



Concurrent Enrollment
Teacher Orientation Manual



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Welcome High School Faculty,

I am very pleased that you have chosen to join the team of unique and exceptional faculty at the University of Arkansas at Little Rock by accepting the appointment to teach in the concurrent program. UALR and its Concurrent Enrollment partners appreciate both new and returning faculty, as we work together to fulfill the mission of the UALR Concurrent Enrollment Program and provide students with a quality, affordable, and successful beginning to their college career.

As a part of the UALR Concurrent Enrollment Program, you made it possible for students from several area high schools to earn college credit through UALR while attending high school. Although students are charged \$50.00 per course, this is a significant cost savings for them and could not be done without the help of teachers like you.

The UALR Concurrent Enrollment Orientation Manual will provide useful information and links for faculty and administration during the course of the year. Please utilize this tool. This year, we would like to strengthen our partnership with the participating schools in the Concurrent Enrollment Program. Within this manual, opportunities are provided for exploration of possibilities for this bonding.

Again, welcome and thank you for accepting this appointment as a University of Arkansas at Little Rock Concurrent Enrollment Faculty member. I look forward to meeting each of you and wish you all the best this year.

Sincerely,

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UALR Concurrent Enrollment Mission Statement

OUR MISSION

The goal of the University of Arkansas at Little Rock Concurrent Enrollment Program is to provide an academically rigorous introduction to college for high school students who have expressed interest and ability in pursuing a post-secondary education. The CE program serves to enhance the partnerships of area high schools with the university and be a model for a quality foundation of academic excellence.

EXPLANATION OF CONCURRENT CREDIT ENROLLMENT

Concurrent enrollment provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers. It is a low-cost, scalable model for bringing accelerated courses to students in urban, suburban, and rural high schools. Students gain exposure to the academic challenges of college while in their supportive high school environment, earning college credit at the time they successfully pass the course.

Concurrent enrollment also facilitates close collaboration between high school teachers and college faculty that fosters alignment of secondary and postsecondary curriculum.

Concurrent enrollment partnerships differ from other models of dual enrollment because high school instructors teach the college courses. (<http://www.nacep.org/about-nacep/what-is-concurrent-enrollment/>)

Through UALR's High School Concurrent Enrollment Program, qualified students in participating high schools earn college credit while still in high school. Students take UALR courses that are taught at the high school campus and count for both high school and university requirements.

Concurrent credit courses are similar in expectation, as well as academic rigor, to those of standard college classes or high school Advanced Placement classes and are taught on high school campus only after the high school and university have reached a service agreement.

University Contact Information

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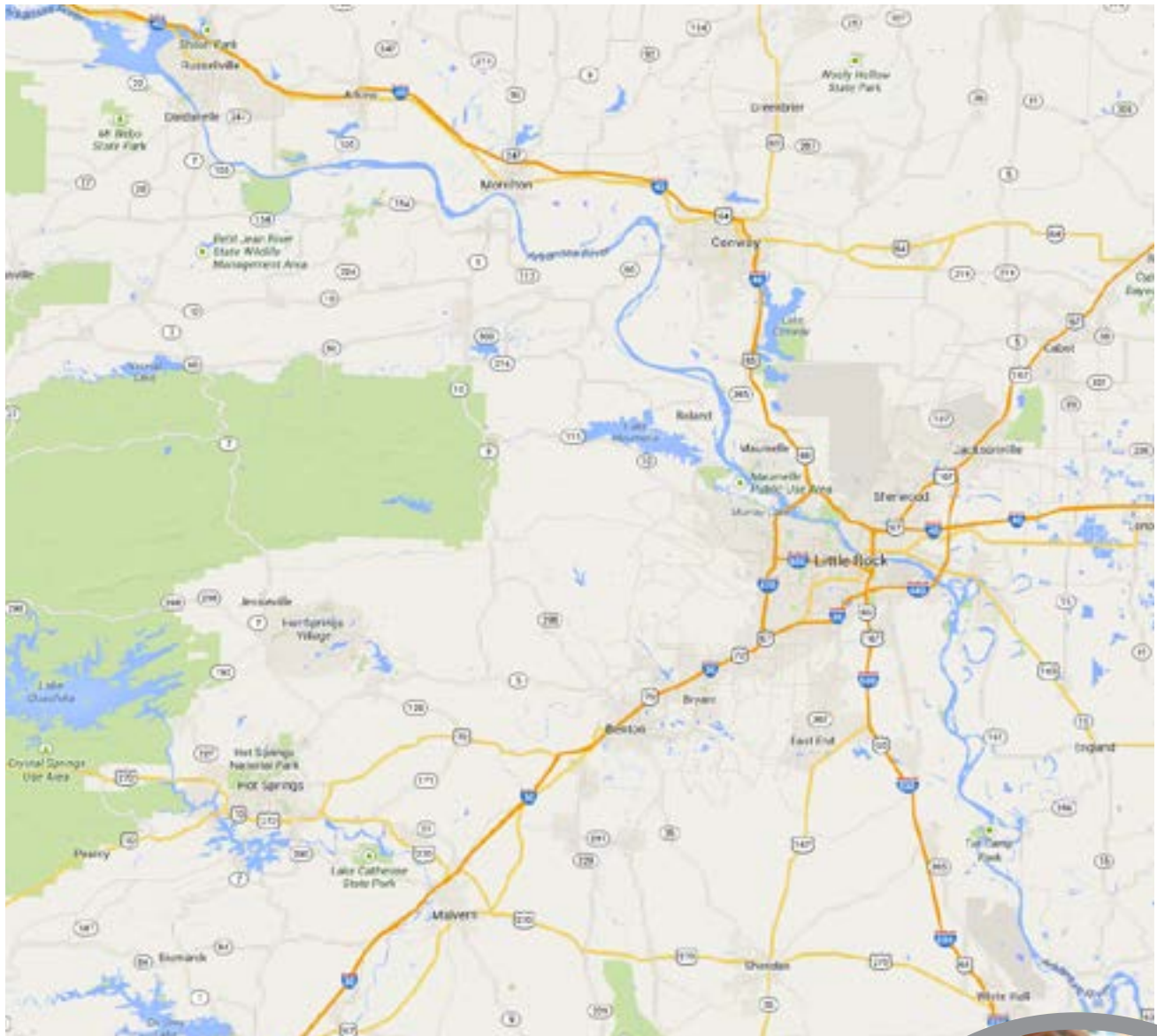
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PARTICIPATING HIGH SCHOOLS



[Academic Plus Charter School](#)

[Arkansas School for Math, Science, and the Arts](#)

[Benton High School](#)

[Bryant High School](#)

[eStem Charter High School](#)

[Conway Christian High School](#)

[Greenbrier High School](#)

[Little Rock Central high School](#)

[Maumelle High School](#)

[Mount Saint Mary Academy](#)

[Parkview High School](#)

[Sheridan High School](#)



Roles and Responsibilities

HIGH SCHOOL ADMINISTRATIVE PERSONELL

Administrators and counselors provide the avenues between CE Program partners which make concurrent enrollment possible and successful. They are the advocates and drivers behind quality instructors and enrollment.



RESPONSIBILITIES

- Support and encourage teachers to attend the UALR CE professional development opportunities.
- Utilize the UALR Concurrent Enrollment web page for professional development opportunities
- Share success stories about the CE Program and what it does for the community, school, and the students
- Provide a link to ualr.edu on the school's website for easy access to teachers, students, and parents
- Allow and encourage collaboration between UALR and high school faculty

UALR CEP COORDINATOR

The coordinator works to organize and communicate with all partners regarding concurrent enrollment. They must continually assess the success of the program while providing adequate support and feedback to all parties involved in the CE partnerships.



RESPONSIBILITIES

- Registers students for classes
- Serve as a point of contact at the university
- Create and maintain Memorandums of Understanding (MOU) for each partnering entity
- Provide support and encouragement for high school coordinator in regard to admissions, professional development, syllabus construction, grade submission, and access to myUALR and BOSS
- Work with all parties to ensure a smooth admissions and registration processes
- Communicate via email, telephone, letters, newsletters, and social media

UALR DEPARTMENT REPRESENTATIVES

The UALR representative is the bridge between the university and high school faculty and specific department. As an intricate part of the CE Program, the department representative must cultivate the relationship between the high school faculty member and the university department expectations.



RESPONSIBILITIES

- Support and encourage teachers to attend the UALR Concurrent Enrollment Expo
- Be available to the high school faculty members for support
- Attend MOU meetings
- Promote the CE Program and advocate its partnerships
- Complete observations, evaluations, and feedback in a timely manner

HIGH SCHOOL TEACHER

The CE teacher's role is to provide quality instruction on a collegiate level to the students they serve. As a representative of UALR, the CE faculty should present materials that correspond with the expectations of UALR academic divisions.



RESPONSIBILITIES

- Make forms, syllabus, and all necessary materials available for students
- Submit syllabus to CE Program by deadline specified in the MOU
- Set academically rigorous expectations for students
- Assist students with application and registration process
- Attend UALR CE Program professional development events
- Provide accommodations to the exceptional population
- Submit midterm and final grades as specified

PARENTS/GUARDIANS

The CE parent/guardian role is to provide support in the academic experience. This encouragement will play a vital role as the student makes the transition from high school student to college student.



RESPONSIBILITIES

- Sign consent form and return immediately
- Create a climate conducive to open communication about courses and course work
- Make sure payment is made to UALR by designated date
- Assist students with application process
- Attend UALR CE Program Parent/Student Night
- Assist student in the review and planning process using Arkansas Course Transfer System (ACTS)

STUDENTS

The CE student's role is to study, learn, and appreciate the beginning of the adventure into college life. Their primary concern should be to utilize the CE program and the courses offered to their fullest potential. This can and will allow students a more successful and focused acclimation into college life.



RESPONSIBILITIES

- Review and understand expectations
- Review, understand, and follow the course syllabus
- Know important dates (registration, drop, withdraw, etc.)
- Complete online admissions process (correctly)
- Adhere to policies for formally adding, dropping, and withdrawing from a class
- Review and understand expectations
- Keep detailed records to ensure accuracy of transcript
- Review future graduate plan for credit transferability
- Study!!!!

Creating Community

The University of Arkansas at Little Rock strives to provide quality educational experiences to university community members. There are several opportunities in which CE faculty members can strengthen those partnerships by attending or taking part in the professional development opportunities offered by the CE Program at UALR.

CONCURRENT ENROLLMENT PROFESSIONAL DEVELOPMENT

Throughout the academic year, there will be a number of professional development opportunities provided by UALR for CE faculty both on and off campus. The opportunities offer participating UALR and high school faculty members the opportunity to learn and share best practices. Look for details on the CE Program website under the “teacher” tab. In addition, teachers can look for UALR CE Program representatives at the Arkansas Curriculum Conference, and they can find a series of presentations and webinars posted online at ualr.edu/earlycredit. These professional development events will also provide clarification on new policies and procedures as well as fulfill the professional development requirements set forth by ADHE.

CONNECTIONS

The UALR CE Program website is accessible through ualr.edu/earlycredit. The website offers insights and links for parents, students, teachers, counselors, and administrators to garner all needed information about the CE Program.

In addition to the website, you may visit our social media pages on Facebook and Twitter for CE Program information, updates, success stories, and discussions.

Teacher Information

POLICIES AND REGULATIONS

NATIONAL ALLIANCE OF CONCURRENT CREDIT (NACEP)

NACEP Standards are measurable criteria that address quality in concurrent enrollment programs. The standards promote the implementation of policies and practices as a guideline for CE programs. Additionally, the standards encourage greater accountability for concurrent enrollment programs through required impact studies, student surveys, and course and program evaluations. NACEP's standards serve as model standards that have been adapted or incorporated into state policy in [15 states](#).

<http://www.nacep.org/accreditation/standards/>

ARKANSAS DEPARTMENT OF HIGHER EDUCATION

Highlights of policy (This is loosely paraphrased from the original policy; however, for a clearer and more thorough reading of policy, please visit the website listed at the end of this section):

- Colleges and universities that offer AP/CC combined courses must ensure that these merged courses meet all the requirements of concurrent enrollment policy.
- The course syllabus must be for approval by the College Board AP Course Audit
- Concurrent credit instructors will receive continuing collegial interaction with college faculty through annual professional development, required seminars and site visits.
- Faculty in general education concurrent enrollment courses must have a master's degree with a minimum of 18 college credit hours in the subject area being taught.
- Faculty who teach concurrent courses on a high school campus will be subject to a criminal background check.
- Students must meet minimum test scores as prescribed by the state.
- A memorandum of understanding (MOU) should exist to reflect the various expectations, obligations, and responsibilities of all parties.

ADHE POLICY (SECTION 5.16.4):

For a full view of the official policy, please visit [the ADHE website](#).

TEACHER CHECKLIST

The following items must be completed by each faculty member and checked off by the university coordinator to ensure compliance to Arkansas Higher Education Coordinating Board Policy 5.16.13:

- Copy of résumé/curriculum vitae turned in upon application to the high school coordinator
- Copy of official transcripts turned in upon application
- Syllabus for each course which exhibits evidence of course structure turned in by the first day of each new semester
- Participation in at least one professional development opportunity hosted by UALR CE Program in a given Academic year or verification of accepted professional development
 - Acceptable professional development outside of UALR sponsored opportunities:
 - AP Institutes
 - Discipline specific national or international conferences
 - Any other professional development deemed acceptable by the University Department Chair
- Communication kept between university department designee and/or HS coordinator

GRADE SUBMISSION

Teachers are expected to submit grades using UALR's BOSS system. Training in grade entry will be provided through the professional development events. Grades must be submitted in accordance to the university schedule of Concurrent Enrollment grade reporting.

GRADING, FINAL SUBMISSIONS, AND CHANGES

Teachers are responsible for keeping and posting grades for each course taught through CE. It is imperative to communicate progress to the students as well as submit midterm and final grades through BOSS according to University due dates of the last day of the CE term.

VITAL PROCESSES

INSTRUCTOR APPROVAL

Instructors for Concurrent Enrollment courses must meet the minimum requirements set by the state as well as the guidelines outlined by the specific university departments.

COURSE APPROVAL

UALR CE Coordinator must receive an updated copy of the syllabus used for each course prior to the beginning of each term. Instructors must provide students with a copy of the syllabus prior to or at the time of registration. The following list of criteria must be included on the syllabus:

- Name of Course as prescribed by the university
- Faculty name
- Day/s, time, and location of class meeting
- Course description from the University Catalogue
- High school prerequisites
- Instructional materials
- Grading expectations
- Grading guidelines
- Code of conduct for students
- Modifications statement- instructors need the option to change course materials
- List of scheduled learning activities

VERIFICATION OF ROSTERS

Teachers must verify class rosters with those listed in the course and work with the high school coordinator to clear any errors or discrepancies. All rosters must be verified after the eleventh day and discrepancies reported by the twentieth day of class.

ADMISSIONS AND REGISTRATION

POLICY

Concurrent enrollment is permitted subject to the approval of the appropriate academic advisors.

HIGH SCHOOL CONCURRENT ENROLLMENT

Under state law UALR may concurrently admit qualified high school students to its academic programs as part-time students. To be eligible for high school concurrent enrollment, the applicant must meet one of the following requirements:

- Achieve a minimum overall High School grade point average of 3.0, or
- Achieve a minimum composite score of 21 on the ACT or a combined Reading, English, and appropriate Math score on the COMPASS of 242.

Admission under these guidelines does not guarantee that a student may be enrolled in a particular course. Individual university departments may restrict enrollment into specific courses based on the following criteria:

- Acceptable score on a departmentally-approved placement or proficiency test
- Acceptable sub-scores on the ACT in the specific subject area (19 English, 21 Math)
- Permission of the department chair or instructor

Prospective students for high school concurrent enrollment must submit a completed UALR undergraduate admission application. Tuition and other fees for students attending UALR under high school concurrent enrollment are the same as for regular undergraduate students. Students in this category are not eligible for federal aid; however, UALR provides a scholarship that covers the majority of the tuition and fees.

*A student should obtain a Special Exception form for this purpose in the Office of Records and Registration (UALR Undergraduate Catalog 2009-10, p. 12, 17).

Thank You

I want to once again thank you for participating in UALR's Concurrent Enrollment program. Without you, this program would not exist. It is my hope that the information provided in this manual is helpful. If at any time you need assistance, please feel free to contact the appropriate individual as listed in the directory. UALR truly appreciates all that you do to make this program successful; moreover, the CE partnerships appreciate your willingness to help students in the pursuit of their collegiate career.

Best Regards,

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