MARLYNE PEREZ
marlyne@uidaho.edu | 208.885.1168

Website
www.dualcredit.uidaho.edu

Notifications for Staff, Students, and Parents, are posted on Social Media
www.facebook.com/uidualcredit
www.instagram.com/uidualcredit
www.twitter.com/uidualcredit
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Welcome to the Dual Credit Program at the University of Idaho! The program allows the university and Idaho high schools the opportunity to offer college-level courses to high school students at a significantly reduced price while earning high school credit at the same time. This, in turn, will save students money and time. The success of our program is based on the collaborative efforts between the Dual Credit Program and our high school instructors, principals, school counselors, and the academic departments on campus.

**Dual Credit Steps to Success**

1. **APPLIED & ACCEPTED**

Are all **NEW** students admitted to the University of Idaho?

New students include:
- One who has not taken courses from the University of Idaho within the past two years.
- Students who applied for admissions for a previous semester (Fall or Spring) but did not enroll in any courses, also need to reapply.

Go to: [www.uidaho.edu/admissions/apply/other-applicants/dual-credit](http://www.uidaho.edu/admissions/apply/other-applicants/dual-credit) and select the appropriate term under Applications for Admission (lower right corner).

Remind students to enter their LEGAL BIRTH NAME. Abbreviations or nicknames can delay registration.

**New students** will receive two emails after submission to the email they used in the application:
1. Confirmation of submitted application
2. Acceptance into the program, and Vandal # (3-5 business days after submission)
   a. If students have not received an email, have them verify they clicked SUBMIT on the application, and or their E-Mail spam folder.
   b. Students who apply for the incorrect term will have to re-apply.

**Verify Admissions Application**

Have students print the Applications page as proof of submitting the admissions application to the correct institution. For high schools who collaborate with more than one institution, this page has the time, date, and semester of the submitted application to UI. Save and file. Use this to track your student’s course registration forms.

**Returning students** do not need to apply for admissions unless they have not taken a course in 2 years (4 semesters) Students who do not remember their Vandal# can log into VandalWeb to find their ID. [VandalWeb](http://www.uidaho.edu/admissions/apply/other-applicants/dual-credit) → “Students” tab → “Student Profile” → Your V# is next to your name
Is each student **School Approved** for Advanced Opportunities payment?

1. Advanced Opportunities (Fast Forward) payment must be **School Approved** before course registration.
2. Self-paying students must submit a check or credit card payment form separately.
3. Special course fees, such as those for Math 143 and 144, must be paid with a check or credit card payment form.
4. If a student failed or withdrew from a course in a previous semester, the student must self-pay for the course credits failed in the current semester. The course fee is $75 per credit hour. (Ex: Failed ENGL 101; 3-credit hour course, a student must pay $75 x3)

Payment for courses can be mailed or faxed; payments cannot be sent by e-mail. Course registration is only processed if the payment has been AO approved or self-payment received.

**Payments**

1. UI Dual Credit Office  
   875 Perimeter Drive MS 3099  
   Moscow, ID 83844-3099

2. Registrar Fax: (208) 885-9061  
   Attn: Chris Menter

**Advanced Opportunities Deadlines**

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<thead>
<tr>
<th>Term</th>
<th>Student Access Data Entry Window</th>
<th>Verification Window</th>
<th>District Submission Deadline</th>
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<tr>
<td>Fall 2019</td>
<td>Aug 26</td>
<td>Sep 27</td>
<td>Sept 30 Oct 31 Nov 8, 2019</td>
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<td>Spring 2020</td>
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<td>Trimester 1</td>
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<td>Sep 27</td>
<td>Sept 30 Oct 31 Nov 8, 2019</td>
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<tr>
<td>Trimester 2</td>
<td>Nov 18</td>
<td>Jan 17</td>
<td>Jan 20 Feb 1 Feb 7, 2020</td>
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<td>Trimester 3</td>
<td>Feb 10</td>
<td>Mar 27</td>
<td>Mar 30 Apr 24 May 1, 2020</td>
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Advanced Opportunities
Advanced Opportunities allow students to individualize their high school learning plan to get a jump-start on their future. These options include dual credit, technical competency credit, Advanced Placement, and International Baccalaureate programs.

The Fast Forward program can provide funding for students who participate in Advanced Opportunities. Students in grades 7-12 attending a public school in Idaho have an allocation of $4,125 to use toward the cost of:

- Overload Courses
- Dual Credits
- Exams

Course Registration

Is there a completed and signed course registration form for each student?

New students, use the Application Status page the student printed for tracking course registration forms. Returning students, use the database located within your UI DC OneDrive to verify returning students. Do not submit registration forms for students who have not submitted the admissions application.

Teachers and counselors must sign all registration forms in the designated space. These signatures confirm that the student satisfies the criteria for enrollment, such as having junior standing or other factors established by the school district, the institution, and the State Board of Education Governing Policies and Procedures.

Meet with the student to determine if they will be successful in a college course. A 2.5 GPA on a 4.0 scale is required. However, we recommend a minimum of 2.7 for dual credit students.

Students with a 2.0 - 2.4 GPA require a letter from the Counselor.
   1. Letter must include; Student’s name, DC course, statement, counselor’s signature, student’s signature is optional.
      a. Statement: Explain how you believe the student is academically prepared to succeed in the course.
         i. Speak with the student and instructor to gain insight.
         ii. Remember, the grade earned in a DC course is part of the student’s permanent college transcript.
         iii. A counselor may approve or deny course enrollment.

Verify information before uploading Course Registration Form into OneDrive
   ✓ Vandal # - Students receive their vandal # by email the semester they applied. (V12345678)
      o Returning students who can’t remember their Vandal student ID may call the Student Technology Center at (208) 885-HELP (Select Option 2)
      o Instructors have access to returning students Vandal #’s
      o Counselors have access to new and returning Vandal #’s in OneDrive
   ✓ CRN(s) are accurate
   ✓ GPA (2.7 is recommended)
   ✓ Signatures
      o Teacher(s)
      o Counselor
      o Student
      o Parent/Guardian

OneDrive
All UI high school partners will have a OneDrive folder created for their campus. Counselor(s) will be able to upload forms by clicking and dragging into the folder. Do not submit incomplete course registration forms; it will delay registration. Students, Teacher, and Counselors have access to the students Vandal number.

Collect, sort alphabetically by last name, scan and upload registration forms to your UI DC OneDrive in groups and not individually. Do not submit registration forms for students who have not completed/verified admissions application.

New and Returning Database
Use 2018-2019 database in your folder to verify the accuracy of your students Vandal Number and verify who is a returning student with the University of Idaho.

Only the counselor(s) from each high school have access. To request access email: dualcredit@uidaho.edu
Admission & Course Registration Timeline
Please allow your students a minimum of two weeks to complete the admissions, course registration form and Advanced Opportunities process as the UI admission application takes approximately 3 – 5 business days to complete (includes time for the student to receive the email from Admissions with their Vandal number).
You can also find their Vandal number:
- The UI student ID # is also on the students Vandal Card
- Or VandalWeb → “Students” tab → “Student Profile” → Your V# is next to their name

Course Registration Deadline
Course registration forms are due BEFORE each semester deadline.

<table>
<thead>
<tr>
<th>Term</th>
<th>Registration</th>
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<tbody>
<tr>
<td>Fall 2019</td>
<td>September 27</td>
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<tr>
<td>Spring 2020</td>
<td>February 21</td>
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<tr>
<td>Trimester 1</td>
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<tr>
<td>Trimester 2</td>
<td>January 17</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>March 27</td>
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Academic Petition
For a student to add, drop or withdraw past deadline the student must submit an Academic Petition and Pay $10 fee at Student Accounts/Cashiers. Approval of the petition does not guarantee admission to any specific course.
1. Complete petition form with course information and reasons.
2. Sign the form and have advisor/college sign.
3. Pay $10 fee at Student Accounts/Cashiers (SUB).
4. If you are petitioning to register after the deadline, you must complete the process by paying registration fees to the Student Accounts/Cashiers Office if the petition is approved.
5. Student submits the form to the course College Dean’s office.
6. Form: Academic Petition

Students Verifying Enrollment
Students can verify their course enrollment or withdrawal by logging into VandalWeb.
Vandal Web → Registration → Select correct term → Weekly Schedule → Detail Schedule

Student Guidebook
Dual Credit students can find instruction on how to apply, view grades, order transcripts in the Student Guidebook located on UI Dual Credit website. DC Website → Student Tab

- Apply for admission step by step guide
- How to get your Vandal number
- Verify Enrollment
- Course Registration
- How to log into VandalWeb
- How to order official transcripts
- How to get a Vandal ID Card
- View Grades
- How to apply as a High School Senior

Student Code of Conduct
The University of Idaho’s Student Code of Conduct was developed in partnership with University of Idaho students and faculty and approved by the Idaho Board of Regents. It exists to educate students in understanding their rights and responsibilities as members of a safe, civil, and ethical academic community.

Please share this information with your students, page 7-8
NEW DUAL CREDIT STUDENTS ADMISSIONS AND REGISTRATION GUIDE

Only new dual credit students need to apply. Continuing dual credit students or those who have taken a class from the University of Idaho in the past two years do not need to submit an application and can proceed to the Registration steps outlined on the Dual Credit website.

I am:

✓ A first-time dual credit student or have not taken courses from University of Idaho within the past two years.
✓ First time applying (Fall or Spring) but did not enroll in any courses.
✓ Apply: https://www.uidaho.edu/admissions/apply/other-applicants/dual-credit

Online Admissions Application
1. Select: First time here, create an account now
2. Enter your legal birth name. Abbreviations or nicknames can delay registration
3. Enter a personal e-mail that you check frequently
4. Verify your application says “Undergraduate High School Dual Credit.”

Personal Information
1. Enter your legal birth name. Abbreviations or nicknames can delay registration.
2. Enter a personal e-mail that you check frequently.
3. Complete all sections
   ✓ Name, Demographic Information, Personal information, Permanent Address

Enrollment Information
1. Select a Start Term: Choosing the wrong semester will impact the University's evaluation of your participation in the program.
   ✓ Select the appropriate term

High School Information
1. Enter your anticipated graduation date. (ex., June 1st)
2. Enter the high school from which you will be graduating.
Search school name: Moscow Senior High School, search “Moscow, Select, then your address boxes will auto-fill with the high school information.

Additional Information
1. State of Residence, Answer all questions.
2. This is the last page of the application.
   ☞ You are about to submit your first university application! Congratulations!

Print Application Confirmation Page
Click on APPLICATIONS on the upper left corner
1. Verify your status says: Applied
2. Print page and submit to your counselor or instructor.
   I. If you do not see a status update of Applied, return to the UI application and click Submit.

1st E-mail
You will receive an auto-generated email after submission to the e-mail you provided in your application from: admissions@uidaho.edu
   ➢ If you have not received an email, check your spam folder or return to the application to verify you clicked submit.
     o Thank you for applying to the dual credit program at the University of Idaho...
     WAIT 3 - 5 BUSINESS DAYS BEFORE CONTINUING THROUGH THE NEXT STEPS
You will receive a 2nd e-mail 3-5 business after submission stating your application is complete from: admissions@uidaho.edu.
This email will provide you with your UI student ID number, your Vandal number in the format; V12345678

- If you have not received an email, check your spam folder.

Net ID
As a student, you are automatically provided with one University of Idaho account, called the "NetID." To go through the initial setup process, you will need access to a phone number, or email address, provided on your admission application. https://help.uidaho.edu/#/VandalSetup

Tutorials:
1. Accessing your Account: https://youtu.be/n2k1JRURLPA
2. Security Profile: https://youtu.be/Mw-g-SZv0v8
   1. Setup your security profile by adding verified contact information and security questions. This will allow you to reset your password online without needing to visit the ITS Help Desk in person.
3. You will be directed to enroll in DUO MFA when you set up your Vandal account: https://support.uidaho.edu/TDClient/KB/ArticleDet?ID=235

Vandal ID Card
Students automatically receive a UI account called the NetID netusername@vandal.uidaho.edu. The net ID is the first part of the student’s email. To go through the initial setup process, they will need access to a phone, or email address, provided on their admission application: https://help.uidaho.edu/#/VandalSetup

1. On Campus: Cards may be obtained by visiting the Vandal Card office, located in the Bruce M. Pitman Center Room 124 and completing an application.
2. By Mail: Students not located in the Moscow area can order a card by contacting the Vandal card office and arranging a skype meeting to verify identity and emailing a photo. More information is available by email vcoffice@uidaho.edu or calling (208) 885-7522.

Quick Links:
- VandalWeb: https://vandalweb.uidaho.edu
  - Course History/Verify Enrollment, Final Grades, unofficial Transcript and much more
- Vandal E-Mail: https://outlook.office.com/owa/?realm=uidaho.edu
- BbLearn: https://bblearn.uidaho.edu/webapps/login - ask your instructor if they will be utilizing BbLearn

Course Registration Form
- New Dual Credit students, the second email from the admissions office contained your V#.
- Current Dual Credit students who do not have or can’t remember their V# may call the Student Technology Center at (208) 885-HELP (Option 2)

Registration Form: https://www.webpages.uidaho.edu/dualcredit/docs/dual-credit-registration.pdf
The form is a fillable PDF; you can fill in as much as you can before printing.

1. Name: Enter your legal birth name. Abbreviations or nicknames can delay registration.
2. UI Student ID Number: V _ _ _ _ _ _ _ _
   - You received an e-mail from admissions with your V#.
3. Add course information: https://dualcredit.uidaho.edu/courses/courses-high-schools
4. Collect all required signatures.
5. Do not submit incomplete or incorrect course registration forms, it will delay registration.
6. Turn in the completed form to your high school counselor or teacher.

Advanced Opportunities Funds
Create a Fast Forward account to track account balance and request funding. Contact your school’s Advanced Opportunities designee to learn about local guidelines and funding request.

Note: Funding approvals are done by your local school district. http://www.sde.idaho.gov/student-engagement/advanced-ops
Drop or Withdrawal

- A “drop” is when students are taken out of a course within the posted drop/add period of not receiving a grade of W (withdrawal from a course). A dropped course is not transcripted.
- A “withdrawal” is when students are taken out of a course after the posted drop/add period (some instructors may withdraw students for nonattendance). A grade of “W” will be transcripted. This will not affect their college grade point average; however, students should check their high school’s policy on how a W affects their high school grade point average and eligibility for participating in high school activities and programs.

How to drop or withdrawal a student from a DC course?
1. The student sends an email to their high school counselor, requesting that the dual credit course is dropped.
   a. Students must email their full name, Vandal ID number, name of the course, and the reason they are dropping.
   b. This is verification and acknowledgment of the students’ request to withdrawal.
2. The high school counselor then forwards the email, along with their approval to registrar@uidaho.edu.
   a. The Office of the Registrar will drop the course for the student and notify them by email that the drop has been processed.
3. Students can confirm all course changes by logging on to VandalWeb.

Withdrawal steps are posted on the DC site and DC Syllabi template.
- https://dualcredit.uidaho.edu/students/#add-drop

Dates and Deadlines
Withdrawal steps are posted on the DC site. DC website → Dates & Deadlines
- https://dualcredit.uidaho.edu/students/#add-drop
- https://dualcredit.uidaho.edu/dates-deadlines

Academic Integrity
Academic integrity is the cornerstone value of learning. The University of Idaho is a proud member of the Center for Academic Integrity to provide faculty, staff, and students access to tools, information, and support to promote a climate of honesty and integrity on campus. Faculty, staff, and student leaders have important responsibilities to contribute to this effort in creating an academic culture that celebrates honesty, fairness, and trust.

Questions?
To discuss issues in more detail, contact Dean of Students Blaine Eckles.

Resources for Assisting Students
Vandal Email: https://outlook.office.com/owa/?realm=uidaho.edu
VandalWeb: http://vandalweb.uidaho.edu
- View Final Grades
- View Unofficial Transcript
- Verify Course Enrollment

List of Dual Credit Courses offered: https://dualcredit.uidaho.edu/courses/courses-high-schools

Verify Course Enrollment
Students can verify their course enrollment or withdrawal by logging into VandalWeb.
Vandal Web → Registration → Select the correct term → Weekly Schedule → Detail Schedule
Vandal ID Card
A University of Idaho Vandal ID card can provide limited to full access to several University of Idaho campus resources. It will indicate Dual Credit Student on the face of the card until a student has graduated from high school.

ID Card Requirements:
1. Currently registered for UI classes
2. Tuition Payment fees processed
3. State or Government ID

On Campus
Cards may be obtained by visiting the Vandal Card office, located in the Bruce M. Pitman Center Room 124 and completing an application.

By Mail
Students not located in the Moscow area can order a card by contacting the Vandal card office and arranging a skype meeting to verify identity and emailing a photo. More information is available by email vcoffice@uidaho.edu or calling (208) 885-7522.

Library Access
All dual credit students have access to resources available at the UI Library. Simply click on the Services link, select Distance Education, and then click on the Distance Education Research Guide bar. For more information, call (208) 885-6584, or by email at libref@uidaho.edu.

Note: Students need their Net ID (Vandal Email address and password). Students who need help retrieving this information should contact STC at helpdesk@uidaho.edu or (208) 885-HELP.

Transferring Resources
- Apply as a High School Senior
- Degree Finder – Explore more than 300 Majors
- Course Transfer Idaho.GOV
- UI Transfer Credit Equivalencies
- Career Finder
- UI Transfer Pathways
- UI General Education Requirements (GEM)
- Find your UI Advisor
- Major and Career Exploration

For more information: transferstudents@uidaho.edu

Transcripts
Official University of Idaho Transcript
1. Order a transcript online through the National Student Clearinghouse. This option allows a Social Security Number or Vandal ID number.
2. Order a transcript by fax, mail, or in-person using the Transcript Request Form located on the Office of the Registrar’s website. This option allows a Vandal Number or Date of Birth.

Unofficial Transcripts are not available for order and only available to current students through VandalWeb.
- Student Tab → Degree Audit & Transcript → Unofficial Transcript
  - Vandal Setup

Information is also located on the DC website for students:
Grades & Transcripts: https://dualcredit.uidaho.edu/students/#grades

Students who receive a D or F in a UI Dual Credit course may repeat the course at the University of Idaho. On the first repeat, the original grade is excluded from the student’s UI GPA and replaced by the new grade; however, the original grade remains on the transcript. If the course is repeated more than once, then the grades received are averaged into the student’s UI GPA.

Questions may be directed to the Registrar’s Office at (208) 885-6731.
## Dual Credit Courses Offered in High School

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<th>UI Course</th>
<th>Credits</th>
<th>UI Course Name</th>
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<td></td>
<td>AGED 251</td>
<td>3</td>
<td>Principles of Agricultural Communications and Leadership</td>
</tr>
<tr>
<td></td>
<td>AGED 258</td>
<td>1</td>
<td>Experiential Learning and SAE Programs</td>
</tr>
<tr>
<td></td>
<td>ARCH 151</td>
<td>3</td>
<td>Introduction to the Built Environment</td>
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<td></td>
<td>ART 111</td>
<td>3</td>
<td>Drawing I</td>
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<td>AVS 110</td>
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<td>College Algebra</td>
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<td>Principles of Horticulture</td>
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<td>REM 151</td>
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<td>Rangeland Principles</td>
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<td>SPAN 102</td>
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<td>Elementary Spanish II</td>
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<td>STAT 251</td>
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<td>Statistical Methods</td>
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<td>THE 101</td>
<td>3</td>
<td>Intro to the Theatre</td>
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</tbody>
</table>
Written Communication (6)
Oral Communication (2)
Mathematical Ways of Knowing (3)
Scientific Ways of Knowing (7) (from 2 different disciplines with at least 1 lab or field experience)
Humanistic and Artistic Ways of Knowing (6) (from two different disciplines)
Social and Behavioral Ways of Knowing (6) (from two different disciplines)
Institution Specific
UI Degree Specific

Resources for Assisting Teachers

Their VandalWeb account will give them access to their faculty pages for class information. Before instructors can gain access to their rosters, they must complete the FERPA tutorial.

1. Login to VandalWeb
   - First Time User: Vandal Setup
   - Navigate to VandalWeb
   - Enter your NetID (e.g., joevandal -- @uidaho.edu) and your password
   - Approve your logon using Duo Multifactor Authentication (MFA)

2. Complete the FERPA Tutorial
   - Click on the FERPA Tutorial link inside VandalWeb → Personal Information → Take the FERPA Tutorial
   - Note:
     - 24 hours after the FERPA Tutorial is completed, the Faculty & Advisor Menu will appear
     - Your Net ID is used for Campus Computer’s, Blackboard, Wi-Fi, Vandal Web, and Vandal e-mail.

3. Class Roster
   - Select Faculty & Advisors Tab → Select Class List Summary or Class List Detail
   - Class Roster Help

It is important for the Dual Credit teacher to verify all students are registered correctly by comparing the high school roster with the dual credit roster.

- The week after registration is complete
- Before the UI withdrawal deadline
- When submitting final grades to your Faculty Liaison & After your Faculty Liaison has entered grades

Roll Call/Submitting Final Grades

Download Class Roster to Excel for roll call and submitting final grades.

1. Login to VandalWeb using NetID and password
2. Select the Faculty & Advisors tab
3. Select Class List Summary or Class List Detail
4. Select semester from the drop-down list and click Submit button
5. Select a class from the drop-down list and click Submit button
6. Click DOWNLOAD THIS CLASS LIST after the Course Information

Student Vandal ID number, name, and email address are the three items downloaded on the spreadsheet
University and High School Grades
The high school grade and the university grade do not have to be identical.
1. Courses offered for dual credit; the school district must follow UI policies (meaning any change or variation to the university course or syllabus must be reviewed and approved by the academic department and in line with the institution).
2. If there is variation between the two classes (i.e., high school and University of Idaho DC), the teacher keeps two grade books, one to meet the high school policy, and one to meet the UI policy.
   a. There could be two different grades for the course because there is no way to satisfy both policies.

Teachers Handbook
Dual Credit teachers can find instruction on how to format syllabus, access VandalWeb, and review teaching dual credit requirements. Handbook is located on UI Dual Credit website. DC Website → High School Teachers tab

- How to make a digital signature
- Syllabus Requirements
- Verify Rosters
- UI Policies
- How to log into VandalWeb
- Site Visit Information
- How to get a Vandal ID Card
- Professional Development Information
- Drop and Withdrawal Dates

Hiring New Instructors
High School Guidelines and Requirements
High school teachers who are interested in teaching a dual credit course at their high school must have the approval of their administration before engaging in any dual credit partnership with the University of Idaho.

High School Instructor Application Deadline
New teachers wishing to teach dual credit courses must submit an application to the Dual Credit office.

New Teacher Application Deadline

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>May 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1st</td>
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</tbody>
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Required Application Documents:
1. Letter of recommendation from the Principal
2. Teacher Qualifications Overview
3. Cover letter (include any dual credit courses previously taught, where, and how long)
4. Resume
5. Transcripts (unofficial are accepted)

New applicants will email the packet to dualcredit@uidaho.edu

The application packet will be forwarded to the sponsoring department for review, and teachers will be contacted by a faculty liaison to discuss course curriculum/syllabus, learning outcomes, and assessment.

New applicants can find information on the Dual Credit website under the High School Teacher link.

Social Media
We have created a Facebook, Instagram, and Twitter account for our Dual Credit partners; please encourage all to like and follow.

We will post useful information about the program:
- Dual Credit admissions process and deadline reminders
- Semester drop and withdrawal deadlines
- Student Spotlight
- Campus events and much more...

If throughout the year, you have story ideas, student spotlight or post suggestions, email dualcredit@uidaho.edu