

DUAL CREDIT INSTRUCTOR RESPONSIBILITES

Bluegrass Community and Technical College is pleased to be working with you as a dual credit instructor. In order to ensure that your students are successfully enrolled for college credit, we will need your assistance in registering students for the courses you will be teaching. In order to do that, BCTC will ensure that a representative from the college is available to visit your classroom to discuss dual credit with your students and assist in enrolling them in both the fall and spring semester. To enhance the dual credit process, we will need your help with the items listed below. If you ever have questions or concerns about dual credit, please feel free to contact me at Rebecca.simms@kctcs.edu or at (859)246-6761.

- 1. Providing high school students with information on dual credit.
 - a. BCTC dual credit flyer online at www.bluegrass.kctcs/Opportunitycollege
- 2. Having students complete application and obtain parent/guardian signature if they are under 18 years of age.
 - a. BCTC application online at http://www.kctcs.edu/student/kctcsadmissionsapplication.pdf
- 3. Obtaining parent/guardian signature on "Permission to disclose grades" form.
 - a. Permission to Disclose Grades form online at www.bluegrass.kctcs/Opportunitycollege
- 4. Completing Course Roster for each dual credit course you teach.
 - a. Course roster online at www.bluegrass.kctcs/Opportunitycollege
- 5. Providing the following information for each dual credit student:
 - a. Letter of recommendation
 - b. Official high school transcript with ACT scores if required for dual credit course
- 6. Verifying accuracy of course roster when emailed to you.
- 7. Ensuring all students student application materials is sent to BCTC by Oct. 15th for the fall semester classes and by Mar. 15th for the spring semester.
 - **a.** No students can be added to a dual credit roster after Oct. 30th for fall and Mar. 30th for spring semester.
- 8. Sending signed withdrawal form to BCTC for any student who wants to withdraw no later than the week before final exams.
 - a. Withdrawal form online at www.bluegrass.kctcs/Opportunitycollege
- 9. Providing end of course grades within one week of course completion.