

Dual Enrollment Class Approval Process Shasta Union High School District

Step 1 –High School District

- District/ teacher identifies class and completes dual enrollment “Request for Approval” form
- Signatures obtained from District Department Chair, Principal and/or District Administrator
- Request for Approval form is submitted to Liz Kohn/District Office
- Request form approved/denied by authorized District Administrator, Instructional Services
- Approved dual enrollment Request for Approval form is submitted to Shasta College EWD

Step 2 –Shasta College Adjunct Status

Is Shasta College adjunct status needed for high school instructor?

YES



- Instructor completes college application for employment and forwards to Liz Kohn/District Office
- Liz forwards dual enrollment Request for Approval form, completed adjunct application & resume to EWD
- EWD forwards above paperwork to Division dean for review. Dean schedules adjunct interview if warranted
- If adjunct status is received, dean signs and approves Request for Approval form and forwards to EWD
- High School instructor meets with College instructor for curriculum and textbook review
- Dean forwards new hire application & interview form to College Vice President

NO



- Division dean reviews Request for Approval form and:
 - Approves or Denies
 - Signs
 - Forwards signed Request for Approval form to CEWD

- EWD informs high school/District and college division of dual enrollment approval/denial

Step 3 –Shasta College Adjunct Evaluation Process (This process is required during 1st semester and again after the 6th semester of teaching)

- Shasta College contacts District/Liz Kohn to arrange adjunct evaluations & observations
- College instructor attends dual enrolled high school course to evaluate adjunct instructor
- Student Opinion of Teaching surveys (STOTS) are distributed to students in class

Step 4 –Student Process for Obtaining Shasta College Dual Enrolled Credit

- Students fill out a Shasta College application and registration form
- Completed application and registration forms are forwarded to Liz Kohn/District Office
- Student’s final grade is forwarded to Liz Kohn/District Office at the end of the semester
- Liz forwards final grades to EWD. EWD forwards grades and reg forms to College registrar

Deadlines

April 30 High School Request for Approval forms to be submitted to District Office

May 31 Adjunct interviews completed by Division Deans as needed

June 30 List of dual enrollment classes finalized for following academic year