

Process for Requesting Dual Enrollment Classes at College of the Siskiyous

STEP 1: District MOU/Resolution approved

- School Districts interested in offering Dual Enrollment opportunities to students will need to have the approval of the District School Board on the following documents:
 - 1) *COS Dual Enrollment MOU*- addresses apportionment, regulatory requirements, insurance, indemnification, staffing, and compensation
 - 2) *Attachment A- School District Resolution*

STEP 2: Identify the course and submit the request

- District/Instructor identifies the corresponding College of the Siskiyous course
- District/Instructor completes the “*Dual Enrollment Request for Course Approval*” form and submits to College of the Siskiyous Dual Enrollment Coordinator
- If applying for Dual Enrollment and the proposed instructor is not currently approved by College of the Siskiyous, refer to the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* located at (<http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2016-Minimum-Qualifications-Report-ADA.pdf>). If you believe the Instructor will meet these minimum qualifications, the instructor will also need to submit to Nancy Miller in the Human Resources department (MillerN@siskiyous.edu) the following:
 1. *Dual Enrollment Instructor Information Form*
 2. Current Resume
 3. Transcripts - copies of transcripts (front and back) accepted. Official transcripts required within 30 days from start of class.
 4. COS Demographic Information Form (Voluntary Form Used for State Reporting Purposes).
- The proposed Instructor and District will be notified whether or not the Instructor meets minimum qualifications to teach the requested class.

STEP 3: Agreement/Approval Process

- Review of Class requests will be completed by the Vice President of Instruction. If the class request is approved, the following agreements will need to be completed and signed 30 days before the start of the class:
 - 1) *COS Dual Enrollment Course Agreement*- This agreement is for the school district and COS specific to each course, each semester
 - 2) *COS Dual Enrollment Instructor Agreement*- This agreement is between the course instructor and COS regarding oversight and expectations specific to each course, each semester

Important Dates/Deadlines:

August 20th- Dual Enrollment Instructor Orientation

August 21st- All registration forms are due to COS. No exceptions!

August 26th- COS Classes begin