Dual & Concurrent Enrollment Program
University of Rhode Island

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REVIEW

- URI general process
- High School process
- HS Student process
- HS teacher process
- Other important details

URI process

❖ Fall begins in September & ends in early December; Spring begins in January & ends in early May. Our semesters do not align with the HS quarters. The HS schedule is September to mid-Jan and mid-Jan to end of May or June.

❖ Our university has 14,572 UG and 2,256 GR students enrolled at any given time. All students enroll in classes the same way - *through eCampus*. This is the only system we use for enrollment.

❖ Our Enrollment Deadlines are systemic and impact every student who seeks to enroll in a URI class for any semester.

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URI process

❖ Our system does not allow us to change or extend enrollment dates.

❖ We do allow HS students to enroll up to the last day of the enrollment period.   You cannot submit the online non matric form and ENROLL on the same day.

❖ We have specific approved dates when students can DROP from our courses. Three weeks after classes begin (Jan 24) a student can DROP with no course designation on the transcript (Feb 14). Five weeks after classes begin a student can DROP with a *W* annotated on the transcript (March 7).

❖ Any DROPS after these dates require that an official late DROP petition be completed, reviewed and approved by our college dean.

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URI process

❖ URI approves a course to run as either a FALL only or SPRING only course. Schools are asked to contact us if they want to run a course in a different semester.

❖ Only URI approved teachers can teach our courses.

❖ Teachers must teach our approved syllabi and attend any trainings, meetings or classes as required by the URI department.

❖ URI does not pay teachers an extra stipend to teach a URI course for concurrent enrollment.

High School process

❖ HS teachers can be reviewed for approval to teach a URI course by having the teacher submit all official transcripts and a resume to Christine Dolan. URI looks for evidence of a Master's Degree, the content area as a major in the BA/BS degree and any other experiences listed on the resume in the content area.

❖ Approved HS teachers must attend a training on the URI enrollment process. These are offered twice a year for fall and spring enrollment and are virtual.

❖ If an approved HS teacher leaves the school or retires, then the course they are approved to teach cannot earn URI credit until the new teacher has been approved by URI.

❖ URI has a small menu of concurrent courses. Schools interested in finding out about offering any of our concurrent courses in their schools should reach out to Christine Dolan.

High School process

❖ Affirm Fall & Spring schedule of URI _concurrent_ enrollment courses.

❖ Affirm approved HS teacher assigned to teach a URI concurrent enrollment course.

❖ Approved HS teachers are required to send us their URI concurrent course information by June of every year.

❖ Teachers complete an official URI course form that allows us to see what is planned for the next academic year and enter these courses into our system

High School process

- Students who _DUAL_ enroll (attend classes on our campus) go through the same HS student enrollment process.
- Any dual enrollment course must be approved by the guidance office. The course must meet their HS graduation requirements and the student must have at least a 3.0 GPA. Guidance will email that in a letter to URI. If the student does not meet this criteria, the state will not cover the cost of the college credits.
- HS students cannot enroll in any more than 11 credits per semester.
- HS students can only enroll during the time frame that is open for non-matric students.
- We _do not_ promise a seat in any course and the guidance office should work closely with Christine Dolan for what these students would like to take.

HS Student process PART 1

<u>THREE PARTS</u>

1. URI online Non-Matriculation Form

❖ Activates the HS student for <u>DUAL &</u> <u>CONCURRENT</u> enrollment

❖ HS students MUST submit this form for *each semester they plan to earn URI credit.*

❖ The form either creates a URI ID (student account) or re-activates one they already have.

❖ Students get **ONE** URI ID# for life.

❖ Once the student submits this form into our system, they are considered a college student.

❖ This form is not an application for admission nor is it a promise of future admission.

HS Student process PART 2

2. ACCESS to eCampus

❖ **To access eCampus (where they need to enroll for the URI concurrent credits) every student must verify themselves in our system.**

❖ **They create a USERID and PASSWORD and use that to log into eCampus.**

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HS Student process- PART 3

<u>THREE PARTS</u>

3. ENROLLMENT

❖ **HS students are not FT matriculating students, they must remember their USERID and PASSWORD. If they forget their password –we do not send them a password reset email. They must call or ZOOM with the URI HELP DESK.** *Password issues=Enrollment delays*

❖ **Students log in, enter the class number to bring up the course, i.e. CSC 101, WRT 104, affirm the HS and the HS teacher. They use their assigned permission number (from their teacher) to complete their enrollment into that class on our system.**

❖ Enrollment is completed when they see a green check mark after the class they just selected.

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The Approved HS Teacher process

❖ Complete the URI Course form in June of each academic year so that we can enter their course on our system.

❖ Share HS student class rosters using our shared google template with the URI team.

❖ Provide students with the enrollment information they need to enroll in the URI system, i.e. course info and permission number.

❖ Verify student enrollment in eCampus by logging into our system and checking their official URI eCampus rosters - *this is not the HS roster*.

The Approved HS Teacher process

❖ Work with Guidance to affirm student GPA and anticipated success in the URI course if a student is in a grade other than 11 or 12.

❖ Assess student engagement in the college course requirements. If a student is not completing the assignments, not participating in the class (in person or online) or frequently absent, URI has a process where the student can DROP from the eCampus system but remain in the HS class.

❖ Monitor their official URI class rosters and notify URI when a student has moved or withdrawn from their class. *Students can log into their URI account and DROP themselves from the college course within any of the approved URI DROP deadlines.*

The Approved HS Teacher process

Record Official Grades in URI's eCampus system within 5 days of the end of the class.

➢ URI does not record a grade of A+.

➢ HS Teachers should not be recording a grade of F or NW for a student who has not attended class, been withdrawn by guidance, or moved from the district. _College transcript records are life-time records and can impact admission or financial aid decisions._

➢ Students can be graded with an Incomplete. This should only be given to students _who are still ACTIVELY PARTICIPATING IN THE COURSE_. There must be a major reason given why they were not able to complete the work in the allotted time. The teacher will need to complete an additional URI form outlining the current grade earned, any remaining assignments and a date the student needs to submit remaining work by.

➢ Abide by FERPA policies.

Some Important Details

❖ Students cannot earn URI credit if they are not cleared to enroll. *If the student decides not to earn the credits, then they don't complete the enrollment process. They retain their URI ID# and their record goes dormant at the end of the semester.*

❖ When students sign up with guidance into a URI concurrent course, <u>students can then immediately complete the online non-matric form</u>. All enrollment information is given to the teacher and then to the student in class.

❖ Affirm students taking the URI concurrent course as soon as possible so that those names can be sent by the HS teacher to URI team for monitoring.

Some Important Details

❖ Create school letters early affirming third quarter 9th graders & 10th graders will be successful in the course and that they have an average of a 3.0 GPA. (Remember 9th graders cannot register for a Fall URI Concurrent Course).

❖ HS students and teachers should be able to access the URI eCampus system from schools. Make sure that your IT department white lists the URI website to allow students and teachers access to eCampus. If you want students to use their school email address, then they need to be able to receive email from URI. Otherwise, we recommend students use their personal email.

❖ Be familiar with the URI deadlines, open enrollment dates and other deadlines to help ensure that your HS students can take advantage of earning URI credit.

Some Important Details

❖ The URI team is happy to answer questions from _all stakeholders_ about the URI dual/concurrent enrollment program and the URI enrollment process.

❖ Seek to remove obstacles for students.We want students to successfully engage in this opportunity.

❖ Learn more about the URI enrollment process by attending our ZOOM trainings offered both in the Fall & Spring covering our enrollment process.

Code	Approved URI concurrent courses	Code	Approved URI concurrent courses
ACC 201	Financial Accounting	FLM 220	Topics in Intermediate Film Production
AFS 201	Shellfish Aquaculture	ENG 110	Intro to Literature
AFS 202	Finfish Aquaculture	GER 101	Beginning German I
AVS 101	Introduction to Animal Science	MTH 111	Pre-Calculus
BIA 113	Business Computing & Quantitative Analysis	WRT 104	Writing to Inform and Explain
CMB 190	Issues in Biotechnology	PHY 109 & PHY 110	Intro to Physics & Lab
CSC 101	Computer Concepts	RINIMC classes only	
CSC 106	The Joy of Programming	BIO 220 & BIO 221	Human Anatomy & Physiology I & Lab
CSC 211	Object-Oriented Programming	PSY 113	General Psychology
CSF 102G	Cyber Security Technology & Issues in a Global Society	PSY 232	Developmental Psychology
INE 140G	The Power of Business	STA 220	Statistics Modern Society
FLM 101	Intro to Film Media	CHM 103 & CHM 105	Intro to Chemistry Lecture & Lab
FLM 110	Intro to Film Media Production Technologies		

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FERPA Reminders

Any correspondence a University staff member has with you about students (cleared to enroll, URI ID#, etc.) is information for your reference only and is not to be shared generally with any of your students or other school personnel. You can certainly tell your student their URI ID# if they ask you or forget, but you cannot print up any list and leave it in plain sight so that anyone can see the student name and corresponding ID#. As you know, we do not ask for social security numbers, so you will not see that on any correspondence from URI. If you print up your class roster, then make sure you keep it secured and black out the ID# info.

Some FERPA policy DO NOT's

- Link a student's name with that student's social security number or URI ID in any public manner.
- Leave information about all students you are working with in a stack for students to sort through.
- Circulate a student list with student name and social security number, URI ID, etc. to take attendance.
- Provide anyone other than authorized University offices with rosters of students.
- Discuss the progress of any student with anyone (including parents/guardians) other than the student without the written consent of the student.
- Give anyone a student schedule or assist anyone other than authorized University offices in finding a student on campus.
- Post information regarding test/quiz or assignment grades with student ID numbers or names.
- Provide group assignment grades in a group email to students.
- Provide student financial or student payroll information to anyone other than faculty or staff with a legitimate need to know.

Contact Information

URI Manager of Dual/Concurrent Program

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