



Getting Started Checklist for Dual Credit Affiliate Faculty

*Dual Credit Affiliate Faculty are high school teachers approved to teach a concurrent dual enrollment class.
Concurrent classes are those taught in the high school.*

Submit an official request by completing these steps:

- Submit the “Request to Teach Dual Credit” form** found here:
<http://admissions.gfmsu.edu/dualenrollment/index.html>
- Include your college transcripts for review (if this is your first time submitting a request).**
- Submit a planned course syllabus.**
 - Work with the applicable college Department Chair to discuss your course outcomes and syllabus. The college course outcomes must be met for students to receive college credit.

ONCE YOUR COURSE IS APPROVED:

- Submit an electronic copy of your course syllabus** using the college template to your college division’s administrative assistant.
- Complete hiring paperwork.** You will be notified via e-mail from the Human Resource department with necessary information and paperwork.
 - Once Human Resources and Payroll have documented you as an “active” employee, you will receive your Letter of Appointment (LOA) from your college division’s administrative assistant detailing your responsibilities.
- Sign your Letter of Appointment** (which serves as your contract of employment) and return by the specified date.
- Work with your college Department Chair regarding **textbooks and assessments.**
- Attend any required training sessions and meetings.**
 - Orientation meeting for new instructors at the beginning of the semester.
 - Periodic trainings for all instructors during the academic year and summer.
- Work with the college to **enroll students** for dual credit.
 - You’ll be contacted by a team member in Admissions/Enrollment for a time to visit your classroom and help students enroll.
 - If you have a dual credit student with an IEP or 504 plan, contact Kathy Meier, Director of Disability Services at Great Falls College MSU, at 406-771-4311. For concurrent students, the high school provides all accommodations and related special education services. For courses taught on the college campus, students must go through the college’s process to obtain accommodations.

ONCE YOUR COURSE STARTS:

- Review your roster in the college’s Banner system.
 - This is the official list of students enrolled for dual credit. If it does not match your roster of dual credit students, contact the college ASAP. It is imperative that you are aware of who your dual credit students are as they have additional college-related policies to follow, access to college resources, possible additional course requirements, and grade consequences.

AT THE END OF YOUR COURSE:

- Submit your dual credit students’ final grades in Banner.
- Submit a summative assessment, sample assignment and accompanying rubric (as stated in your LOA).
- Participate in any course evaluation or planning meetings with your college department chairperson.

We are always happy to help you navigate this process.
Contact dual@gfmsu.edu or your department chairperson or administrative assistant.