

college readiness  
support resources  
college credits  
early start  
save money  
research learning  
developmental  
completion  
new  
courses  
success  
achieve  
college credits  
knowledge  
school program  
education  
diverse  
save time  
working  
textbooks  
career ready  
Dual ↑ students  
degree  
Enrollment →  
classes beginning prepared  
aspirations pathways skills  
build self-confidence  
education achievement college-level  
working beginning  
initiatives

# Handbook

revised Nov. 2022



PimaCommunityCollege

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## Chancellor's Welcome

Dear Dual Enrollment Student,

On behalf of Pima Community College, I would like to welcome you to the Dual Enrollment Program. We are pleased that you will be joining our College community.

As a Dual Enrollment participant, you will have the unique opportunity to take challenging and rigorous courses while completing your high school graduation requirements. It is our hope that you will have a rewarding and enjoyable experience at Pima.

This Dual Enrollment Handbook will provide you and your parents with valuable information to assist in answering your questions about Pima.

Please contact a member of the Dual Enrollment staff if you require additional assistance. Best wishes for a successful and rewarding College career.

Sincerely,



Lee D. Lambert, Chancellor



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# Student and Parent Section

## Section I - Introduction

Congratulations on your decision to “jump start” your career at Pima Community College!

Pima Community College is a comprehensive two-year institution serving students throughout Pima County. Founded in 1966, Pima’s credit courses award certificates and associate’s degrees in a variety of fields. Pima also provides workforce development, career training programs, continuing education and adult education.

Pima is committed to providing convenient, affordable and accessible high-quality education with the power to transform the lives of our students and improve our community.

### 1. Welcome to Dual Enrollment

Approximately 1.4 million high school students in roughly 15,000 public high schools take dual enrollment classes each year across the nation (NACEP), which represents 10% of high school students (i.e. mostly juniors and seniors) nationally. Here are some important facts about dual enrollment:

- 30% of dual enrollment classes are in Career and Technical Education (CTE) areas
- Dual enrollment course offerings have grown nationally at a rate of 7-8% each year in the last 15 years
- Opportunities for students taking dual enrollment classes have grown for first generation and/or low income students
- The number of course offerings and high schools participating in dual enrollment at Pima continues to grow
- According to a study by the Community College Research Center (2017), 88% of community college dual enrollment students continued in college after high school, and most earned a degree or transferred within six years.

### 2. Benefits of Dual Enrollment

The benefits of taking dual enrollment courses at Pima during high school are:

- Students have an opportunity to earn college credit towards a college certificate or degree while in high school
- Taking dual enrollment classes lessens the time to certificate or degree completion
- Students incur fewer expenses and less college debt
- Students gain a better understanding of the college environment and expectations
- Increased access for students, including underserved populations

- Dual enrollment students have an improved GPA and accrue more credits
- Better college preparation and reduced need for remediation
- Promotes college enrollment, readiness and persistence
- Enhanced student motivation, interest and confidence in college
- Fosters a smoother transition between high school and college
- Prepares students earlier for a competitive labor market

### 3. Earning College Credit During High School

There are a variety of ways students may earn college credit during high school. Three of the ways are briefly described below:

Dual Enrollment (DE) classes are college courses offered to high school students and are taught by qualified and appropriately credentialed high school instructors. This affords students an opportunity to directly earn college credit towards a degree or certificate while in high school. Both high school and college credit are awarded for these courses and a letter grade will be posted on their high school and Pima Community College transcripts.

Advanced Placement (AP) courses are special sections of high school courses designated by the high school to prepare students for national AP tests. Students may earn college credits for courses that are recognized at colleges and universities across the country based upon their AP test scores. Generally, in order for students to earn college credit, they must earn a score of 3 or higher (on a scale of 1 to 5). [Click here](#) for more information.

International Baccalaureate (IB) offers four educational programs of study focused on teaching students how to think critically, independently and how to inquire with care and logic. Two schools in Pima County offer IB programs. They are Canyon del Oro High School and Cholla High School. [Click here](#) for more information.

Question	Dual Enrollment (DE)	Advanced Placement (AP)	International Baccalaureate (IB)
Are college letter grades awarded to students and recorded for credit at the college?	Yes	No	No
Is the classroom instructor required to have at least a Master's degree in the subject being taught (i.e. Academic Courses)?	Yes	No	No
Is there direct accountability to national, state and local educational authorities?	Yes	No	No
Is the program managed by a higher educational institution with national academic accreditation?	Yes	No	No
Is college credit for the class awarded to students based on single test scores?	No	Yes	Yes
Is the program managed by corporate entities which have no academic accreditation?	No	Yes	Yes

## 4. Student Recruitment

Dual Enrollment faculty, staff and administrators at each high school, as well as Pima Dual Enrollment staff, actively promote and market dual enrollment opportunities. This includes developing and offering specific programs in academic and career and technical education (CTE) areas of study that align with student interests.

For further information regarding dual enrollment, [click here](#).

## 5. Participation, Eligibility and Admission Requirements

Counseling staff at each respective high school work with students who are interested in pursuing a dual enrollment course and/or program of study.

To be eligible, students must be enrolled in high school full-time, be in good academic standing (based on the requirements at their high school), demonstrate college readiness and qualify for using multiple measures placement criteria. Students must also receive a recommendation from a high school official and confirmation of enrollment as a full-time student.

For admission to transfer-level courses, students must be enrolled as a dual enrollment student at Pima.

For admission to career and technical education (CTE) classes, students must meet all prerequisites. Students may enroll in CTE classes and choose whether or not they wish to receive credit at Pima.

# Section II – Dual Enrollment Steps

## 1. Dual Enrollment Requirements/Steps

**STEP 1:** Meet with your high school counselor to discuss DE options

**STEP 2:** Review and select DE course(s) to pursue

**STEP 3:** Apply for admission to Pima Community College

**STEP 4:** Meet course prerequisites

**STEP 5:** High school counselor will preliminarily add you to the high school roster

**STEP 6:** Following the approval from DE Staff, your final registration will be processed

## 2. Application Process

Prospective students must apply for admission to Pima Community College to be considered for dual enrollment classes and prior to taking required assessments. Students may apply for admission [here](#).

For step-by-step instructions [click here](#).

## 3. Multiple Measures and Accuplacer Testing

### Multiple Measures

Instead of taking the Accuplacer assessment, prospective students (i.e. incoming senior) may use Multiple Measures as an avenue to be appropriately placed. The process includes reviewing your high school transcript and/or any test scores, such as SAT or ACT that have been taken in the last three years, providing you have the required unweighted GPA of 3.25.

For further information regarding Multiple Measures, talk to your high school counselor or email [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu).

### **Placement Testing Options**

Prospective students who do not meet prerequisites through Multiple Measures may take the appropriate assessments. Students must meet with their high school counselor to discuss testing options.

Students who do not qualify through assessments, must meet with their high school counselor for other course options. Note: Students seeking enrollment in career and technical education (CTE) classes are not required to take assessments, unless the course has a placement requirement or a stated course prerequisite. Additional information is available [here](#).

## **4. Course Selection, Guided Pathways and Transferability**

### **Course Selection**

Selection of dual enrollment courses is the responsibility of the student's high school administration and counseling office.

### **Guided Pathways**

Pima has restructured each program of study so that students know what they need to take each semester to achieve their goals. Additionally, for most full-time students, following a program pathway means completing an associate's degree in two years. Pathways also help ensure a seamless transfer to four-year programs.

### **Transferability**

The credit you earn for dual enrollment classes will become part of your permanent college transcript at Pima. Most of our dual enrollment classes transfer to other institutions in the state of Arizona, including 2-year and 4-year institutions. Additionally, your classes may transfer to other institutions that are not part of the Arizona state system. Check with the institution you plan to transfer to regarding your dual enrollment classes.

## **5. Expenses**

- **Tuition and Fees** – At this time, Pima does not charge students for the cost of tuition and fees to take dual enrollment classes.
- **Books and Instructional Materials** – Your high school will provide all instructional materials, including a textbook (if required), for your dual enrollment classes.
- **Financial Aid** – High school students are not eligible for federal financial aid.

## **Section III - Roles and Responsibilities**

### **1. Success Strategies**

A wealth of resources and student support services are available for students to be successful in their dual enrollment classes, including academic advising, counseling, library resources and academic tutoring.

#### **Conquering College Coursework**

- Organize your work and commitments, including developing a folder and notebook for each class. Keep a planner with important due dates.



- Check your Pima email account regularly.
- Be prepared – always read your textbook, materials and complete your assignments BEFORE class.
- Read your syllabus – the syllabus will provide you with valuable information about what the course is about, what will be taught, grading, instructor information and how to be successful in the course.
- Remember to listen, ask questions, take notes and participate in class discussions.
- Attendance is crucial for academic success.

### **Student Responsibilities**

Dual enrollment students are college students and are expected to be prepared for the academic rigor and challenge of college-level work. As a college student, you are expected to take responsibility for your education, which will require you to listen, ask appropriate questions and do the work necessary to be successful in your classes.

Some of your responsibilities include:

- Ensuring that your coursework and assignments are quality work and submitted on time,
- Keeping your parents informed on how your dual enrollment classes are going,
- Understanding how the grade earned in your dual enrollment classes impacts you,
- Logging into your MyPima account regularly to check for updates and review pertinent email, and
- Spending the appropriate time reading, reviewing notes, studying and preparing to be successful in your college courses.

## **2. Parent Responsibilities**

Parents and guardians should talk with their child about the benefits of dual enrollment and support their child's efforts to pursue post-secondary education. Please encourage your child to set goals, be successful in college and pursue their academic dreams.

## **3. FERPA Policies**

Pima Community College informs its students annually of the Family Educational Rights and Privacy Act of 1974 (FERPA). This act, in which this institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. For more information [click here](#).

## **4. Academic Policies**

### **Class Attendance**

Dual enrollment students must adhere to the attendance policy at their high school and Pima, which may differ. The attendance policy for your course will be outlined in your course syllabus. Any class/coursework missed due to absences may be made up at the discretion of the instructor.

### **Syllabus Review**

Course syllabus contains essential information about course expectations, key dates, class attendance, projects and grading. Policies for each of your classes are stated in your instructor's syllabus.

## **Assignments and Homework**

You will be expected to produce college-level work. If you find that you are struggling in your classes, please talk to your instructor and seek assistance, such as academic tutoring.

## **Adding and Dropping Classes**

Dual enrollment students are expected to be enrolled in their dual enrollment classes during the established add period at their high school, which is usually within the first two weeks of the semester. On rare occasions, a student may be added outside of the noted and established timeframe (i.e. based on an error), with approval from the Dual Enrollment Office at Pima.

If you need to drop a class due to extenuating circumstances, talk to your high school dual enrollment liaison or high school counselor.

## **Grading**

Your dual enrollment instructor will establish the grading system following the expectations for your class at Pima, which will be defined in your course syllabus. For deadlines and additional grading information, refer to your course syllabus.

## **Transcripts**

If you want to receive an official Pima transcript, follow the established procedure for requesting a transcript [here](#).

## **Academic Integrity**

Dual enrollment students are expected to maintain integrity in all aspects of their college career and academic work. Students are to avoid all forms of academic dishonesty, such as cheating, plagiarism, falsification of work, lying, etc. If an instructor identifies any form of academic dishonesty, the instructor will inform the student of the violation, which will be subject to the discretion of the instructor, including: 1) reprimand/warning, 2) rewriting and/or redoing the assignment, or 3) receiving a failing grade for the assignment, portion of the course or entire course. Additionally, a student may be subjected to the Code of Conduct policies established at your high school and those established by Pima Community College.

## **Student Evaluation/Survey of Course**

Each student will have an opportunity to evaluate their dual enrollment course at the end of the term (i.e. semester or year) by submitting an electronic evaluation.

# **Section IV - Pima College Support Services**

## **1. Academic Advising and Counseling**

Your college and career high school counselor will provide you with appropriate academic advising and counseling; however, if you need additional support and assistance you may visit with a Pima Enrollment Advisor. [Click here](#) to meet with a Pima Enrollment Advisor.

## **2. Tutoring, Academic Support and Library Resources**

Your high school will provide you with academic support and assistance, such as tutoring, as well as instructional resources through your library. However, once you are enrolled as a dual enrollment student at

Pima and you obtain your Pima student ID card, you will have access to academic support such as tutoring and library services, if needed, at all of our campus locations.

### **3. Students with Disabilities**

If you have a disability, speak with your high school counselor for accommodations.

### **4. Connect U Orientation for Seniors**

Since you are a student at Pima, you may attend a Connect U Orientation to help you be successful. Arrangements can be made at your high school by contacting your school counselor, Pima Dual Enrollment staff member or [click here](#) to view the Orientation schedule.

### **5. Next Steps for Seniors**

For assistance with registration, financial aid, advising and other student services requirements, please refer to the Next Steps flyer in the appendix section.

## **Section V - Dual Enrollment Information**

### **1. Dual Enrollment Email**

Students who have specific questions or concerns about dual enrollment are encouraged to follow-up with their high school counselor. For additional information, email [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu).

## **Section VI - Appendices**

### **1. Frequently Asked Questions (FAQs)**

[Click here](#) for Student and Parent Frequently Asked Questions (FAQ) about dual enrollment.

### **2. Definitions and Vocabulary**

[Click here](#) for Dual Enrollment Definitions and Vocabulary.

### **3. Next Steps Flyer**

[Click here](#) for information on enrolling at Pima.



# NEXT STEPS

Start your journey at Pima by following these steps.



## STEP 1

### » APPLY TO PIMA

Apply for admission using our online application.

[pima.edu/apply](https://pima.edu/apply)



## STEP 2

### » ACTIVATE YOUR MYPIMA ACCOUNT

MyPima is your go-to resource for information on registration, financial aid, degree planning, billing, textbooks and more.

[account.pima.edu/accountclaim](https://account.pima.edu/accountclaim)



## STEP 3

### » CONNECT WITH AN ADVISOR

Enrollment Advisors are available to assist you with admissions, creating your first semester schedule, registration and more.

[pima.edu/student-resources/advising](https://pima.edu/student-resources/advising)



## STEP 4

### » COMPLETE YOUR NEW STUDENT CHECKLIST

Make your transition to college smoother by following your New Student Checklist (*MyPima New Students tab*).

[mypima.pima.edu/group/mycampus/new-students](https://mypima.pima.edu/group/mycampus/new-students)



## STEP 5

### » APPLY FOR FINANCIAL AID

Complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](https://fafsa.gov). Pima's school code is 007266.



## STEP 6

### » SCHOLARSHIPS

Find out what scholarships are available to you.

[pima.edu/scholarships](https://pima.edu/scholarships)



## STEP 7

### » REGISTER AND PAY FOR YOUR CLASSES ONLINE

Registering and paying for classes at Pima is quick and easy. (*MyPima Register and Pay tab*).

[mypima.pima.edu/group/mycampus/students/register-and-pay](https://mypima.pima.edu/group/mycampus/students/register-and-pay)

Pima has a wide range of resources to help you achieve your education goals.

To learn more, visit [pima.edu](https://pima.edu).

Questions? Email [pcc-enroll@pima.edu](mailto:pcc-enroll@pima.edu).



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# High School and Dual Enrollment Department

## Section I - Introduction

### 1. Purpose of Dual Enrollment

The purpose of dual enrollment is to expose high school students to academically challenging and rigorous college-level coursework. This opportunity is designed to prepare high school students for post-secondary work by earning college credit while meeting their high school graduation requirements.

### 2. Benefits of Dual Enrollment

The benefits of taking dual enrollment courses at Pima while in high school are:

- A student is provided with an opportunity to earn college credit towards a college certificate or degree while in high school
- Taking dual enrollment classes lessens the time to certificate or degree completion
- Students incur fewer expenses and less college debt
- A student has a better understanding of the college environment and expectations
- Increased access for students, including underserved populations
- Dual enrollment students accrue college credits towards selective pathways
- Better college preparation and reduced need for remediation
- Promotes college enrollment, readiness and persistence
- Enhanced student motivation, interest and confidence in college
- Fosters a smoother transition between high school and college
- Prepares students earlier for a competitive labor market

### 3. Concurrent Enrollment

Concurrent enrollment at Pima Community College differs from traditional dual enrollment in that a student may take a course at a college location and pay for all expenses, or have the expenses paid by another entity or third party.

### 4. Early College High Schools

Early College High Schools allow students to receive a high school diploma and an associate degree, or up to two years of college credit by taking high school and college classes. The primary focus is on students taking

high school classes in preparation for full college course loads. Also, students in Early College High School programs have fewer high school classes due to some of their college classes replacing their high school classes. Primarily, Early College High School students spend their school day at college, and only occasionally return to their high school.

## **5. Modalities for Dual Enrollment Courses - Face-to Face, Virtual, Online, Hybrid**

Pima Community College offers several avenues for for delivering dual enrollment classes as long as the method meets the requirements of the Arizona State Statute, which requires classes to be held at your high school during the course of the school day. Dual enrollment staff will work with your high school administration and counseling staff to determine the most appropriate mode of delivery to meet the needs of students and their high school.

## **Section II - Dual Enrollment Processes**

### **1. Faculty Recruitment**

#### **Purpose and Scope**

Potential dual enrollment adjunct faculty members are sought by visiting with school administration and determining areas of interest and potential faculty members who may be credentialed and prepared to teach courses.

A potential dual enrollment teacher, who meets Pima’s faculty certification requirements, will be the course instructor. If a high school and/or district does not have a qualified instructor, a Pima qualified dual enrollment adjunct faculty may teach the course (pending advanced approval of course and payment of the additional expense by the high school, etc).

Please contact your dual enrollment point of contact to begin the application process. Note: The high school typically pays for their own certified high school instructor who is on school staff. Pima covers tuition and fees, which is an equal exchange of funds. In rare occasions, there may be funds available to assist high schools in hiring a Pima adjunct faculty member to teach dual enrollment classes.

#### **Qualifications**

The certification requirements for dual enrollment faculty vary depending on the content area; especially in instructional areas associated with Career and Technical Education (CTE), but generally, academic content areas require the following:

- A Master’s degree in the discipline to be taught or a Master’s degree in any discipline and 18 graduate semester hours in the discipline to be taught, or
- Meet the qualifications applicable for Career and Technical Education (CTE) courses, which vary for each area.

#### **Selection**

Faculty are hired by their respective high school administration. The selection of an individual to teach dual enrollment classes depends on their interest and ability to become appropriately certified.

## 2. Student Recruitment

### Purpose and Scope

The intent is to offer high school students not only an opportunity for high school and college credit, but to get an advance start on their college career, whether pursuing academic or career and technical education programs of study.

### Qualifications

Students must be in good academic standing at their high school, be prepared to take a college course, including taking and assessing at the appropriate level, if needed, and be a full-time student (exception for seniors who are on track to graduate).

### Selection

Dual enrollment students who qualify and are prepared to take college classes will be selected in consultation with their high school counselor/college instructor.

## 3. Course Request

All dual enrollment classes are held at your high school location during the school day; however, the course modality may be face-to-face, virtual, hybrid or online. All course requests must be submitted yearly to Pima's Dual Enrollment Office. The required form is due by March 15 for the fall semester and November 1 for the spring semester. This allows time for appropriate faculty credentialing, review of instructional facilities, syllabi submission and review, as well as the purchasing of textbooks and other teaching materials.

Dual enrollment academic classes may not be held as a "stacked" or multi-level class (multiple classes all held in the same class at the same time). However, an exception may be granted for Career and Technical Education (CTE) classes in the content areas of Automotive, Building and Construction Trades, Culinary, Machine Tool, and Welding operating in a mediated lab setting pending approval from the appropriate Division and Academic Dean.

Each high school will be sent a summary of dual enrollment courses offered in the previous year at their school to assist with planning and creation of the master schedule of classes. NOTE: All dual enrollment courses must be above the 100 level. Courses with prerequisites will require students to take an assessment, meet the multiple measures requirement or the student must have completed the appropriate prerequisite course(s). [Click here](#) for a list of Pima courses and prerequisites.

In order for a course to be offered as a dual enrollment class, the instructor must be certified prior to the start of the course.

Once the Course Request Form is received, the following actions will be taken:

1. Pima's Dual Enrollment department will review course requests before submitting to College divisions.
2. All courses by content area will be sent to the respective Division for review by faculty and Academic Dean.
3. All courses must be approved for the site. If it is not a board approved course for the site, they must be submitted to your school district and the PCC Board of Governors for approval to offer at each site.
4. Dual enrollment faculty will be sent to Pima's Faculty Qualifications and Hiring Office to verify that the minimum qualifications have been met.
5. Once provisionally approved to offer requested courses, the Dual Enrollment Office will notify respective high schools regarding approval/denial.

6. Delivery of dual enrollment course offerings are based on appropriate faculty credentialing, review and approval of facilities, purchase of required textbook and instructional materials, and submission and approval of course syllabi.
7. Number of course sections are based on the students needs and the high school's budget allowance. Pima's Dual Enrollment Office and high school administration will determine the number of sections required.

#### **4. Steps for Creating and Scheduling a Course**

As soon as the respective division has been notified of the requested dual enrollment classes, a summary of the classes will be created on the Master Schedule Form (MSF) and sent to the appropriate Pima staff person to create and generate the Course Reference Number (CRN).The high school and dual enrollment faculty member will be notified of the CRN for each class and will need to create a course syllabus for each course.

#### **5. Creation and Approval of an Intergovernmental Agreement (IGA)**

An Intergovernmental Agreement (IGA) between Pima Community College and the Public, Private or Charter school districts is required by Arizona State Statute (A.R.S. 15-1821.01) to enroll students from the high schools to the College for college credit.

Contact the Dual Enrollment office, 520-206-6076, to initiate the process for an IGA. Pima Community College's Board of Governors must approve each IGA before dual enrollment courses can be offered at the high school. Allow adequate preparation time to meet the deadlines for submitting to the Board of Governors and your School District Board, which may take anywhere from one to three months depending on the time of year.

The IGA identifies the terms and conditions between the College and the District.

#### **6. Expenses**

- Tuition and Fees – currently, Pima does not charge students for the cost of tuition and fees to take dual enrollment classes.
- Books and Instructional Materials – high schools will provide all instructional materials, including a textbook (if required), for dual enrollment classes. However, high schools may charge a nominal fee to cover the cost of a textbook.
- Financial Aid – high school students are not eligible for federal financial aid.

#### **7. Timeline and Implementation Schedule**

Refer to the timeline and implementation schedule for dual enrollment below:



High School	Pima Community College Dual Enrollment Office	Recommended Timeline
<b>Establishing College and District Relationship</b>		
Establish first meeting to review Dual Enrollment information, timeline and implementation steps.	Establish first meeting to review Dual Enrollment information, timeline and implementation steps. Provide information on Arizona Revised Code for Dual Enrollment (ARC), Higher Learning Commission (HLC) requirements and National Association for Concurrent Enrollment Partnership (NACEP) standards. Explain Pima's guided pathways. Demonstrate how dual enrollment courses should align to pathways.	Mid - Late Fall
Dual Enrollment Intergovernmental Agreement (IGA), if one does not exist. Provide school location(s). Identify district superintendents and contact information. Inform superintendent of IGA requirement.	If an IGA does not exist or if course offerings change, provide Exhibit A and other information to the College Contract office. IGA is submitted to BOG for approval.  The Contracts Office collects School District and PCC signatures and files IGA. DE course cannot be offered without a current IGA on file.	Jan. – Feb.
<b>Identifying Courses and Instructors</b>		
Select Pima course(s) <u>and</u> submit the Dual Enrollment Course Request Form to the Pima DE Office for review. High school instructor information must be included.	Ensure the courses requested are approved College Courses.  Submit MSF to acquire Course Reference Number (CRN).	Fall: March 15 Spring: Nov. 1
Identify a high school instructor eligible to teach Pima's course. Instructors must work with dual enrollment contact to complete the online application process and pre-screening form.	Verify instructor credentials, Pima's Faculty Certification office determines teacher's credentials. Teachers must be certified in the content area to qualify as Pima faculty.	Prior to course offering
<b>Student Application for Admission and Assessment</b>		
Students, whom the school has identified as candidates for Dual Enrollment, must complete Pima's Admissions Application prior to taking assessments.	Verify students are admitted and have a Pima student ID number (A number).	
Provide assessment preparation for students.	Suggest options and processes to prepare students for the assessment.	
Seniors only: May use Pima's multiple measurements requirements for placement into dual enrollment courses.	Provide information, procedures and training on how to use multiple measures to determine student's course eligibility.	Fall: Feb. – Apr.
High school students must take assessments for courses requiring a prerequisite placement score to determine their preparedness to take a Dual Enrollment course.	Obtain from the high school a list of students who will be assessed. Provide student assessments at the high school, on Pima campuses or virtually.	Spring: Sep. – Nov
Work with your dual enrollment point of contact to select a date for the students to be assessed.	Assess the students in reading, writing and/or math per course requirements.	
Verify that all eligible students taking a dual enrollment course are assessed prior to the start of classes.	Pima verifies prerequisites are met.	

High School	Pima Community College Dual Enrollment Office	Recommended Timeline
<b>Course Preparation: HS/Pima faculty</b>		
Dual Enrollment High school instructor to provide Pima's division contact with required course syllabi for approval. The high school is responsible for purchasing textbooks.	Pima's division liaison will review and approve course syllabi, textbook, CLO's and explain division responsibilities with the instructor. Where applicable, the division liaison will review and approve necessary facilities prior to the course being offered (i.e. lab and equipment).	Fall: May – Aug. Spring: Sep. – Dec.
<b>Students Registration</b>		
High schools are responsible for determining local requirements for notifying parents about students taking dual enrollment courses.	Per FERPA college policy, Pima does not notify parents of the students' registration in college courses. Following application for admission, Pima emails confirmation of admission to students only.	
In order to register students, the high school must complete Pima's internal class rosters and include all of the information required to register each student.	Pima collects class rosters and verifies for accuracy.	
Ensure that students are compliant with A.R.S. 15-1821.01 which states "A school district shall ensure that a pupil is a fulltime student as defined in section 15-101 and is enrolled in and attending a full time instructional program at a school in the school district before that pupil is allowed in a college course pursuant to this section, except that high school seniors who satisfy high school graduation requirements with less than a full time instruction program shall be exempt from this paragraph".	Dual Enrollment Office personnel registers students. DE Office submits a class roster and exemption form for each school to student accounts. Student Accounts process exemption code to update student records so students are not charged for the dual enrollment courses.	Fall/Full-Year: May - Sept. Spring: Nov. - Jan.

## Section III - Roles and Responsibilities

The established and approved Intergovernmental Agreement (IGA) defines the roles and responsibilities for each high school and Pima. Here is a brief summary of the primary roles and responsibilities for each party:

### 1. Partner High Schools

- Identify potential dual enrollment instructors
- Recruit and identify potential students who would benefit from dual enrollment
- Provide lists of potential students and required information (i.e. course rosters, DOB, transcripts)
- Provide necessary instructional space and materials
- Assist with assessment of students, if required
- Assist students in completing Pima's application for admission, if needed
- Assist with the registration of students, if needed, as well as orientation of students

## 2. Pima Dual Enrollment Office

- Meet with each high school and district to discuss needs from Pima, including dual enrollment opportunities on an annual basis
- Provide a summary of dual enrollment administrative requirements, including an IGA, faculty certification, billing, DE timeline, CTE and academic classes, Guided Pathways, instructional requirements (i.e. textbooks, labs) appropriate term, delivery option, accreditation, etc.
- Facilitate collection of course requests by March 15 for fall and November 1 for spring
- Ensure appropriate assessments and/or multiple measures have been administered at each high school, if required
- Assist, monitor and follow-up with high schools regarding student applications, registration of students, submission of grades and CLOs, acceptance of teaching contracts, student administrative drops, student course evaluations, course prerequisites and assessments
- Work collaboratively with each high school to track progress for teachers on a professional development and certification plan
- Provide consistent and effective communication with all parties regarding dual enrollment during the school year
- Initiate faculty certification process (i.e. Pre-screening form)
- Actively engage in outreach activities promoting Pima Community College
- Maintain open communication channels throughout the year with faculty, school administration, counselors, parents and students

## 3. Pima Support Staff

Pima support staff in the Dual Enrollment Office assist with a variety of tasks, including coordination and centralization of dual enrollment requests, assessment scheduling and/or multiple measures, collection of student rosters, faculty credentialing, course (CRN) development, grade submissions, adding and dropping students and other activities as needed.

## 4. Pima Academic Division

An instructional faculty member at Pima, including a Discipline Coordinator, Department Head, and/or Lead Faculty will provide mentorship and guidance to high school instructors who are teaching dual enrollment courses. The selection of appropriate faculty representation will be facilitated by the Academic Dean in each Division, and should represent a full-time faculty member in the discipline, or a related discipline.

Once selected, the Discipline Coordinator, Department Head, and/or Lead Faculty should be oriented to their duties by the Academic Dean, or the assigned Dual Enrollment staff member. Specific responsibilities to be performed by instructional personnel relating to dual enrollment include, but are not limited to:

- Review and approve syllabi, class materials, laboratory facilities and textbook selection
- Ensure dual enrollment instructors are invited to professional development sessions
- Meet with dual enrollment instructors at the beginning of each semester to provide an orientation and establish a channel of communication
- Advise instructors regarding Pima policies applicable to dual enrollment
- Facilitate training for faculty to use MyPima, D2L, and eLumen, as necessary.

- Discuss curriculum, instructional practice and Course Learning Outcomes (CLO's)
- Notify dual enrollment instructors of any changes in curriculum and discuss effective instructional practices
- Observe the dual enrollment course during the semester and/or year
- Include high school instructors in dual enrollment meetings, as appropriate

## 5. Pima Supporting Offices

Additional offices provide support for dual enrollment services, including Outreach and External Relations, Registrar's Office, Student Accounts, Faculty Qualifications, Master Scheduler, Library, Contracts Office, Curriculum Quality Improvement (CQI), Strategy, Analytics and Research (StAR), and Instructional Divisions.

## 6. Statement of Value, Finance and Billing

At the end of each semester, Pima's Finance Office provides each high school and/or school district with a Statement of Value, which details the costs associated with dual enrollment. In recognition of each party's reciprocal contribution to the dual enrollment program, Pima will issue a Statement of Value for Reciprocal Services that summarizes courses offered. Each course shall be valued at the current tuition rate per credit hour for the specific course for each student. Additionally, Pima will include a supplemental report listing the names of each student categorized by course.

If a high school and/or district requires additional services provided by Pima, such as a facility rental, or course instructors, Pima will issue an invoice for the amount due upon completion of services, which is due within thirty (30) days of the invoice date. Contact your dual enrollment liaison for costs associated with paying for an adjunct faculty member to teach.

## 7. Approved Classes, Deadlines, Guided Pathways and Course Sequences

### Approved Classes

As part of the dual enrollment course request each year (March 15 for fall and November 1 for spring), potential classes will be reviewed by the respective Academic Dean working in conjunction with their faculty.

### Guided Pathways

Pima has restructured each program of study so that students know what they need to take each semester to achieve their goals. The key elements of Guided Pathways include: 1) providing each student with an academic map (i.e. direction) for certificate and/or degree completion and proactive advising, 2) use of exploratory majors (i.e. undecided), 3) 15 to finish (i.e. completion of degree or certificate on time), 4) block scheduling, and 5) informed choice. Additionally, for most full-time students, following a program pathway means completing an associate's degree in two years. Pathways also help ensure a seamless transfer to four-year programs.

## 8. Survey of the Dual Enrollment Program

On an annual basis, the Pima Dual Enrollment Office will send out an electronic survey to internal and external clientele to seek comments and feedback on a variety of topics relating to the program. The purpose is to receive constructive and quality information on how to improve service and the dual enrollment program. Feedback will be sought from counselors, teachers and administrators at our partner high schools, as well as Pima constituents as part of the process.

## Section IV - Dual Enrollment Information

### 1. Dual Enrollment Advisory Committee

A Dual Enrollment Advisory Committee has been developed, which consists of appropriate internal and external partners, including representatives from area high schools, such as counselors, teachers and administrators, as well as Pima faculty, staff, and administrators to offer guidance and recommendations for the dual enrollment program. For additional information regarding the scope and purpose of the Advisory Committee, contact the Dual Enrollment Office.

### 2. Data Sharing Agreements

Data sharing agreements are required to share information with local high schools and districts beyond what is permissible under FERPA. All data requests and data sharing agreements will be funneled through our Strategy, Analytics, and Research (StAR) Office. StAR may be contacted [here](#).

### 3. Higher Learning Commission (HLC), Site Approval and Accreditation

Pima Community College is accredited by the Higher Learning Commission (HLC). HLC is an institutional accreditor recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit degree-granting colleges and universities.

Institutional accreditation validates the quality of an institution's academic programs at all degree levels, whether delivered onsite, online or otherwise. Institutional accreditation also examines the quality of the institution beyond its academic offerings and evaluates the institution as a whole, including the soundness of its governance and administration, adherence to mission, the sustainability of its finances, and the sufficiency of its resources.

HLC maintains an active relationship with its member institutions, with frequent communication and regular reviews to ensure quality higher education.

#### HLC Required Site Approval

Prior to offering fifty percent (50%) of a degree or certificate at any new location, Pima will submit a request to HLC to establish the site as a new location. New locations for Pima Community College District are established through Higher Learning Commission's (HLC) Substantive Change Process.

### 4. Dual Enrollment Contacts

For further information, contact the Dual Enrollment Office, 520-206-6076 or [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu).

## Section V - Appendices

### 1. Arizona Dual Enrollment Statute

The appropriate state of Arizona dual enrollment statute includes Arizona Revised Statutes [15-1805.01](#) and [15-1821.01](#).

## 2. Definitions and Vocabulary

Important and relevant definitions and vocabulary for dual enrollment is [accessed here](#).

## 3. Sample Course Request Form

A sample Course Request Form used by each high school annually to request dual enrollment classes may be [accessed here](#).

## 4. List of Approved Dual Enrollment Courses

The following link will provide you a list of dual enrollment classes that have been offered at respective high schools [during the last five years](#).

## 5. Participating Schools

Dual enrollment courses are the result of partnerships between Pima Community College and high schools and Career and Technical Education (CTE) districts in southern Arizona. Pima Community College partners with numerous public and private high schools to provide dual enrollment opportunities in Pima and Santa Cruz counties.

Arizona's dual enrollment program is guided by Arizona Revised Statutes (ARS 15-1805.01 and ARS 15-1821.01), the Higher Learning Commission's (HLC) Criteria for Accreditation, and the National Alliance of Concurrent Enrollment Partnerships (NACEP), criteria for national accreditation. All three entities emphasize that course standards, including qualifications of the teacher, curriculum, rigor, assessment and student outcomes, mirror the same as any college course offered at a campus location.

To access the list of high schools that have been involved in dual enrollment during the last three years, [click here](#).

# Faculty Section

## Section I - Faculty Selection and Certification

Dual enrollment faculty are selected and hired by each individual high school and/or school district. When vacancies occur at the high school, Pima encourages school administrators, depending on school needs and the potential applicant pool, to seek out individuals that will broaden opportunities to expand dual enrollment course offerings.

The minimum qualifications for both full-time and adjunct faculty are the same and are based on course classification. The course classifications eligible for dual enrollment include Academic (i.e. transfer, including general education) and Career and Technical Education (CTE) courses.

Contact the Dual Enrollment Department, [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu), for questions pertaining to the faculty certification process.

### Minimum Certification Requirements

The certification requirements for dual enrollment faculty will vary depending on the content area; especially, in instructional areas associated with Career and Technical Education (CTE), but generally, academic content areas require the following:

- a. A Master's degree in the discipline to be taught or a Master's degree in any discipline and 18 graduate semester hours in the discipline to be taught, or
- b. Meet the qualifications applicable for Career and Technical Education (CTE) courses, which vary for each area, but may include:
- c. The same qualifications as those listed for Academic or
  - i. A Bachelor's degree in any field of study or
  - ii. A Bachelor's degree in any field and 3 years of direct work experience in the field or
  - iii. An Associate's degree in any field and 5 years of direct work experience in the field or
  - iv. 64 semester credit hours in the field of study and 5 years of direct work experience in the field or
  - v. An industry-recognized certification in the field of study and 5 years of direct work experience in the field or
  - vi. A valid license in the field of study and 5 years of direct work experience in the field.

### 1. Steps for Faculty Certification

Please allow sufficient time for processing of your adjunct faculty request, which may take 4-8 weeks depending on submission of official transcripts, other materials, and the volume of applications received. Generally, if you plan on teaching a dual enrollment course in the fall, it is recommended that you start the certification process in early January. Also, you must be appropriately credentialed, or be on an approved education plan prior to the start of teaching your dual enrollment classes.

**STEP 1:** Complete [Pre-screening Form](#) and Online Adjunct Application for Employment.

**STEP 2:** Request your official transcripts to be sent to Pima Community College Faculty Qualifications and Hiring Office.

Both your undergraduate and graduate, if appropriate, official transcripts need to be sent to the Faculty Qualifications and Hiring Office in a sealed (i.e. unopened) envelope. Transcripts may be sent and/or hand delivered to: Faculty Qualifications and Hiring Office, 2202 W. Anklam Rd., Tucson, AZ 85709-0315. Inquiries may be directed to 520-206-3181 or [facultycertification@pima.edu](mailto:facultycertification@pima.edu).

**STEP 3:** Submit a current resume or curriculum vitae.

**STEP 4:** If CTE, submit current and valid license or certificate.

**STEP 5:** Please allow 4-8 weeks for processing of your application.

## 2. Instructor Approval and Qualifications

Once approved, you will receive notification from the Faculty Certification Office, which also requires submission of necessary paperwork. This will also include your A number (Faculty ID), as well as instructions on how to set-up your MyPima account, which will provide you with access to a variety of faculty resources. Please complete and submit required paperwork to the Faculty Certification Office in a timely manner to finalize the faculty credentialing process.

# Section II - Process and Steps for Site Review and Approval

## 1. Site Review and Approval

### Site Review Checklist and Supporting Materials

The Higher Learning Commission (HLC) requires approval for any instructional location where 50% or more of a program of study is offered.

### Review of Equipment, Labs and Instructional Materials

The Discipline Coordinator, Department Head, and/or Lead Faculty member will review existing facilities, including equipment, laboratories, instructional materials and textbooks. In addition, photographs will be taken of the facilities to support the Site Approval application.

### Submission of HLC Request

Pima Community College will submit the completed report to the HLC for review and approval. Please allow at least six months for this process to be completed.

# Section III - Faculty Responsibilities

## 1. Instructor Responsibilities

The following list details specific responsibilities of dual enrollment instructors, which is also articulated in your Pima teaching contract. In addition, your respective high school and/or school district may have additional requirements and responsibilities for your position.

- All dual enrollment faculty are encouraged and in cases required to take a series of online training to support your professional development, including an online orientation to Pima Community College. As the program progresses, this will change in the future.
- All dual enrollment faculty are required to meet with their Pima Faculty Liaison prior to the start of their course to review course requirements and responsibilities.



- All dual enrollment faculty are required to meet with their Dual Enrollment Liaison at the beginning of the semester to finalize student registrations.

## **2. Faculty Orientation (Online, College and/or Discipline-Specific)**

An integral part of faculty professional development is an orientation to Pima, including the duties, responsibilities and required processes associated with dual enrollment. Please follow-up with your Pima instructional contact for more information.

## **3. Pima Faculty Liaison Responsibilities**

Once DE Department has notified the division of the course offering, Pima faculty, including Discipline Coordinators, Department Heads, and/or Lead Faculty have specific responsibilities for oversight and appropriate review and evaluation of dual enrollment classes. Especially, to ensure the same level of academic rigor, challenge and completion of Course Learning Outcomes (CLO's), or Performance Objectives, if required as courses taught at campus locations. The following list is not exhaustive in scope, but does indicate the primary faculty responsibilities for oversight of dual enrollment classes, including:

- Review and approve syllabi, class materials, laboratory facilities and textbook selection
- Ensure dual enrollment instructors are invited to an adjunct faculty orientation session
- Meet with dual enrollment instructors at the beginning of each semester to provide an orientation
- Advise instructors regarding Pima policies applicable to dual enrollment
- Facilitate training for faculty to use MyPima and D2L
- Discuss curriculum, instructional practice and Course Learning Outcomes (CLO's)
- Notify dual enrollment instructors of any changes in curriculum and discuss effective instructional practices
- Observe the dual enrollment course during the semester and/or year
- Ensure dual enrollment instructors are invited to professional development activities available for Pima adjunct faculty
- Review high school site classroom/laboratory facilities, as needed
- Include high school instructors in dual enrollment meetings, as appropriate

## **4. Faculty Compensation and Contracts**

Pima dual enrollment faculty operate on a zero dollar contract, which means there is no additional compensation for teaching classes as a full-time staff member at your respective high school.

Once credentialed and all necessary Pima paperwork has been completed, the course (CRNs) will be created. Dual enrollment faculty are required to log into MyPima to acknowledge receipt of their Pima teaching contracts on an annual basis, whether each semester and/or year.

## Section IV - Faculty and Instruction

### 1. Academic Rigor and Curriculum Standards

Dual enrollment classes are required to have the same level of challenge and academic rigor of those courses offered at a traditional campus location. This includes meeting the Course Learning Outcomes (CLO's) and Performance Objectives.

### 2. Instructional Development and Delivery

#### Review and Approval of Syllabi

An instructional faculty member in the content area at Pima will review, suggest changes, and/or accept or deny your syllabi submission. You can reach out to the division's contact for assistance.

#### Review and Approval of Textbooks and Instructional Materials

An instructional faculty member in the content area at Pima will review and ensure that all instructional materials, including a textbook, if needed, are approved for use. The high school is responsible to ensure all instructional materials, including a textbook are purchased and ready to support the teaching and learning process for dual enrollment classes.

#### Review of Labs and Instructional Facilities

Prior to approval of dual enrollment course offerings, instructional faculty from Pima will review all laboratory settings and other instructional facilities to ensure a safe, healthy and challenging learning environment for students. The high school is responsible for addressing all necessary changes prior to offering a dual enrollment course.

#### Grading

Faculty will provide dual enrollment students with their grading scale and requirements in their course syllabus. Further, faculty will enter required grades for students in Banner through the MyPima Teach Tab at the end of each term (i.e. semester or year). Instructions for grade submission are available [here](#).

#### Student Attendance

Faculty are not required to take student attendance for dual enrollment classes. Follow your school district's attendance policy. Your attendance policy must be clearly articulated in your course syllabus, including the impact on a student's grade for excessive absences. Further, your attendance policy for Pima students may be more rigorous than your high school attendance policy. For example, concurrent, online, early college programs or any on college campus courses.

## Section V - Faculty Resources

### 1. MyPima Teach Tab

A faculty member may access a variety of resources by logging into their MyPima Account and selecting the Teach Tab. Resources include access to syllabi templates, teaching schedule, grading, attendance and other faculty resources.

## 2. Faculty Professional Development

Dual enrollment faculty members have access to a variety of professional development opportunities beyond those provided by your respective high school. Additional avenues for professional development at Pima include opportunities to attend an adjunct faculty orientation, Pima departmental meetings and other professional development workshops and seminars offered throughout the year.

For additional information, check your Pima email for information from your instructional division and communicate with your Discipline Coordinator, Department Head, and/or Lead Faculty at Pima.

## 3. Adjunct Faculty Guidebook

One resource that is useful to help answer questions and orient a dual enrollment faculty member to Pima is the Adjunct Faculty Guidebook. You may access the noted guidebook [here](#).

## 4. Faculty Instructions

### Submitting Syllabi

Dual enrollment faculty must submit a course syllabus for each CRN created on an annual basis utilizing the required template and Pima statements found in your MyPima Teach Tab. Faculty are to submit their course syllabi well in advance of the semester to the appropriate Division Liaison at Pima for review and approval. In order to reach your Division Liaison, contact your dual enrollment point of contact.

### Submitting Final Grades

Dual enrollment faculty are required to submit final grades based on the setup of their course (CRN), which may be at the end of the semester or end of year. To submit your final grades, please log into your MyPima account and select the Teach Tab. For instructions on submitting your final grades [click here](#).

### 45th Day Attendance, if needed

The vast majority of dual enrollment classes are created and setup in the 09 term at Pima, so it is very rare that you will be required to complete 45th day attendance. If your dual enrollment course has been setup in the 10 term (fall), or 20 term (spring), you will be required to complete 45th day attendance for your dual enrollment students. Please log into your MyPima account. [Click here](#) for instructions.

### Submitting Grade Books

Dual enrollment faculty are required to submit their grade books at the end of the year based on instructions from your Academic Division. Please follow-up with your Academic Dean and their support person regarding the process for submission of your grade book.

## Section VI - Appendices

### 1. Checklist for Site Review and Approval

Different forms and requirements can differ for divisions. Contact your Pima Faculty Liaison for further instructions.

### 2. Sample Course Content Form

A sample Course Content Form is available [here](#).

### **3. Syllabus Template**

A sample syllabus template by content area may be found in the Teach Tab under your MyPima account. Please log into your account with your user ID and password to access the [required template](#).

If you need assistance with your user ID and/or password, contact Pima's IT Helpdesk at 520-206-4900.

### **4. Pima Academic Calendar**

The Academic Calendar for Pima can be accessed [here](#).

### **5. Pima Organizational Chart**

Pima's organizational chart can be accessed [here](#).

### **6. Dual Enrollment Process Flow Chart**

The Dual Enrollment Process Flow Chart can be found [here](#).

This handbook was developed to provide detailed information and to respond to questions that high school and Pima personnel may have about Pima dual enrollment and associated processes. While the document is not exhaustive in scope, the intent is to detail requirements set forth by the state of Arizona, Higher Learning Commission (HLC), and the National Alliance of Concurrent Enrollment Partnerships (NACEP). For further information or additional questions, contact the Dual Enrollment Office at 520-206-6076 or [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu).