



High School Partnership Procedure Manual



Lewis and Clark Community College
5800 Godfrey Road
Godfrey, Illinois 62035
hsp@lc.edu

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BRIEF OVERVIEW OF DUAL CREDIT COURSES OFFERED IN PARTNERSHIP BY HIGH SCHOOLS AND COMMUNITY COLLEGES

In Illinois, dual credit programs between high schools and their community colleges take many forms:

1. Community college courses taught by qualified high school teachers during the high school day for dual credit (high school and community college credit).
2. Community college courses offered just for high school students during the normal school day at either the high school or at the community college and taught by either a qualified high school or community college instructor for dual credit.
3. High school students attend their community college during the school day for dual credit.
4. High school students attend their community college outside of the school day and with high school permission earn dual credit.
5. High school teachers bring high school students to the community college and teaches a community college course for dual credit.

The incentives for offering dual credit programs may be obvious:

1. College course enrich the academic experience for able high school students.
2. High schools and community colleges maximize their resources to better utilize and to save high school students and their family's time and money toward a college degree.
3. Expanded partnerships between high schools and community colleges ensure a seamless transition for high school students.
4. The quality of these dual credit courses is exceptionally high as teams of high school and community college faculty work to keep them challenging and to ensure fair assessment of student learning.

Guidelines for dual credit:

1. Instructors must be qualified, whether they are high school or community college teachers.
2. Students must meet all college criteria and follow all college procedures for enrolling in credit courses, including taking necessary placement tests.



D I S C O V E R

High School Partnership Contacts

High School Partnership Office

Yvette McLemore, Director	618-468-5050	ymclemor@lc.edu
Amy Stephens, Secretary	618-468-5051	aschweitzer@lc.edu

Macoupin County Education Center

Cora Gill, High School Liaison	618-468-2276	cogill@lc.edu
Laura Stayton, Assistant	618-468-2275	lstayton@lc.edu

Tri-County Education Center

Heather Amburg, Coordinator	618-468-2274	hamburg@lc.edu
Johngy Loellke, Assistant	618-468-2273	mloellke@lc.edu

NO Nelson Campus

Tim Bell, Manager NO Nelson	618-468-5855	tbell@lc.edu
Cathy Laramee, Coordinator	618-468-5856	claramee@lc.edu
Melissa Mullen, Assistant	618-468-5252	mmullen@lc.edu

Dual Credit Student Information

The High School Partnership / Dual Credit program at Lewis and Clark Community College offers qualified high school students an opportunity to earn college credit at the same time that they earn credit in some high school courses. These courses have been "articulated" through a joint agreement between the College and the High School. All dual credit transfer courses have been articulated with a minimum of three baccalaureate institutions in Illinois. The majority of the transfer courses are either IAI GECC courses or IAI Majors courses. All career and technical education courses offered for dual credit must remain at the 100 level (first year of an AAS or certificate program).

- Lewis and Clark Community College charges a transcription fee of \$10 per credit hour for all dual credit classes.
- You don't have to go to Lewis and Clark Community College after high school to use your college credit. Each semester hour of credit you earn may be transferable to another college or university.
- Many dual credit courses transfer as core level requirements (general studies); others may transfer as electives. (Some vocational courses may not transfer at all, depending on your program of study.) Contact the college or university you plan to attend to learn more about how they apply transferred credit. To learn more about how credit transfers between colleges in Illinois, visit www.itransfer.org.
- Most dual credit courses require you to score appropriately on the College Placement Test. Only students who achieve required minimum scores may register for college credit.
- When you complete a dual credit course, your grade will be entered on your Lewis and Clark transcript. You may view your grade report or an unofficial copy of your transcript by using your credential to log into Self Service.

Dual Credit Eligibility

All students who seek enrollment in transfer level general education courses will need to have an appropriate college placement, ACT or SAT score in English, reading, and/or mathematics. All students who seek enrollment in career courses must have the appropriate GPA. See [Dual Credit Courses with Prerequisites](#) for requirements.

Multiple ways to request a transcript:

- Electronic Request & Delivery – Place your order through the [National Student Clearinghouse \(NSC\)](#)
 - This service costs \$3.50 and has an estimated delivery time of 2 business days or less.
- Email* - [Download the request form](#) and follow the instructions on the form. Email the completed form to enroll@lc.edu.
- Fax* - [Download the request form](#) and follow the instructions on the form, then Fax it to the Enrollment Center at (618) 468-2310.
- In Person* - Fill out a transcript request form at the Welcome Center on the Godfrey campus or any CEC location.

Withdrawal Procedure

If you decide that you do not want college credit for your course for whatever reason, you may withdraw with a "W" on your transcript by the withdrawal date. Please contact your high school counselor or LC Liaison.

For more information about the High School Partnership/Dual Credit program at Lewis and Clark Community College, visit our Web site at www.lc.edu or contact one of the Community Education Center Coordinators.

High School Partnership Coordinators

Heather Amburg, Coordinator – 618-468-2274
100 Lincoln, Rt. 16, Jerseyville, IL 62052

Tim Bell, Manager – 618-468-5855
Cathy Laramee, Coordinator-618-468-5856
600 Troy Road, Edwardsville, IL 62025

Cora Gill, High School Liaison –618-468-2276
18400 Shipman Road, Carlinville, IL 62626

Questions & Answers About Your Grades!

Q: Now that the semester is about over, how do I get my grades for my Dual Credit course?

A: Since printed grade reports are no longer mailed to students, grades for all Lewis and Clark students, including high school students enrolled in Dual Credit courses, are accessible on the BlazerNet Student Web Services system on the Lewis and Clark web site (www.lc.edu). If you'd like a written report mailed to you, call the campus Enrollment Center at 468-2222.

Q: What is Self Service and how do I access my account?

A: Self Service is an online student services database where Lewis and Clark students can view their Class Schedule, Unofficial Transcript, and Grades. If you do not know your log in and password, you can contact the helpdesk at 618-468-4357 for help.

Q: When will my grades be available?

A: Grades for the Fall semester will be posted by the end of January and for the Spring semester by the end of June. If you have never accessed your BlazerNet account before, you may test your access anytime. If you experience problems, contact the Enrollment Center at 468-2222.

Q: How can I get an "official" transcript from Lewis and Clark to send to a college I'm thinking about going to next year?

A: Ways to request a transcript:

- Electronic Request & Delivery – Place your order through the [National Student Clearinghouse \(NSC\)](#)
 - This service costs \$3.50 and has an estimated delivery time of 2 business days or less.
- Email* - [Download the request form](#) and follow the instructions on the form. Email the completed form to enroll@lc.edu.
- Fax* - [Download the request form](#) and follow the instructions on the form, then Fax it to the Enrollment Center at (618) 468-2310.
- In Person* - Fill out a transcript request form at the Welcome Center on the Godfrey campus or any CEC location.

Q: I'm thinking about going to Lewis and Clark after I graduate. What should I do next?

A: Since you're already enrolled as a Lewis and Clark student through the High School Partnership program, all you need to do is make an appointment to see an Academic Advisor on campus to learn more about what degree programs are available and plan your class schedule.

You can make an appointment by calling the Enrollment Center at 468-2222.

For more information, call

Lewis and Clark
Student Welcome Center

Lewis and Clark Community College
5800 Godfrey Road
Reid 1200
Godfrey, IL 62035
(618) 468-2222

High School Partnership Web Page



LEWIS & CLARK
COMMUNITY COLLEGE
DISCOVER

Dual Credit

HOME > ACADEMIC PROGRAMS > TAKE COLLEGE COURSES WHILE IN HIGH SCHOOL > DUAL CREDIT

DUAL CREDIT

PROGRAMS OF STUDY

L&C HIGH SCHOOL PARTNERSHIP

CONTACT

The High School Partnership Web Page contains the following links:

[Program of Study](#)

[College Placement Test information](#)

[Dual Credit Course list with Prerequisites](#)

[College Placement Tests](#)

[High School Partnership Schools & Courses](#)

[Apply for Dual Credit](#)

[Register for Dual Credit Course](#)

High School Partnership (HSP) Approval Procedures.

- ❖ Instructor Approval: The high school instructor will submit the request to teach dual credit sheet along with their Resume` and a copy of their college transcripts to the HSP office. Transcripts may come from the Superintendent's or ROE office (unofficial copies are accepted).
- ❖ When the documents are received in the LC HSP Department, the high school instructor approval form is attached to their resume` and transcripts and sent to the appropriate Dean for review and consideration.
- ❖ If the Dean has approved the instructor to teach the requested class, the dean will complete the instructor approval paperwork and the instructor will be informed. The instructor will then be asked to submit a course outline for the class(es) they are requesting to teach for dual credit.

If the Dean does not approve the instructor, a denial letter will be sent to the high school principal and the instructor stating the reason for the denial.

- ❖ Once the course outline has been received in the HSP office, it will be forwarded along with a course approval form to the appropriate LC program coordinator for review and consideration.
- ❖ If the LC coordinator approves the course curriculum/course outline they will complete the course approval paperwork and the high school principal and instructor will receive an approval letter via email.

If the LC program coordinator does not approve the instructor, a denial letter will be sent to the high school principal and the instructor stating the reason for the denial.

- ❖ Once all approval documents are signed and letters sent, the dual credit class will be added to "High School Courses and Classes" document on the HSP web site.
- ❖ Professional Development: All HSP instructors are required to attend annual discipline specific professional development activities to continue their partnership.

Revised 9/25

**MINIMUM QUALIFICATIONS
FOR HIGH SCHOOL PARTNERSHIP INSTRUCTORS
TRANSFER AREA (PCS 1.1)**

- Master's Degree with 18 graduate hours appropriate to the academic field of study or in the discipline in which they will be teaching

**MINIMUM QUALIFICATIONS
FOR HIGH SCHOOL PARTNERSHIP INSTRUCTORS
CAREER AREA (PCS 1.2)**

- 2,000 hours of work experience and appropriate recognizable credentials, depending on the specific field





Request to Teach Dual Credit

Instructor Name

High School

Instructor Email

Courses to be Taught

HS Course Name

When will class be taught
(FA, SP or Yearlong)

Educational History:

Degree or Certificate	Date Acquired

- Transcripts are attached
- Resume is attached
- I am a current HSP instructor and my Resume and Transcripts are on file with the HSP office

Instructor Signature



Date

Please send this sheet along with your personal documentation to:

LCCC/ High School Partnership
Amy Stephens, Secretary
NUL120 - 5800 Godfrey, Rd., Godfrey, IL 62035 (618)468-5051
aschweitzer@lc.edu



HSP INSTRUCTOR INFORMATION

2025-2026 Academic Year

Name	<input type="text"/>	School	<input type="text"/>
ID or SS#	<input type="text"/>	Date of Birth	<input type="text"/>
Home Address	<input type="text"/>	City/State/Zip	<input type="text"/>
Phone Number	<input type="text"/>	School Email	<input type="text"/>

Race/Ethnic:

1. Are you Hispanic or Latino? (or are you of Spanish origin?)
 Yes Hispanic or Latino No Hispanic or Latino
2. Are you from one or more of the following racial groups? (Select all that apply)
 American Indian or Alaska Asian Black or African American
 Native Hawaiian or Other Pacific Islander
 White Choose not to Respond
3. Please identify your primary racial/ethnic group. (Select one)
 American Indian or Alaska Asian Black or African American
 Native Hawaiian or Other Pacific Islander
 White Choose not to Respond
4. Are you in the United States on a Visa – Nonresident Alien?
 Yes in the United States on a Visa. Provide Home Country of Origin
 Not in the United States on a Visa

Educational History:

1. Institution Date Acquired
Degree or Certificate: Major
2. Institution Date Acquired
Degree or Certificate: Major
3. Institution: Date Acquired
Degree or Certificate Major

Transcripts are attached or submitted to the Lewis and Clark HSP office

Resume is either attached or submitted to the Lewis and Clark HSP office.

Instructor Signature: Date

LCCC/ High School Partnership
Amy Stephens, Secretary
Fobes 2500 - 5800 Godfrey, Rd., Godfrey, IL 62035 (618)468-5051 (618)468-7187 FAX
aschwellzer@lcc.edu

Course Outline

High School Name

Instructor Name

Lewis and Clark Course Name

High School Course Name

Check all that apply

Fall Semester

Spring Semester

Yearlong

A. COURSE DESCRIPTION

COURSE PREFIX & NUMBER - COURSE TITLE

CATALOG DESCRIPTION: Please copy and paste from the appropriate course from the course syllabus database <https://www2.lc.edu/syllabus/>

B. LEARNING OBJECTIVES

LEARNING OBJECTIVES: Must be stated in measurable terms. Since instructors are concerned with assisting students to gain the knowledge, skills, and abilities that are taught their classes, students must know the measurable learning outcomes (or objectives) for courses. Measurable learning outcomes are the "goals" which are to be achieved by the learner during the course of instruction. These outcome statements inform students what the instructor expects them to learn as a result of completing the course. Without measurable learning outcomes, learning cannot be successfully planned or evaluated. Please refer to the accompanying document, [Developing Measurable Learning Outcomes](#).

Upon successful completion of the course, a student should be able to:

C. MATERIALS OF INSTRUCTION

Required and optional student instructional materials must be approved by the department and/or associate dean.

Required Student Material

Optional Student Material

Miscellaneous Instructor and/or Student Material (Videos, Software, Workbooks, ect.)

D. LEARNING RESOURCE CENTER SUPPORT MATERIALS

The Learning Resource Center may have supplemental materials that students can use to access additional information.

E. METHODS OF INSTRUCTION

Include methods used such as lecture, discussion, demonstration, etc.

Instructional methods used in this course may include, among others, the following

F. EVALUATION OF STUDENT ACHIEVEMENT

Include quantity, evaluation method, and percentage. For example - Four exams 25%, eight workbook assignments 15%, three essays 3-5 pages in length 20%.

The instructor's policies on evaluation will be distributed to students and the division office at the outset of the course.

The methods of evaluating student achievement will include, at minimum, the following:

The following standard grading scale will be included. If the course uses a different grading scale, please update as appropriate.

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Additional methods of evaluation may be used and described in the course outline.

One or more of the six general education assessments may be included in this course: written communication, oral communication, critical thinking, teamwork skills, global awareness, and/or math reasoning.

G. ATTENDANCE POLICY

Include your attendance policy

H. COURSE CONTENT

Include a weekly outline of topics covered.

The following topics are to be covered during the instructional process:

High School Partnership Instructor Approval

/

Date: *September 10, 2025*
To: «Dean», Dean

Please review the attached instructor information that has been submitted for dual credit approval for

«Instructor» to teach «Class» at «High_School» High School

If you approve, explain below how the instructor meets the qualifications to teach the course for dual credit.

For Transfer courses: “Masters Degree in discipline” or “Masters Degree with 18 graduate hours in content area” or “Masters degree and approved proficiency exam”

For CTE courses: “Bachelors degree and 2000 hours of non-teaching work experience”

If you do not approve, complete the attached denial letter stating the reason(s) for not approving the dual credit course(s).

I approve this instructor based on:

I do not approve this instructor to teach «Class» for dual credit

Signature of Dean or Chief Academic Officer

Date

High School Partnership Course(s) Approval

Date: *September 10, 2025*
To: «Coordinator», Coordinator

**«Instructor» has met the education requirements to teach
«Class»
by «Dean»**

Please review the attached course outline that has been submitted for approval. You may contact the high school instructor to provide additional information on course expectations required to teach the college course(s) listed below.

After you have reviewed the information provided and have met with the high school instructor, please indicate below your decision.

If you do not approve, complete the attached denial letter stating the reason(s) for not approving the dual credit course(s).

I approve this class to be taught as dual credit

I do not approve this class to be taught as dual credit

**«Class» («Year_SP_FA») «High_School» High School with «Instructor» instructing
effective 2025-2026.**

This course(s) approved to be taught:

Fall Semester	«Fall_Semester»	Spring Semester	«Spring_Semester»	Year Long Class	«Year_Long»
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Signature of Coordinator		Date
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Revised 8/25

High School Partnership Prospective Instructor Checklist

Each HSP program coordinator should use the following checklist to ensure that HSP instructor candidates are aware of departmental expectations, protocol, and philosophy. The items on this checklist must be completed before an applicant is fully approved to offer a course through the HSP program.

Name of Candidate	«Instructor_Name»
Name of High School	«High_School»
LC Course(s)	«Class»
High School Course Name	«High_School_Course_Name» and II
Date of Meeting	

	HSP program coordinator has met with the candidate.
	Role of the HSP program coordinator has been explained to candidate
	HSP program coordinator has reviewed with candidate the specific course objectives.
	HSP program coordinator has reviewed with candidate any discipline-specific philosophies and/or pedagogy for the course.
	Candidate has received requirements and expectations for the syllabus.
	HSP program coordinator has approved the candidate's course syllabus
	HSP program coordinator has explained textbook considerations/requirements.
	HSP program coordinator approves the course grading scale and the grading standards

_____ HSP Program Coordinator Signature

_____ Date

December 9, 2025

«High_School»
ATTN: «Principals_Name», Principal
«Address»
«City_State_Zip»

RE: High School Partnership Course Approval

Dear Principal «Principals_Name»,

Thank you for your interest in Lewis and Clark Community College's High School Partnership program. The following course(s); «Courses_Approved» submitted for dual credit approval with «Instructors_Name» instructing has been approved by Associate Professor, «Program_Coordinator», Program Coordinator. Your program coordinator can be reached at «Phone_Number1» or «Email_address1»

Your Lewis and Clark contact is «CEC_Coordinator», «Title» and can be reached at «Phone_Number» or «Email_address».

If you have any questions, please feel free to contact me at (618) 468-5050 or ymclemor@lc.edu.

Sincerely,



Yvette McLemore, Director
High School Partnership

CC: «Instructors_Name», Instructor
«CEC_Coordinator», «Title»

December 9, 2025

«High_School» High School
ATTN: «Principals_Name», Principal
«Address»
«City_State_Zip»

RE: High School Partnership Course Denial

Dear «Principals_Name» ,

Thank you for your interest in Lewis and Clark Community College's High School Partnership program. The «Courses_Denied» course submitted for dual credit approval with «Instructors_Name» instructing has been denied approval by Associate Professor, «Program_Coordinator», Program Coordinator at this time. The reason for denial is listed on the attached letter. If circumstances change at any time, please resubmit the necessary paperwork and we would be happy to reconsider your partnership.

If you have any questions, please feel free to contact me at (618) 468-5050 or ymclemor@lc.edu.

Sincerely,



Yvette McLemore, Director
High School Partnership

CC: «Instructors_Name», Instructor
«CEC_Coordinator», CEC Coordinator



High School Partnership

Course Name & Number: [REDACTED]

Dear [REDACTED]:

Thank you for submitting your class for articulation with Lewis and Clark Community College. Our Partnership is one of the leading dual credit programs in the State of Illinois based on curriculum equivalencies and qualified high school instructors. However, this letter will serve to inform you that your proposed class has been denied articulation status based on the following:



Should you decide to be reconsidered for approval to teach a dual credit course in your high school, please submit updated information to the High School Partnership office. Also, please note that if you have any questions concerning this denial letter or any questions concerning the Partnership Program in general, do not hesitate to contact me personally.

Sincerely,

Name	Title	Date
Phone Number	E-mail Address	

New HSP Instructor Meeting

Introduction

- Explanation of roll as CEC Coordinator/Manager vs HSP Program Coordinator
- Contact information provided

Testing/Registration Procedure

- Discuss the testing process
- Who is required to test and who is not?
- Discuss the date(s) HSP registration will take place
- Registration process with the google doc.

Withdrawal Procedure

- HSP students must withdraw from course(s) via email from student, instructor or counselor
- Provide instructor with add/drop forms

Blazernet

- Discuss Rosters
- Are all students receiving credit listed on your roster(s)?
- Discuss grades

Surveys

- End of the course surveys are required to be administered to all dual credit students.

Future Meetings

- HSP Instructor Workshop with Discipline specific component

Q & A

CEC Coordinator/Manager	Date	High School Instructor	Date
-------------------------	------	------------------------	------

HSP course renewals are generated and sent out to the appropriate HSP instructor for each class they are approved to teach once all Curriculum Update forms are received from the LC program coordinators



High School Partnership

BRIEF OUTLINE FOR HSP COURSE RENEWALS

*(This form is required for Renewal – Please complete **ALL** items on this form.)*

SCHOOL NAME «School_Name» INSTRUCTOR «Instructor»

LCCC COURSE NUMBER & NAME: «LCCC_» - «LCCC_Name»

HIGH SCHOOL COURSE NAME: «High_School_Course_Name»

Continue offering class like it was taught last year - **«Usually_Taught»**

Change course to be taught:

Fall *Students only in Fall Semester (August – December)*

Spring *Students only in Spring Semester (January – May)*

Year Long *Same students both semesters*

MATERIALS OF INSTRUCTION: **Must be completed**

Textbook(s) Using: _____

Software Using: _____

«Changes» LCCC Curriculum Update and/or Textbook Changes
«New_Course_Requirements_or_Changes»

«BB_Required» Blackboard must be used for this class

«No_Changes» No Anticipated Changes.
(Since there are no anticipated changes at either institution, we confirm that all the requirements and conditions of the previously approved arrangement will be met.)

Will Not Teach this Course 2025-26. (Please check if applicable)

Signature of High School Instructor

Date

The Dual Credit Placement Sheet is updated as new courses are approved for dual credit and/or placement requirements change for the new academic year.

This document can be found at

https://www.lc.edu/_assets/pdfs/high-school-partnership-courses-chart.pdf

L&C Course Number	L&C Course Name	Transfer	Accuplacer Reading/Writing	ACT English Score	ACT Reading Scores	ACT Math Scores	SAT Reading	SAT Writing
ART 141	History of Art I	1.1	250 or	18			25	
BIOL 120	Medical Terminology	1.1	250 or	18			25	
BIOL 130	Fundamentals of Biological Science	1.1	250 or	18			25	
BIOL 131	Biology: A Contemporary Approach	1.1			HS Biology or "C" or better in BIOL 130 *see below*			
BIOL 132	Human Biology	1.1	250 or	18			25	
BIOL 135	General Zoology	1.1			HS Biology or "C" or better in BIOL 130/131 *see below*			
BIOL 145	Natural Resources & Environmental Science	1.1	250 or	18			25	
BIOL 185	Ecological Principles	1.1	250 or	18			25	
BUSN 161	Issues in E-Commerce & Social Media	1.1	250 or	18			25	
CDEV 130*	*Career Development	1.1			No Test Required			
CHEM 121	General Chemistry 1- Recitation	1.1			Concurrent Enrollment in CHEM 141			
CHEM 131	Introduction to Chemistry I	1.1			"C" or better MATH 116 or Placement into MATH 131 *see below*			
CHEM 141	General Chemistry I	1.1			"C" or better HS Chemistry or CHEM 131 AND "C" or better MATH 131 or placement into MATH 171 *see below*			
CIS 135	Computer Literacy	1.1	227 or	14			21	
CIS 210	Intro to Java Programming	1.1			Placement into MATH 116 or higher *see below*			
ECON 151	Principles of Macroeconomics	1.1	250 or	18			25	
ECON 152	Principles of Microeconomics	1.1	250 or	18			25	
EDUC 230	Education Observation Lab	1.1	250 (both)	18	18		25	
EDUC 231	American Education	1.1	250 (both)	18	18		25	
ENGL 131*	*First-Year English I	1.1	250 (both)	18	18		25	
ENGL 132*	*First-Year English II	1.1			"C" or better in ENGL 131			
FREN 131	Elementary French I	1.1	250 or	18			25	
FREN 132	Elementary French II	1.1			Completion of FREN 131			
FREN 231	Intermediate French I	1.1			Completion of FREN 132			
FREN 232	Intermediate French II	1.1			Completion of FREN 231			
GERM 131	Elementary German I	1.1	250 or	18			25	
GERM 132	Elementary German II	1.1			Completion of GERM 131			
GERM 231	Intermediate German I	1.1			Completion of GERM 132			
GERM 232	Intermediate German II	1.1			Completion of GERM 231			
HIST 132	Western Civilization II	1.1	250 or	18			25	
HIST 231	American Republic: Beg-1877	1.1	250 or	18			25	
HIST 232	American Nation: 1877-Present	1.1	250 or	18			25	
HUMN 231	Comparative Religion I	1.1			"C" or better ENGL 131			
LITT 145	African-American Lit Themes	1.1	250 or	18			25	
MATH 131	College Algebra	1.1			See Math Chart on Second Page			
MATH 132	Trigonometry	1.1			See Math Chart on Second Page			
MATH 134	Pre-Calculus	1.1			See Math Chart on Second Page			
MATH 145	General Education Statistics	1.1			See Math Chart on Second Page			
MATH 185	Calculus for Business & Social Science	1.1			See Math Chart on Second Page			
MATH 171	Calculus & Analytical Geometry I	1.1			See Math Chart on Second Page			
MATH 172	Calculus & Analytical Geometry II	1.1			"C" or better in Math 171			
MATH 235	Statistics	1.1			See Math Chart on Second Page			
MCOM 134	News Writing	1.1	250 or	18			25	
MUSI 130	Appreciation of Music	1.1	250 or	18			25	
MUSI 138	Intro Music Literature	1.1	250 or	18			25	
PHSC 135	Environmental Geography	1.1	250 or	18			25	
POLS 131	American Government	1.1	250 or	18			25	
PSYC 131	General Psychology	1.1	250 or	18			25	
SPAN 131	Elementary Spanish I	1.1	250 or	18			25	
SPAN 132	Elementary Spanish II	1.1			Completion of Spanish 131			
SPAN 231	Intermediate Spanish II	1.1			Completion of Spanish 132			
SPAN 232	Intermediate Spanish II	1.1			Completion of Spanish 231			
SPCH 131	Public Speaking	1.1	250 or	18			25	
SPCH 145	Public & Private Communication	1.1	250 or	18			25	

All grade levels must meet requirements listed above for placement into transfer level courses.

Course Catalog prerequisites are in addition to placement guidelines (Accuplacer Score or ACT/SAT score or Senior/Junior GPA)

* ENGL 131/132 are limited to Seniors and/or Juniors in a defined High School Honors track only AND requires both Reading and Writing Placement

*CDEV 130 is limited to Juniors & Seniors only

Seniors are eligible to be placed with a GPA of 2.7 or higher on a 4.0 scale

Juniors are eligible to be placed with a GPA of 3.0 or higher on a 4.0 scale

L&C Course Number	L&C Course Name	Career	GPA	ACT Reading	ACT English	SAT Reading	SAT Writing	Accuplacer Reading/Writing
ART 161	Graphic Design I	1.2	2.3 or	14		21		227
AUTO 140	Orientation Auto Technology	1.2				No Test Required		
BUSN 231	Planning for Small Business	1.2				No Test Required CEO Program Only		
CGRD 150	Desktop Publishing Using InDesign	1.2	2.3 or	14		21		227
CRMJ 131	Intro to American Criminal Justice	1.2	2.3 or	14		21		227
CRMJ 151	Intro to Corrections	1.2	2.3 or	14		21		227
DRFT 131	Fundamentals Of General Drafting	1.2				No Test Required		
DRFT 148	AutoCad	1.2				No Test Required		
ECOL 101	Plant Growth & Development	1.2	2.3 or	14		21		227
ECOL 102	Plant Reproduction	1.2	2.3 or	14		21		227
ELEC 131	DC: Fundamentals in Electricity	1.2	2.3 or	14		21		227
ELEC 132	AC: Fundamentals in Electricity	1.2	C or better in ELEC 131 or concurrent enrollment. (See ELEC 131 placement for concurrent enrollment)					
ITEC 132	Introduction to Computer Networking	1.2	2.3 or	14		21		227
ITEC 142	Operating Systems	1.2	2.3 or	14		21		227
ITEC 148	Physical Network Installation	1.2	2.3 or	14		21		227
ITEC 154	PC Servicing	1.2	2.3 or	14		21		227

MATH 122	Technical-Integrated Math	1.2				No Test Required		
MATH 125	Technical Math I	1.2				See Math Chart Below		
MCOM 125	Introduction to Broadcast Operations	1.2	2.3 or	14		21		227
MGMT 239	Management for Small Business	1.2				No Test Required CEO Program Only		
NUAD 120	Basic Nurse Assistant Training	1.2	2.3 or	14		21		227
WEB 135	Web Page Design Essentials	1.2	2.3 or	14		21		227
WELD 190	Oxyfuel Welding & Cutting	1.2				No Test Required		
WELD 194	Shielded Metal Arc Welding I	1.2				No Test Required		

Incoming Freshmen must score a 227 or higher on the Accuplacer reading test to be eligible to enroll in career classes
 Course Catalog prerequisites are in addition to placement guidelines (Accuplacer Score or ACT/SAT score or GPA)
 GPA placement for 1.2 courses and MATH placement is based on a 4.0 scale

Class	Explanation of Requirements
MATH 125	ACT Math Score 17-18 or SAT Math Score 22-24.5 or GPA 2.3-2.6 with "C" or Better in Algebra II
MATH 131	ACT Math Score of 22-24 or SAT Math Score 28-30.5 or GPA 2.7 with an "A" in Algebra 2
MATH 132	ACT Math Score of 22-24 or SAT Math Score 28-30.5 or GPA 2.7 with an "A" in Algebra 2 (can be concurrently with MATH 131)
MATH 134	ACT Math Score of 22-24 or SAT Math Score 28-30.5 or GPA 2.7 with an "A" in Algebra 2
MATH 145	ACT Math Score of 19-21 or SAT 25-27.5 or 2.7GPA with a "B" or better in Algebra 2
MATH 165	"C" or better in MATH 131 OR ACT Math Score of 25 or SAT Math Score 31 AND 3.25 GPA with a "B" or better in Algebra 2 AND MATH 113 or HS Geometry
MATH 171	"C" or better in MATH 134 or MATH 131/MATH 132 OR ACT Math Score of 25 or SAT Math Score 31 AND GPA 3.25 with a "B" or better in HS Trig, Pre Calc or Calc AND MATH 113 or HS Geometry
MATH 235	"C" or better in MATH 131 OR ACT Math Score of 25 or SAT Math Score 31 AND GPA 3.25 with a "B" or better in Algebra 2

Dual Credit Courses by School

Each semester the "Schools and Courses" document will be updated on the HSP webpage based on current registration at each high school. The information used to update this document is pulled from "Colleague". The Dual Credit Courses by School document is located M drive > HSP > HSP Web Page. Available on the HSP webpage [High School Partnership Schools & Courses](#)

Calhoun High School				Heather Amburg, LCCC Contact hamburg@lc.edu 618-468-2274			Dylan Ringhausen, HSP Contact dringhausen@calhoun40.net		
F L	S P	Y R		L&C Course Number	L&C Course Name	Cre dit	High School Course Name	Instructor	Transfer
		✓		BIOL 131	Contemporary Approach to Biology	4	AP Biology	H. Reed	PCS 11
		✓		BIOL 132	Human Biology	4	Anatomy & Physiology	H. Reed	PCS 11
		✓		BIOL 145	Natural Recourses & Environmental Science		Environmental Science	A. Forsythe-Fine	PCS 11
✓				DRFT 131	Fundamentals of General Drafting	3	Drafting I	S. Grimes	PCS 12
		✓		DRFT 146	AutoCAD	3	AutoCAD	S. Grimes	PCS 12
✓				ENGL 131	First Year English I	3	College Prep English IV	M. Heberling	PCS 11
✓				ENGL 132	First Year English II	3	College Prep English IV	M. Heberling	PCS 11
		✓		MATH 122	Technology-Integrated Math	4	Integrated Math	R. Maupin	PCS 12
		✓		MATH 131	College Algebra	4	Algebra 2	R. Maupin	PCS 11
		✓		MATH 134	Pre-Calculus	5	Precalculus	R. Maupin	PCS 11
		✓		MATH 171	Calculus and Analytic Geometry I	5	AP Calculus AB	R. Maupin	PCS 11
		✓		PSYC 131	General Psychology	3	AP Psychology	H. Reed	PCS 11

*The classes listed below are for Calhoun students who are taking classes at Jersey Community High School

	EDUC 230	Education Observation Lab	1	Education Observation	G. Brunaugh	PCS 11
	EDUC 231	American Education	3	American Education	G. Brunaugh	PCS 11

*The classes listed below are for Calhoun students who are participating in the CEO Program

✓			BUSN 231	Planning for Small Business	3	Fall CEO Class	J. Sellars	PCS 12
✓			MGMT 239	Management for Small Business	3	Spring CEO Class	J. Sellars	PCS 12

If the course is offered in the Fall, check the FL box

If the course is offered in the Spring, check the SP box

If the course is offered Yearlong (both semesters must be taken to get credit), check the YR box

***Note – You can have FL and SP checked for the same class, but YR must be by itself

Update any new courses, contacts, and instructors

If you have classes that are taken at a different high school for dual credit, make that separate from the high school listings – See example of EDUC courses above

If the school is participating in the CEO program, make that separate from the high school listings – See example of BUSN and MGMT above

PROCEDURES FOR WITHDRAWING/ADDING HIGH SCHOOL PARTNERSHIP STUDENTS

Deleting a Student

A high school partnership student may be deleted from a LCCC course at any time during the semester if the instructor/counselor indicates in writing that the student has never attended the class.

Written documentation is required from the high school before the student is deleted. All documentation must be scanned and attached to the student's academic record.

Withdrawing a Student

A high school partnership student may be withdrawn from a LCCC course with a "W" on their transcript by the withdrawal date. Withdrawal requests MUST be made in writing or email. Contact your high school counselor or LC Liaison

Grade Correction

The Lewis and Clark Registrar will only accept a grade correction when the instructor who taught the class completes and signs a Dual Credit Grade Correction Request. The form must also be signed by the appropriate LCCC academic administrator.

NOTE: All deletions and withdrawals should be documented on a LCCC Course Change Form and sent to scan with supporting documentation



Dual Credit Grade Correction Request

High School: _____

Student's Name: _____ ID#(DOB): _____

Course Prefix & Number: _____

Course Title: _____

Year/ Semester: _____

Grade of _____ to be changed to _____

Explanation: _____

Instructor: _____	Date: _____
HS Liaison(Dir): _____	Date: _____
Registrar: _____	Date: _____

SUBMITTING MIDTERM AND FINAL GRADE ROSTERS

Midterm Rosters

- Each term instructors need to enter midterm attendance to identify students, who at midterm, have not attended his/her classes
- If not marked, Enrollment will assume the student is continuing to attend the class

Why Are Midterm Rosters Important?

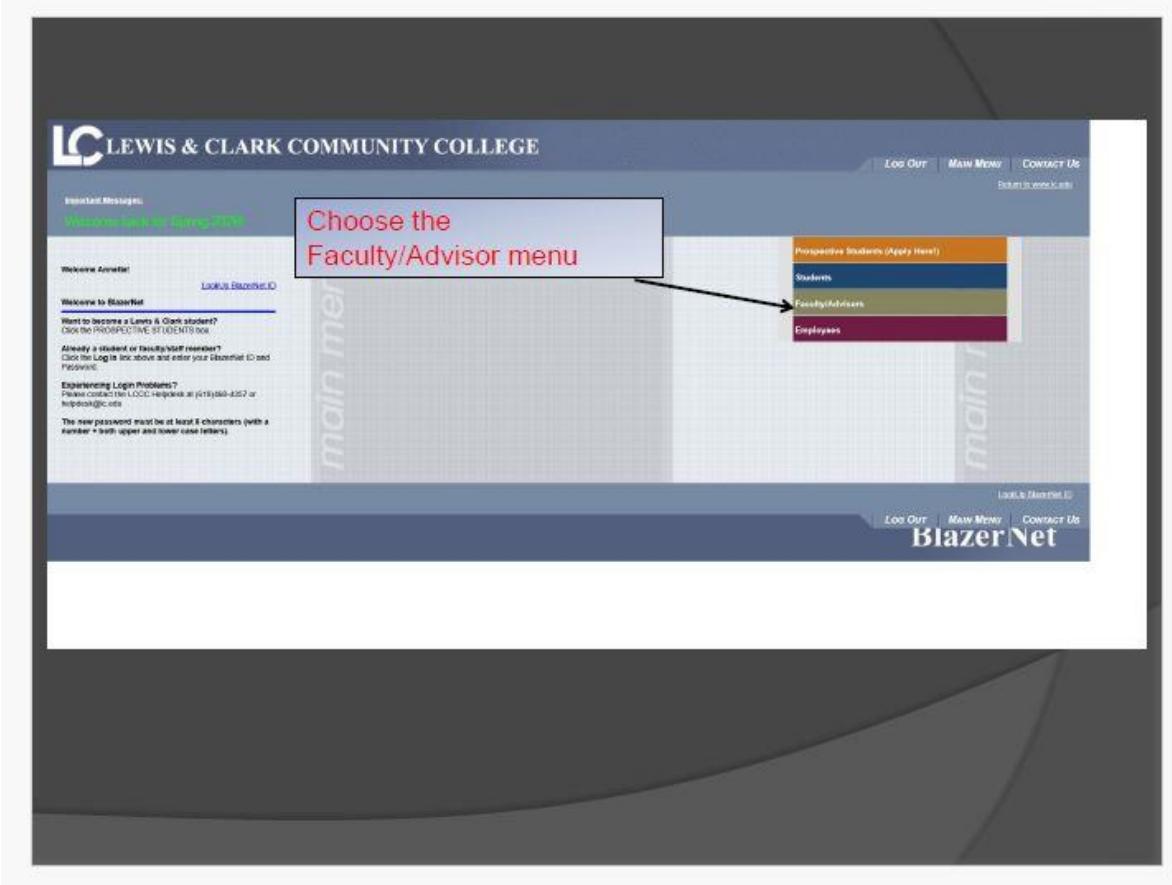
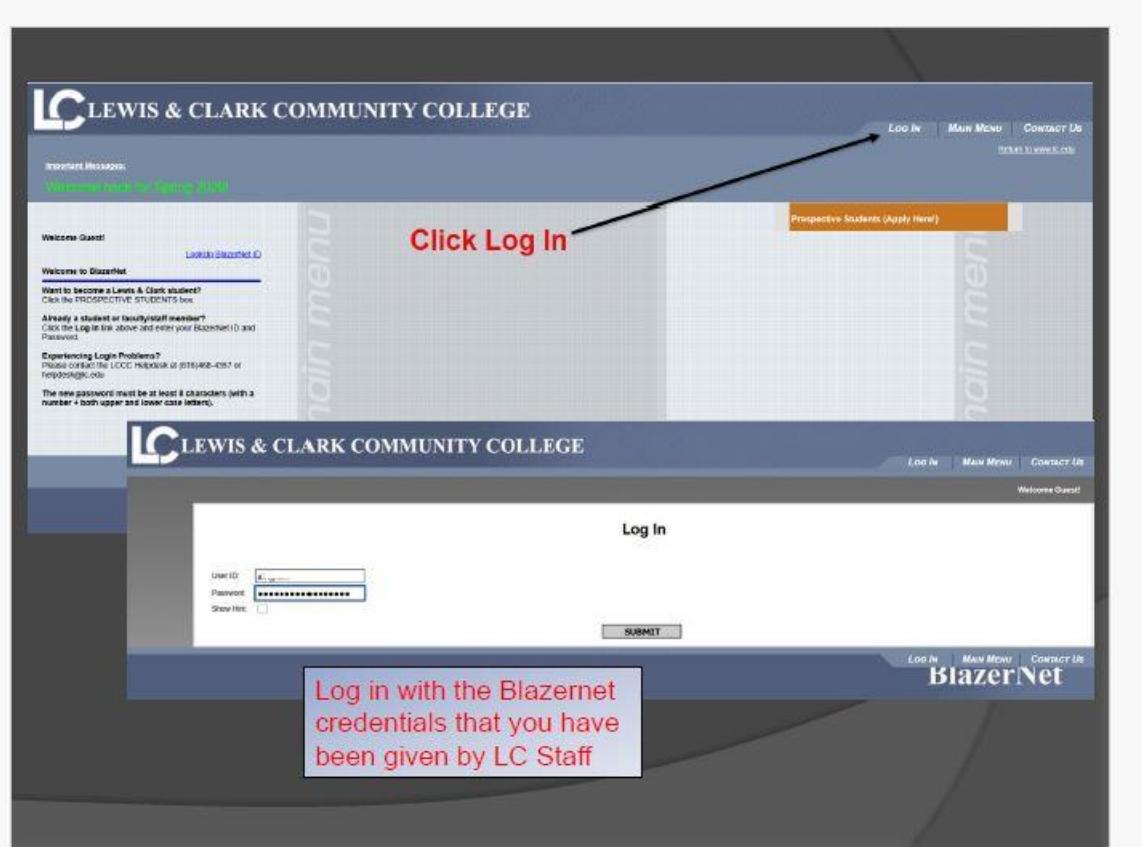
- To obtain the most accurate class list as possible.
 - If a student was absent on registration day
 - If a student dropped early into the class

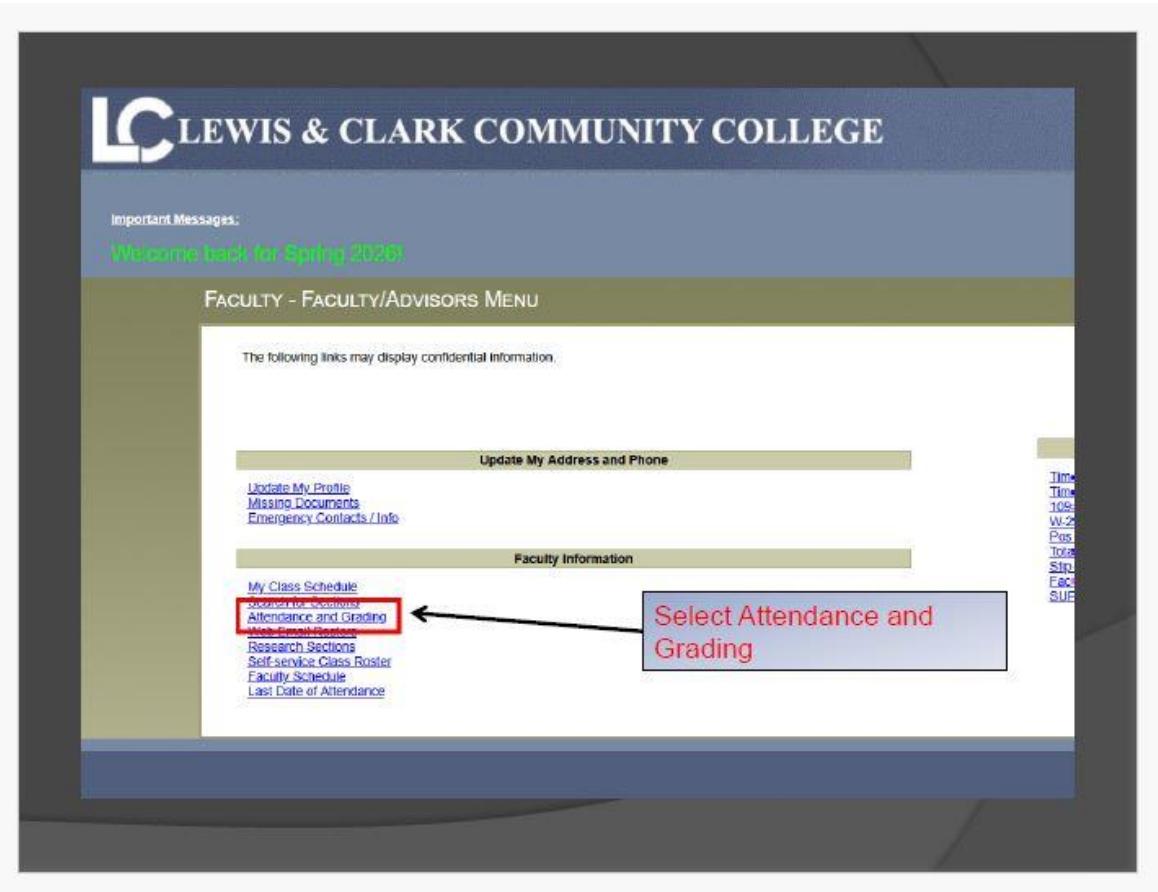
Why the accuracy?

- LCCC has to submit class rosters to the state of Illinois for reporting purposes
- To make sure every student that deserves free college credit receives that credit, and those that are not attending the class do not receive credit in error.

How To Submit A Midterm Roster

The image shows a screenshot of the LCCC (Lake City Community College) homepage. At the top, there are two rows of links: 'CURRENT STUDENTS', 'PROSPECTIVE STUDENTS', 'TEAM MEMBERS' in the top row, and 'ALUMNI & DONORS', 'PARENTS & FAMILIES', 'COMMUNITY & VISITORS' in the bottom row. Below this, a red box contains the text: 'Log into Blazernet through the LCCC Homepage Team Members Link'. The 'TEAM MEMBERS' link is highlighted with a red box. Below this, a sidebar for 'TEAM MEMBERS' shows several buttons: 'BLACKBOARD', 'TEAM MEMBER EMAIL', 'SELF SERVICE', 'BLAZERNET' (which is highlighted with a red box and has a red arrow pointing to it from the text above), and 'REPORT A CONCERN'.





FACULTY

You now have a list of all your classes-Choose Midterm/Attendance

Attendance and Grading

Midterm Attendance or Final Grade:

Class Code	Class Name and Title	Start Date	End Date	Day/ Room	Meeting Times	Days of Week	Loc	Term	Midterm Date	Midterm Verified Date	Midterm Grade Verified Date	Final Grade Verified Date
<input checked="" type="checkbox"/>	ACCT 1000 Principles Acct	01/10/09	05/10/09	Sec	10:00A 10:50A	WRF	1000	2000P	01/20/2009	0	0	
<input type="checkbox"/>	ADT 1000 Intro Auto	01/10/09	05/10/09	Mon	10:00A 10:50A	WRF	1000	2000P	01/20/2009	0	0	
<input type="checkbox"/>	ADT 1000 Intro Auto	01/10/09	05/10/09	Mon	10:00A 10:50A	WRF	1000	2000P	01/20/2009	0	0	

The midterm dates for your classes

You cannot enter midterm attendance until the midterm date of your classes.

Midterm Verified/Date: Indicates whether you have already entered and certified Midterm Attendance and on what date

FACULTY

Choose "Midterm Attendance" from the drop-down menu and choose the class you want to enter attendance for then hit SUBMIT

Attendance and Grading

Midterm Attendance or Final Grade:

Class Code	Class Name and Title	Start Date	End Date	Day/ Room	Meeting Times	Days of Week	Loc	Term	Midterm Date	Midterm Verified Date	Midterm Grade Verified Date	Final Grade Verified Date
<input checked="" type="checkbox"/>	ACCT 1000 Principles Acct	01/10/09	05/10/09	Sec	10:00A 10:50A	WRF	1000	2000P	01/20/2009	0	0	
<input type="checkbox"/>	ADT 1000 Intro Auto	01/10/09	05/10/09	Mon	10:00A 10:50A	WRF	1000	2000P	01/20/2009	0	0	
<input type="checkbox"/>	ADT 1000 Intro Auto	01/10/09	05/10/09	Mon	10:00A 10:50A	WRF	1000	2000P	01/20/2009	0	0	

On the Midterm Attendance Roster, enter "NA" for students who are no longer attending and "X" for students who have never attended. All others will be assumed to be attending.

Midterm Attendance

Class Name: ACCT-101-01
 Title: Financial Acct
 Location: Lewis 3 East Campus
 Term: 2008 Spring

Instruction
 Web Text

Student	ID	Midterm Attendance	Class	Status	Credits	CEUs
Aker, Ben A.	001234		ACCT	0.00		
Baumgartner, Abby M.	002345		ACCT	0.00		
Breider, Scott D.	0034567		ACCT	0.00		
Brown, Vicki R.	0045678		ACCT	0.00		
Brent, Laura	0056789		ACCT	0.00		
Deveraux, Arthur L.	0067890		ACCT	0.00		
Frost, Sarah L.	0078901	NA	ACCT	0.00		
Hechtel, Andrew M.	0089012		ACCT	0.00		
Jones, Sarah E.	0090123		ACCT	0.00		
Aker, Matt C.	000145	NA	ACCT	0.00		
Institutional Codes & Logos						

If all of your students have been attending, leave all the attendance fields blank.

Check this box to certify attendance

For all rosters, you must certify that the attendance is accurate. This is recorded as an electronic signature. You must check this indicator to save attendance records. This needs to be done even if all students are attending.

After you submit, you are returned to the Attendance and Grading menu. You will now see that the Midterm Verified flag is changed to "Y" for this section, and the verification date is updated.

Attendance and Grading

Midterm Verified Date:

Class Offer Date and Title	Start Date	End Date	Sip Room	Meeting Times	Day of Week	Loc	Term	Midterm Date	Midterm Verified	Midterm Verified Date	Final Grades Verified	Final Grade Verified Date
ACC 1010 Finance Acc	01/10/09	01/20/09	101	10:00A- 11:50AM	WF	L101	2009P	01/30/09	Y	01/30/09	N	
APT 1010 Mkt Anal Acc	01/10/09	01/20/09	101	08:00A- 09:50AM	WF	L101	2009P	01/30/09	N		N	
APT 1010 Mkt Anal Acc	01/10/09	01/20/09	101	10:00A- 11:50AM	WF	L101	2009P	01/30/09	N		N	

Final Grade Rosters

- ⑤ Each term instructors will enter final grades for their classes through Blazernet. The rosters include all students who were eligible for grading during the term, including students who dropped with a "W" grade. A grade must be entered for all non-W students in order to post the grades. (Instructors can not assign "W" grades)
- ⑥ All grade changes must be made through the Enrollment Center.

Enter grades for all students, unless you see a grade (usually "W") in the existing grade field. Also, you must enter a last attendance date for any student receiving a grade of "FN" unless the student was given an "XA" at midterm then the last attend date remains blank.

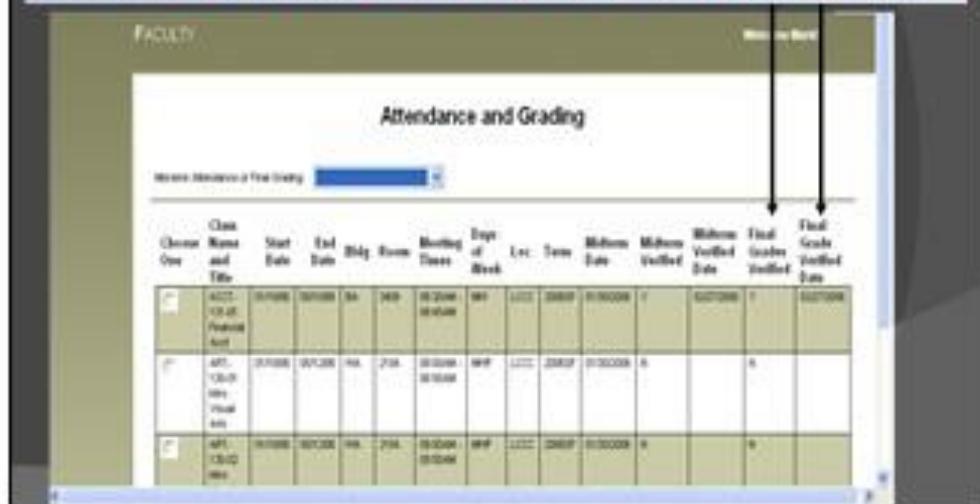
Student	ID	Grade*	Last Attend Date	Midterm Grade	Existing Grade	Status	Credits	Elig
Abel, Ben R.	0000000	A - Superior	W			New	3.00	
Bersman, Abby M.	02073	B - Good	W			New	3.00	
Broder, Scott D.	017807	B - Good	W			New	3.00	
Brown, Jacob R.	0172000	F - Failure	W			New	3.00	
Bryant, Leah	018897	B - Good	W			New	3.00	
Carneiro, Amber L.	0223912	C - Average	W			New	3.00	
Feld, Daniel L.	021293	FN - Failure/Non-Attend	W		NA	New	3.00	
Hector, Andrew M.	014040	C - Average	W			New	3.00	
Jessup, Savanah	018003	B - Good	W			New	3.00	
Julian, Matt O.	0001401	FN - Failure/Non-Attend	W	0/500	NA	New	3.00	
Krockenberg, Crystal A.	016082	C - Average	W			New	3.00	
Mullen, Erica A.	0144207	B - Good	W			New	3.00	
Pegula, Lauren R.	0003798	A - Superior	W			New	3.00	

Abel, Ben R.	0000000		New	18
Carneiro, Amber L.	0223912		New	18
Feld, Daniel L.	021293		New	18
Hector, Andrew M.	014040		New	18
Jessup, Savanah	018003		New	18
Krockenberg, Crystal A.	016082		New	18
Mullen, Erica A.	0144207		New	18
Pegula, Lauren R.	0003798		New	18
Shaw, Jacob S.	017807		New	18
Stevens, Leah	018897		New	18
Tucker, Clark J.	01762		New	18
Wise, Abigail	01700		New	18
Yule, Leah J.	01862		New	18

I certify the attendance

For all rosters, you must certify that the attendance is accurate. This is recorded as an electronic signature.

After entering the grades, you will be returned to the Attendance and Grading list, where you can continue to enter another class, or exit. Please note that the Final Grades Verification and Date have been updated



Class Name and Title	Start Date	End Date	Bldg. Room	Meeting Times	Days of Week	Loc.	Term	Midterm Date	Midterm Verified	Midterm Verified Date	Final Grade Verified	Final Grade Verified Date
ACC 101 Principles of Accounting	01/10/08	05/12/08	301	10:30AM - 11:20AM	MTWTF	LC12	2008F	01/10/08	Y	01/10/08	Y	01/10/08
ART- 1010 My Final Art	01/10/08	05/12/08	401	2:30P - 3:20PM	MTWTF	LC12	2008F	01/10/08	N		N	
ART- 1010 My	01/10/08	05/12/08	401	2:30P - 3:20PM	MTWTF	LC12	2008F	01/10/08	N		N	

LC Program Coordinator Documentation and Information

E-Mail regarding current dual credit offerings

Each semester LC program coordinators are emailed a list of their current course offerings at each high school along with the course's instructor contact email. They will use that information to do their required professional development and site visits. The information for the email below is obtained from the "High School Classes from Colleague excel database on the "M" drive – refresh database before using any of the information

Email Example:

Hello from the HSP office,

Below is a list of your HSP instructors, their contact information and their current classes for the 20__FA semester.

I have attached the site visit form along with the discipline specific training form that needs to be completed each year. These are not due until the end of April, but we wanted you to have them in case you would like to complete them early.

A full list of classes (Fall, Spring and Yearlong), will be go out in early February once all HSP students are registered for spring and yearlong classes.

2025FA	CDEV	CDEV-130	CDEV-130-H02	Career Development	VOGEL JESSICA D	MQHS	20	jvogel@mymchs.org
2025FA	CDEV	CDEV-130	CDEV-130-H04	Career Development	MASINELLI JOHN C	STHS	10	jmasinelli@stauntonschools.org
2025FA	CDEV	CDEV-130	CDEV-130-H03	Career Development	ORBAN JAMIE	SWHS	8	jordan@piasabirds.net
2025FA	CDEV	CDEV-130	CDEV-130-H06	Career Development	ORBAN JAMIE	SWHS	8	
2025FA	CDEV	CDEV-130	CDEV-130-H07	Career Development	ORBAN JAMIE	SWHS	9	

Professional Development

Each year Lewis and Clark program coordinators are required to conduct professional development with their high school dual credit instructors.

This can be done in person, zoom, email or event/meeting.

Once the professional development activity is completed by the LC program coordinator, they will need to submit a sign in sheet or list of attendees, agenda and any supporting documentation.

If an instructor is unable to attend, the coordinator must reach out to the instructor with the information presented and complete that below Discipline-Specific Workshop Facilitation Form.

The professional development information is then filed and recorded on the tracking form on the M: drive under HSP > Professional Development Training.

LEWIS & CLARK
COMMUNITY COLLEGE
DISCOVER

HSP Discipline-Specific Workshop Facilitation Form
2025-2026

HSP Workshop (Discipline): _____

HSP Program Coordinator: _____

Date: _____

Time: _____

Location: _____

Attendee(s):

What topics or agenda items did you cover in your professional development workshop with your instructor(s)? Please share any articles, presentations, or additional notes with the HSP office.

Dual Credit Site Visits

Each year Lewis and Clark program coordinators are required to do one site visit per discipline. If a coordinator has more than one discipline, they will need to do one for each discipline that they are responsible for. (EX. CHDV and EDUC are the responsibility of one program coordinator, so they must do a site visit for each of these programs)

Since all instructor are NOT visited each year, it is recommended that coordinators visit different instructors/classes each year. If a new class/instructor has been approved, it is recommended that they do a site visit for that class/instructor.

Once a site visit has been completed the LC coordinator will need to complete a site visit form which is located on the M drive (HSP> HS Documents and Brochures> current year documents)

Site Visits are designed to evaluate the dual credit course and make sure it is meeting all the course standards set by Lewis and Clark. Coordinators are NOT to evaluate the instructor as it could cause contractual issues within the high school.



Lewis and Clark Community College High School Partnership
Site Visit Report 2025-2026

Dual Credit Instructor
Course (LC Course number)
High School
Coordinator doing Site Visit
Date of Visit



Lewis and Clark Community College High School Partnership
Site Visit Report 2025-2026

1. Are the syllabus, objectives and content representative of the on-campus course? Yes No

2. Were the students interested and involved in this course? Yes No

3. Is the depth and rigor equivalent to the on-campus course? Yes No

4. Is the instructor's grading consistent with the on-campus policy? Yes No

SUMMARY:

Yes No Is the instructor using the approved textbook?
 Yes No Is the course consistent with the on-campus course?
 Yes No Does the syllabus have a descriptive overview of the course?
 Yes No Is there a calendar of dates listed in their syllabus?
 Yes No Does the syllabus explain the learning outcomes and how they will be assessed?
 Yes No Has the instructor explained the grading requirements and parameters for earning dual credit?

Signature: 

Date:

Curriculum Updates

Curriculum Update forms are sent to LC Program coordinators the beginning of March and are due the first week of April. LC program coordinators will list any changes to textbooks or curriculum.



TO: <>Coordinator<>
FROM: Yvette McLemore, Director High School Partnership
DATE: XX/XX/XXXX
DUE DATE: XX/XX/XXXX
SUBJECT: CURRICULUM UPDATES

If there are changes that impact HSP courses listed below for 2025-26, please identify the change(s), sign and return the form to us. If there are no changes, please mark the No Changes box, sign and return the form to the HSP office.

«Course_1»

Class is required to use Blackboard

Required Textbook Change	New Textbook Name (if applicable) Schools have 1 year to comply
Required Curriculum Change	Explain Curriculum Change (if applicable)

«Course_2»

Class is required to use Blackboard

Required Textbook Change	New Textbook Name (if applicable) Schools have 1 year to comply
Required Curriculum Change	Explain Curriculum Change (if applicable)

Class is required to use Blackboard

«Course_3»

Required Textbook Change	New Textbook Name (if applicable) Schools have 1 year to comply
Required Curriculum Change	Explain Curriculum Change (if applicable)

NO CHANGES

Coordinator's Signature

Date

Dual Credit Instructor/Student Information

High School Partnership End of Semester Surveys

At the end of each semester an email will be sent out to each instructor containing a link and password for students to submit responses to a survey about their dual credit class and experience.

All classes will use the same link, but a separate password will be provided for each section.

Email Example:

In order to help us better evaluate our High School Partnership program we are asking all of our Dual Credit Students to complete a brief on-line survey.

Attached you will find the link and password to the High School Partnership Semester Surveys that we are asking each Dual Credit student to complete for each class they are taking. If the High School class encompasses more than one Dual Credit class, each student will need to complete the survey for each class that they are receiving Lewis and Clark credit.

The web address is the same for all of the surveys. The password is what accesses the right survey for each class.

Please only use the password listed for the class it is attached to.

Please have your students take this brief student survey before the end of the semester.

Amy

Amy Stephens
Secretary, High School Partnership
(618) 468-5051
aschweitzer@lc.edu

Survey instructions example:

High School Partnership Semester Survey Instructions

“Instructors Name”
“Course Name with Section Number”

In order to help us better evaluate our High School Partnership program we are asking all of our Dual Credit Students to complete this brief on-line survey.

Below you will find the link and password to the High School Partnership Semester Surveys that we are asking each Dual Credit student to complete for each class they are taking. If the High School class encompasses more than one Dual Credit class, each student will need to complete the survey for each class that they are receiving Lewis and Clark credit.

The web address is the same for all of the surveys. The password is what accesses the right survey for each class.

Please have your students take this brief student survey before the end of the semester.

Students will need to type in this web address and Password

<https://cp11.classclimatesurveys.com/lc/online.php?p>

Password: “Assigned Password”

If you have any questions please contact:

Amy Stephens -Secretary 618-468-5051 aschweitzer@lc.edu
Yvette McLemore-Director 618-468-5050 ymclemor@lc.edu

High School Partnership Course Letters

All Dual Credit students will receive a letter in the mail stating that they are enrolled in dual credit and addressing pertinent information regarding dual credit for the semester that they are enrolled in.



To the Parent/Guardian of:
Student Name
Student Address
City, State 000000

Dear Student,

Congratulations on your decision to participate in the Lewis and Clark Community College dual credit program at your high school. The dual credit program allows qualified students the opportunity to get a jump start on college by taking college level courses while still in high school.

If your plans are not to pursue a degree at Lewis and Clark Community College, the transferability of your course(s) is at the discretion of the post-secondary institution on how your course will be accepted.

If you find yourself in a situation where you would need to withdraw from your dual credit class, you will need to do so by November 14, 2025 in order to receive a "W" on your Lewis and Clark transcript. This can be done by contacting your LC Liaison for your high school, or your high school counselor.

At the end of the semester, your final grade for the course will be entered on your Lewis and Clark Community College transcript. Your official transcripts can be requested from Lewis and Clark Community College online at www.lc.edu/transcript. If you do not wish to receive credit for your course, you must withdraw in writing to Lewis and Clark Community College.

If you have additional questions, please see your high school counselor or the Lewis and Clark High School Liaison for further details.

A handwritten signature in black ink that reads "Yvette McLemore".

Yvette McLemore
Director
High School Partnerships
Lewis and Clark Community College

Below is a sample of the contract that all high schools that offer dual credit must sign before Lewis and Clark can partner dual credit classes with that high school.

**INTERGOVERNMENTAL AGREEMENT FOR DUAL CREDIT PROGRAM BETWEEN
LEWIS AND CLARK COMMUNITY COLLEGE
AND
«School_District»
2025-2026**

This Intergovernmental Agreement for Dual Credit Program ("Agreement") is entered into this _____ day of _____, 2025, by and between the Board of Trustees of Lewis and Clark Community College ("LCCC" or "Lewis and Clark") and the Board of Education of «School_District» ("District") (collectively, "Parties"), in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act and their respective powers under the Illinois School Code and the Public Community College Act.

WITNESSETH

WHEREAS, the District is an Illinois public school district existing and operating pursuant to the Illinois School Code, 105 ILCS 5/1-1 *et seq.*; and

WHEREAS, Lewis and Clark is a public community college existing and operating pursuant to the Public Community College Act, 110 ILCS 805/1-1 *et seq.*; and

WHEREAS, the Parties mutually desire to establish a program for District high school students to take Lewis and Clark general education and/or vocational courses on their high school campus and earn high school and College credit simultaneously; and

WHEREAS, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the Illinois School Code and the Public Community College Act.

NOW, THEREFORE, in consideration of the promises and mutual undertakings and agreements of the Parties hereto, it is agreed as follows:

1. RECITALS:

The recitals set forth above are hereby adopted as though fully set forth herein

2. PURPOSE:

This Agreement documents the Parties' mutual agreement to offer dual credit for Lewis and Clark Community College courses taken by District high school students (hereinafter, the "Dual Credit Program").

3. GENERAL FEATURES; ROLES AND RESPONSIBILITIES OF DISTRICT AND LCCC:

The District will offer one or more Lewis and Clark Community College general education transfer or vocational courses to high school students at «High_School» ("Dual Credit Courses"). Dual Credit Courses will be taught by District instructors ("Dual Credit Instructors") on the «High_School» campus. Lewis and Clark Community College will award College credit to students who complete entrance qualifications, register with Lewis and Clark Community College, successfully complete the applicable Dual Credit Course(s), and account for all fees associated with these Course(s). The course content for these Dual Credit Courses is described in the LCCC course syllabi. All Dual Credit Instructors must use the LCCC course syllabus for each Dual Credit Course they teach.

A list of approved Dual Credit Courses can be found on-line at:

https://www.lc.edu/_assets/pdfs/high-school-partnership-schools-and-courses.pdf

For each Dual Credit Course in which District students enroll, the Dual Credit Instructor will receive an initial class roster, a mid-term roster and a final grade roster. The Dual Credit Instructor should review both the initial and mid-term rosters to ensure student enrollment accuracy. The Dual Credit Instructor should report each student's final grade on the final grade roster and then return the roster to LCCC, at which time LCCC will provide the College credit and transcribe the student's final grade on an LCCC transcript. A Dual Credit Instructor may not issue an "I" or "Incomplete" grade to a student without prior approval from the LCCC High School Partnership office.

The District agrees to collaborate with Lewis and Clark Community College to provide recruitment opportunities for its high school students. The Lewis and Clark Recruitment office or Lewis and Clark Program Coordinator will contact the District to schedule recruitment visits.

4. QUALITY ASSURANCE:

Dual Credit Instructors under this Agreement must be mutually acceptable to both the District and Lewis and Clark Community College. Instructors must be qualified full-time high school teachers and must meet any of the academic credential requirements set forth in paragraph (1), (2) or (3) of Section 20 of the Dual Credit Quality Act, 110 ILCS 27/20(1)-(3). All prospective Dual Credit Instructors must submit a transcript, resume and instructor information sheet to be considered for approval by Lewis and Clark Community College's Program Coordinators, Deans and/or Vice President of Academic Affairs. The District is responsible for hiring and compensating its Dual Credit Instructors.

In the event a Dual Credit Instructor will be out on leave for three (3) weeks (15%) of the class or more and requires a substitute to continue the class, the substitute will be required to satisfy the qualifications outlined above and be approved by LCCC in order to teach the Dual Credit Course. Failure to comply with this clause will not be considered Breach of Contract by either party.

LCCC performs periodic site visits to ensure that the LCCC courses offered through its Dual Credit programs meet the same quality standards as those courses offered on campus. Site visits are not intended to interfere with the operations of the school district. Program Coordinators from Lewis and Clark Community College, who approve the Dual Credit Instructors for courses within their discipline, will communicate with their partnering Dual Credit Instructor(s) to arrange an annual site visit. The visits will provide an excellent opportunity for the Program Coordinators to mentor the Dual Credit Instructors, as well as answer questions.

All textbooks and software used in Lewis and Clark Community College Dual Credit Courses covered by this Agreement shall be the same textbooks and software used on campus for those Courses, unless prior approval for alternate textbooks and/or software is given by the appropriate Program Coordinator. Textbook and software changes will be indicated on annual course renewal forms, and the District will have one (1) year from the date of the change to begin utilizing the new textbook(s) and/or software.

If a departmental final exam is required for any Lewis and Clark Community College Course under this Agreement, it also will be required of District students who are seeking credit for that Course. Dual Credit Instructors will be consulted prior to the start of class (or as early in the term as possible) regarding the nature and content of final exams.

Lewis and Clark Program Coordinators encourage all Dual Credit Instructors to use the L&C Blackboard course shells that are created by Dual Credit Program Coordinators. Having a uniform instructional platform supports LCCC's ability to ensure academic integrity and effectively communicate with its high school partners. To encourage the use of Blackboard, LCCC will offer free Blackboard training opportunities for Dual Credit Instructors during summer sessions for EDTR credit.

Dual Credit Instructors are required to attend annual workshops for their specific discipline and general training seminars as necessary. The workshops/training seminars will be scheduled at an agreed-upon date and time when a majority of Instructors are available to attend. Alternative make-up sessions or 1:1 meetings will be offered to Dual Credit Instructors that are unable to attend a given workshop/training seminar. LCCC will make three (3) attempts to schedule a make-up session or 1:1 meeting; if the Dual Credit Instructor fails to complete the required workshop/training after three (3) attempts, the Director of the High School Partnership Program will meet with the District administration to address the issue.

Dual Credit Instructors will be required to administer Course surveys at the end of each semester of instruction in order for students to provide feedback on their Dual Credit Course(s). Completed surveys should be submitted to the appropriate Lewis and Clark Program Coordinator.

The District will ensure that all objectives for the Lewis and Clark Community College courses are met and will provide enrolled students with appropriate materials (i.e., course outline, approved text, and other supplemental materials determined necessary by the Lewis and Clark Program Coordinator) to demonstrate compliance with these objectives.

The District agrees to ensure that all students in a given Dual Credit Course have met the appropriate placement requirements for that Course. LCCC placement requirements can be found at:

https://www.lc.edu/_assets/pdfs/high-school-partnership-courses-chart.pdf

5. NON-COMPLIANCE POLICY:

If a Dual Credit Instructor fails to comply with the Lewis and Clark course expectations, the Instructor and Principal of «High_School» will be notified in writing of the Instructor's non-compliance. The Program Coordinator will then meet with the Dual Credit Instructor to discuss the area(s) of concern and offer assistance. If the Instructor's non-compliance continues, the Instructor will be removed from the Dual Credit Program and students will not receive LCCC credit for the Course.

6. GRADES; STUDENT WITHDRAWAL:

Lewis and Clark Community College will supply a grade roster to Dual Credit Instructor for each Dual Credit Course. District students who have registered for the Course through LCCC will be listed on the roster. The Instructor should report each student's final grade on the roster and then transmit the completed roster to Lewis and Clark Community College. High School grades will be assigned as specified by the District.

Students seeking to withdraw from a Lewis and Clark Community College Dual Credit Course must follow the course withdrawal procedures for regular Lewis and Clark Community College students that are outlined in the Lewis and Clark Community College Catalog.

7. COURSE SELECTION:

The District will notify their students of all approved Dual Credit Course offerings and their meeting times. The District shall be responsible for day-to-day supervision of the operation of each Dual Credit Course.

8. FINANCING:

The District agrees to supply and finance its Dual Credit Course instruction.

Lewis and Clark will charge a fee of \$10 per credit hour for each District student who enroll in one or more Dual Credit Courses through the Dual Credit Program. The District is responsible for making payment to the College for all Course costs on behalf of all students enrolled in Dual Credit Course in accordance with this Agreement. The College will invoice the District each semester based on enrollment numbers as of the mid-point of the Course. The District will pay the invoice in accordance with standard District payment processes and the Illinois Local Government Prompt Payment Act, 50 ILCS 510/1 et seq.

The College will utilize revenue received by the District for Dual Credit Courses for the coordination and administration of its dual credit partnerships with school districts and the

delivery and administration of Dual Credit Courses. Any fees and/or costs assessed for Dual Credit Courses will be reasonable and will be designed to promote student access to those Courses, and may take into account regional considerations and differences

9. OBSERVATION AND REVIEW OF COURSE DELIVERY:

LCCC's Program Coordinators or their designee(s) will observe and evaluate the delivery of each Dual Credit Course in a manner that is consistent with LCCC's review and evaluation policy and procedures for on-campus adjunct faculty. LCCC will schedule and coordinate all aspects of the observation and review with the District in a collaborative manner. This evaluation shall not impact the Dual Credit Instructor's performance evaluation under Article 24A of the Illinois School Code, 105 ILCS 5/24A. The evaluation may impact the Instructor's approved status and future eligibility as a Dual Credit Instructor for that Course in accordance with the College's evaluation policies and procedures.

LCCC will share the results with the District and be available to discuss the results with the District and the Instructor.

10. FUTURE OFFERINGS:

Additional Dual Credit Course offerings may be added to the Dual Credit Program by mutual written consent of the Parties. All proposed fall and spring semester courses must be submitted to LCCC for approval three weeks prior to the start of the semester. All Yearlong classes must be submitted to LCCC for approval three weeks prior to the start of the fall semester.

11. CONFIDENTIALITY OF EDUCATION RECORDS/SCHOOL STUDENT RECORDS:

In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Dual Credit Courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

12. COMPLIANCE WITH NON-DISCRIMINATION AND EQUAL OPPORTUNITY LAWS; RESPONSE TO REPORTS OF ALLEGED SEXUAL HARASSMENT:

The District and LCCC agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. The District and LCCC shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category.

The Parties will coordinate regarding an appropriate response to any report of alleged sexual harassment involving students or employees involved in the Dual Credit Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged sexual harassment occurred.

13. TERM AND TERMINATION:

This Agreement shall be effective upon its execution until June 30, 2026. Either Party may terminate this Agreement, with or without cause, upon thirty (30) days' written notice to the other Party. In the event of termination, students currently enrolled in Dual Credit Courses will be permitted to complete those Courses which are then in progress and receive LCCC credit for such completion.

14. COMPLETE UNDERSTANDING:

This Agreement sets forth all promises, agreements, conditions and understandings between the Parties relative to the subject matter herein, and there are no promises, agreements or undertakings, either oral or written, express or implied, between them other than as set forth herein.

15. MODIFICATIONS:

This Agreement may be modified only by mutual written consent of the Parties.

15. GOVERNING LAW:

This Agreement shall be governed by, subject to and construed in accordance with the laws of the State of Illinois, without regard to conflict of law principles.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Agreement on the date last written below.

**Board of Education of
«School_District»**

By: _____

«Prefix» «First_Name»
«Last_Name», Superintendent

Date: _____

**Board of Trustees of
Lewis and Clark Community College**

By: _____


Dr. Ken Trzaska, President

Date: _____

Concurrent Enrollment

Concurrent Enrollment is a college level courses taught on campus by Lewis and Clark faculty.

Student Eligibility

Each high school has different eligibility requirements for their students to participate in Concurrent Enrollment. Students will need to contact their high school counselors or their Lewis and Clark High School Liaison assigned to their high school.

Cost

Concurrent Enrollment -The rate is not discounted. Students are billed the current tuition/fees rate. Please see your Lewis and Clark High School Liaison for the current tuition. Students may be eligible for an Installment plan, please visit <https://www.lc.edu/current-students/bursar/index.html> for more information.

Transferability of Concurrent Enrollment Courses

The transferability of all college level courses will be determined by the receiving post-secondary institution. It is the student's responsibility to contact the receiving institution to discuss the transferability of their Lewis and Clark courses. Students may request a copy of their Lewis and Clark transcript by visiting <https://www.lc.edu/current-students/request-transcript.html>.

Financial Aid

High school students are not eligible to receive financial aid for dual credit or concurrent enrollment courses. Please note concurrent enrollment courses taken by a high school student can impact financial aid eligibility at the post-secondary institution.

Summary Report for Concurrent Enrollment

After the withdrawal date for the summer semester, a summary report for concurrent enrollment is compiled and emailed to the Vice President, Enrollment and Student Success. The concurrent enrollment report can be found at M drive> HSP >Concurrent Enrollment > Concurrent Enrollment Documents

This summary report contains the following information: Student/Course/Section count, Courses taken, and partnerships

The information for this report comes from the Excel document that the LC High School Liaisons complete when registering high school students for concurrent enrollment. It is located at M drive > HSP > Concurrent Enrollment > "Current Year" Concurrent Enrollment

A new Excel document will need to be created each semester (FA, SP and SU) a year in advance so it is available for the liaisons to enter their information.

High School Calendars

A document with all the high schools' days off and early releases is created over the summer for the following year.

This document is located at M drive> HSP > Calendars HS

You will need to visit each high school's website to obtain their districts calendar to complete this document. If a calendar is not available online, the LC High School Liaison or high school counselor will be able to assist.

Once the document is complete, it is sent to the following people: Vice President of Enrollment and Student Success, all LC High School Liaisons and LC Recruiter.

High School Statistics

High School Statistics (High School Cost Savings) is put together after the high schools have been billed each semester. The report is generated in Colleague on the XHSP screen under the Pre-10th field. The numbers are then recorded into the HSP dual credit statistics Excel documents located M drive > HSP > HSP Statistics.

This database contains the reports that are requested by the high schools showing the total amount of tuition saved and the enrollment numbers for their high school.

Each school has a separate calculator page which will be filled in with the information from the colleague generated report mentioned above. The information from the calculator page is then merged into each school's specific report.

When a school asks for their report, a PDF of just the requested high school is generated and sent to the requesting school.

High School Registration Cards

High school students register for their dual credit courses via a google doc set up by the HSP office. Students access the link from the HSP web page ([Apply for Dual Credit](#)). This link is only open during the dual credit registration period. The link is closed at the end of each dual credit registration period

Once a student enters their registration information the HSP staff will enter the student's information and registration into Colleague to officially register the student in the LC system.

At the end of each registration period, a student record is created. This is done by merging the information from the google doc into a word template of an LC registration card. Once the information is merged, each card is saved as a separate PDF and saved to the individual students permanent LC record.

Dual Credit Billing Information

Dual Credit courses are billed at \$10 per credit hour to the high school in which the student is attending. The only exception to this is if it is a homeschool student. Homeschool students don't generally participate in the dual credit program, but in that case, they are billed directly and the Bursar must be notified in order for a bill to be generated.

All dual credit students must be registered prior to the 10th Day report. This information can be obtained from a team member in the institutional research department at Lewis and Clark.

High schools are notified of the last day to withdraw students before billing statements are finalized. If a student needs to be dropped after that date, the school is still responsible for paying.

Billing statements are mailed to the appropriate school by the accounting department

Dual Credit Dates

At the beginning of each semester, the HSP director sends an email to high school partners (principals and school counselors) with registration and billing information. The high school liaisons share the same information with their dual credit instructors. The dates are determined by the ICCB 10th day, billing process in the Lewis and Clark Community College Finance Department, and the withdrawal date determined by Lewis and Clark. Examples of the emails are included in the manual.

Below is a sample email:

Welcome Back!

I hope everyone is off to a great fall semester! As you are aware, dual credit registration for the fall semester is underway. Please see the information below regarding billing and the deadline to complete all dual credit registrations for the Fall 2025 semester. All dual credit registrations must be completed by **September 19, 2025**.

October 3, 2025 is the last day to remove students from their dual credit classes to avoid receiving a billing statement for those students. However, high schools will be responsible for payment for those students receiving "W" grades after the **November 14th** withdrawal deadline.

Billing statements will be mailed to high schools **the week of October 6, 2025**.

If you have questions, please feel free to contact your Lewis and Clark high school liaison.

Counselors Corner Newsletter

Counselors Corner Newsletter is sent out to the high School counselors 3 times a year, September, December and March to all Lewis and Clark district high school counselors.

The publications of Counselors Corner are stored at M drive > HSP > Counselor Corner Newsletter.

The newsletter always contains Important Dates, Upcoming Events, Financial Aid Information and Scholarship Information.

An email is sent to the deans, division assistants, director of enrollment services and student success, director of financial aid, program coordinator access and accommodations, athletic director, director of adult education and library services to obtain program specific information for the newsletter.

CPDU – Continuing Professional Development Units

The High School Partnership office is the keeper of all CPDU's for Lewis and Clark Community College.

These are credits Illinois educators earn for professional learning activities to maintain and renew their teaching license through ISBE (Illinois State Board of Education)

When a department wants to award CPDU credit for a meeting, activity or conference they will reach out to the HSP office for guidance. The department will first need to complete and submit the PD provider activity Summary to the HSP office.

Once the meeting, activity or conference concludes, the following documents will need to be submitted for the HSP office to keep on file: Attendance Sheet with participants IEIN number, Agenda, supporting handouts or presentations, 1-Evidence of Completions Form and Evaluation forms from all participants receiving credit.

Once all information is submitted, it is scanned together, saved in the CPDU file on the M drive and all paper copies filed.

Lewis and Clark must request from ISBE every year to continue to offer CPDU credit by the CPDU administrator. This is the director of High School Partnership for Lewis and Clark.

NACEP Membership

The National Alliance of Concurrent Enrollment Partnerships (NACEP) is the nation's first and only national organization for concurrent and dual enrollment programs. NACEP works towards a future where all secondary students will have equitable access to quality college courses to support their postsecondary goals. Membership to NACEP provides access to exclusive resources, professional learning, national advocacy, and a vibrant community of peers.

Counselors Breakfast

The High School Partnership office hosts a Counselors Breakfast each year usually the first Friday of October. This event provides high school counselors an opportunity to learn more about programs and departmental updates at Lewis and Clark

CPDU's are provided as well as a catered breakfast for this event.

Presenters and counselors are invited by E-mail and asked to RSVP two weeks prior to the event to verify the count with the caterer.

Past agendas for the Counselors Breakfast can be found M drive > HSP > Events – Workshops > Counselors Conference

High School Registration Day

High School Registration Day is hosted by the High School Partnership department along with Enrollment Services. The event takes place from the end of February through mid-March (prior to registration being open to all students).

This event gives graduating high school students the opportunity to meet with an advisor and get registered for the summer and/or Fall semesters. Additionally, students will receive financial aid information, a student ID, Blackboard training and a tour of Lewis and Clark. Lunch is also provided for the students and chaperones that attend the event.

Larger high schools (Civic Memorial, Alton, Jerseyville and Edwardsville) have their own day for registration. Smaller high schools are scheduled in groups based on their number of students registered to attend.

High schools may elect to have their Lewis and Clark liaison register their students during this timeframe at the high school. The registration day for Edwardsville High School is always held at the NO Nelson campus.

Entering Dual Credit Classes in Colleague

Dual credit classes are primarily held only in the Fall and Spring semester,

Dual Credit classes are identified with a section number starting with an "H" (Ex. H01)

These classes are entered by the HSP secretary prior to the high school registration period but only after first approval or a course renewal is on file.

Using the completed course renewal documents, one section for each renewal is added for the appropriate semester. Once registration begins in the high schools, the high school liaison will request additional sections for a course based on the high school section needs. These sections will be added and all sections numbers will be emailed back to the liaison by individual high school.

Specific directions on how to enter and delete classes into the Colleague system are located at M drive > HSP > Entering Dual Credit Classes