 credits)
ECON 202 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)
ENGL 102 Intro to College Writing and Research (3 credits)
ENGL 110 Literature and Ideas (3 credits)
ENGR 100 Energy for Society (3 credits)
ENGR 102 Introduction to Engineering (3 credits)
ENVST 121 Introduction to Environmental Studies (3 credits)
FINAN 208 Personal Finance (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 101 History of Western Civilization I (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 I: Theory and Applications (4 credits)
MATH 254 Introduction to Statistics (3 credits)
MATH 275 Multivariable and Vector Calculus (4 credits)
PHYS 101 Introduction to Physics (4 credits)
PHYS 104 Life in the Universe (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)
SPANISH 201 Intermediate Spanish I (4 credits)
SPANISH 202 Intermediate Spanish II (4 credits)
SPANISH 203 Intermediate Spanish for Native or Near-Native Speakers (4 credits)
THEA 101 Introduction to Theatre (3 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)
BUS 101 Business for the New Generation (3 credits)
CS 101 Introduction to Computer Science Principles (3 credits)
CS 121 Computer Science I (4 credits)
CW 203 Writing Fiction (3 credits)
ENGR 115 Idaho Aerospace Scholar (2 credits)
HLTH 101 Medical Terminology (3 credits)
HLTH 102 Environmental Health (3 credits)
ITM 104 Operating Systems and Word Processing Topics (1 credit)
ITM 106 Database Topics (1 credit)
ITM 109 Introductory Spreadsheet Topics (1 credit)
KINES 121 Taping and Wrapping Techniques in Athletic Training (1 credit)
KINES 140 Personal Health (3 credits)
KINES 220 Introduction to Athletic Injuries (3 credits)
MATH 176 Calculus II: Theory 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)
STAFF AND LOCATION

ANDREA VANONI, Administrative Assistant 2
(208) 426-3750 andreavanoni@boisestate.edu

KRISTI LAKATOS, Coordinator
(208) 426-3294 klakatos@boisestate.edu

REBECCA MATTUCCI, Coordinator, Advanced Opportunities
(208) 426-3802 rebeccamattucci@boisestate.edu

STEVEN JENKINS, Assistant Director
(208) 426-1723 stevenjenkins@boisestate.edu

FABIOLA JUAREZ-COCA, Director
(208) 426-2281 fjuarez@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.