Concurrent Enrollment

Instructor Guide

Rochester Community and Technical College

7/24/2025

Concurrent Enrollment Teacher Responsibility Checklist

☐ Attend required CE teacher participation in college CEP orientation (F4) Date: _____

☐ Meet with liaison prior to semester start for course-specific information/training (F2)

Date: _____

   ☐ Review Concurrent Enrollment Instructor Guide (F4)

   ☐ Create syllabi similar to college syllabi (C2)

   ☐ Submit completed syllabi to the Administrative Assistant to Dean of Career and Technical Education no later than the first week of classes (michele.altman@rctc.edu) (C2)

   ☐ Determine and conduct one shared assessment and grade norming activity per class (must include details for A1 evidence with the Assessment Standard Form)

   ☐ Set site visit date (C3)   Site Visit Date: _____

☐ Liaisons perform a site visit. Discuss and complete the Site Visit form with the liaison after the visit. (C3)
   o New CE teachers – liaison perform one site visit per course, per teacher, each semester for the first year.
   o Veteran CE teachers – liaisons perform one site visit per teacher annually. For example, if you use English 1117 in one year, the next year use English 1118.

☐ Go over the Student Handbook with students for any students who missed the original review with the College Transition Advisor. (S3, S4)

☐ Attend RCTC Professional Development Days (when there is applicable content) and department meetings as you are able. Complete annual discipline-specific professional development and record all activities on the Professional Development Reporting Form (F3) and include evidence (agenda, handouts, etc.)

☐ Have students complete end-of-course evaluation per course section each semester (E1). This is online, and information will be sent from Dean Jason Jadin.

☐ After the Evaluation closes, review the summary with your liaison and complete the E1 Evaluation Summary Report.

☐ Keep student grades up to date in D2L and submit final grades in RCTC E-services within 3 days of the last day of the semester.

☐ Complete CEP stakeholder survey (sent annually) (P2)

☐ Complete the Credential Annual Progress Report if you are a CE teacher working under conditional provisions. (F1)

☐ Submit your college transcript annually if you are working under conditional provisions. (F1)

Pre-Class Meeting between Concurrent Enrollment High School Instructor and Liaison

- Attend the annual Concurrent Enrollment Professional Development Orientation.
- Review "Non-Compliance Policies" regarding Professional Development and Course Content (see pages 4-5)
- Review the common course outline, including learning outcomes and course objectives, with the concurrent enrollment liaison.
  https://www.rctc.edu/academics/courses/course-outlines/
- The review process for accessing RCTC's Library materials & resources (See Page 16)
- Discuss assignments, assessments, grading, textbook criteria, textbook selection, and other course-specific details (example: some concurrent enrollment instructors and liaisons guest-lecture in each other's classes or create other opportunities for collaborations)
  - Paired student assessment tools from on-campus and concurrent enrollment sections – one paired example from each discipline for side-by-side comparisons (such as a final exam, lab exercise, essay assignment, or grading rubric)
- Review the MNADE brochure "College Success," which outlines the differences between high school and college.
  https://www.rctc.edu/wp-content/uploads/2018/06/MNADE-Transition-to-College-Brochure.pdf

Syllabus Review and Submission to RCTC

- Review & discuss the "**Guidelines for Writing a Syllabus**" with your concurrent enrollment liaison. (See pages 13-15)
- See the PSEO Concurrent Enrollment Website for additional syllabus resources such as a syllabus checklist, template, and example syllabus.
  https://www.rctc.edu/hsconnections/college-credit/concurrent-enrollment/
- Develop a syllabus based on the specific course outline provided by the RCTC department faculty.
- **NOTE:** The review of the syllabus should be completed before the course begins.
- After reviewing your course syllabus with the concurrent enrollment liaison, provide a copy to your concurrent enrollment liaison. Send a final copy to the CEP Administrative Support, Michele Altman, before the beginning of the course at michele.altman@rctc.edu.

Semester Contact Activities with Concurrent Enrollment Liaison

- Contact activities need to be determined by the concurrent enrollment instructor and the concurrent enrollment liaison.
- Communication and coordination of classroom visits by both parties are necessary.
  - Communicate and collaborate on when classroom visit(s) will take place.
  - Determine what the classroom visit will entail.
- Required concurrent enrollment liaison visits: It is required to do one site visit per semester for new CE instructors and once per year for veteran CE Instructors. More is welcome and encouraged.

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- Review process for checking class lists on e-services.
- Activities may include discussing class assignments or projects, reviewing tests or papers, observing classroom lectures/activities, student learning assessments, guest lecturing, and discussing teaching & learning pedagogy, strategies, etc.

Semester/Course Activities

- Review online student handbooks with students to ensure they understand academic policies related to the concurrent enrollment course and college resources. The College Transition Advisor will review the first week of classes. Please review with any students who missed.
- Review class lists to ensure students are registered for the college course.
- Submit student grades within **three business days** after the last day of courses for the term.
- Communicate on a regular basis throughout the term with your liaison through phone calls, telecommunication, emails, in-person, etc.
- Assist and encourage students to complete course evaluations before the semester ends.

Post-Course Discussion of the Effectiveness of the Class

- Reviewed the process for entering grades on e-services.
- Reviewed deadlines for grade entry.
- Discuss the following with the Liaison: what went well, what could be improved, any additional equipment needs, student learning assessment, grading practices, materials, or training that would help improve the course in the future. Complete the E1 – Evaluation summary Report of this conversation and send it to Michele Altman at michele.altman@rctc.edu.

Miscellaneous Items

- Update professional information with RCTC annually as it relates to academic credentials.
- Update personal information (e.g., address change) with RCTC as needed.
- In addition to the annual Concurrent Enrollment Liaison/Mentee Workshop, we invite high school teachers to other professional development workshops or activities.

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CONCURRENT ENROLLMENT INSTRUCTOR – NON-COMPLIANCE POLICY FOR COURSE CONTENT AND ACCREDITATION

All concurrent enrollment instructors and liaisons are expected to attend college concurrent enrollment professional development activities to stay informed of college expectations as they relate to current course content and rigor.

The Academic Dean in charge of Concurrent Enrollment maintains documentation of concurrent enrollment professional development participation for all concurrent enrollment instructors and liaisons. Principals and deans will address non-compliance.

All concurrent enrollment instructors are expected to adhere to the RCTC common course outline content, academic rigor, and assessment components.

The CE instructors will also submit grades within the grading window and complete all the necessary accreditation requirements and reporting.

Non-compliance occurs when any of the outlined concurrent enrollment course content expectations are not adhered to.

CONCURRENT ENROLLMENT – NON -NON-COMPLIANCE POLICY STEPS FOR DOCUMENTATION

If the faculty liaison has significant concerns regarding a concurrent enrollment instructor's adherence to the course content, academic rigor, and/or assessment components, the instructional issues will be addressed on a case-by-case basis, with the goal of assisting the concurrent enrollment instructor to correct the concerns.

1. The faculty liaison's concerns will be documented in writing in the site visit report and sent to the Academic Dean in charge of Concurrent Enrollment. The written document will be kept in the Concurrent Enrollment Program's Master Files.
2. The Academic Dean in charge of Concurrent Enrollment will contact the high school administrator to coordinate a meeting with the concurrent enrollment instructor, faculty liaison, an RCTC dean, and the high school administrator to discuss instructional concerns and develop an action plan.
3. The faculty liaison will follow up with the concurrent enrollment instructor, either through another meeting or through classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved.
4. If, after a thorough consultation and careful consideration, the faculty liaison and the Academic Dean determine that the course does not maintain college quality, the college will cancel the course for the subsequent academic year, and the instructor will lose his/her status as a concurrent enrollment instructor in that discipline. The high school administration will be informed of the College's decision, and the Academic Dean in charge of Concurrent Enrollment will collaborate with the high school to identify another instructor, if appropriate.

NOTE: If an instructor has been approved to offer concurrent enrollment courses in more than one discipline or

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course, the faculty liaison for each area will assess adherence to the course content. Cancellation of one concurrent enrollment course due to non-compliance does not automatically cancel other concurrent enrollment courses.

CONCURRENT ENROLLMENT WEBSITE

The Concurrent Enrollment Website is located at https://www.rctc.edu/hsconnections/college-credit/concurrent-enrollment/

Please consult this webpage to access information about the concurrent enrollment program. Website categories include Students, Parents, High School Teachers, College Faculty Liaisons, Counselors, and High School Administrators.

WEB SECURITY ISSUES

Security is a critical issue when accessing the web to view course enrollment lists or enter student grades. The information contained on the Class Roster or Grade Data Entry screens is CONFIDENTIAL, and the college cannot risk unauthorized access to student data. Please make certain that there is no opportunity for anyone but you to access these screens. The most basic security principles apply here: never share your login codes with anyone else or inadvertently make it possible for someone to obtain them without your permission, and always log out when you are finished or interrupted.

In addition to the basic principles above, the following security points apply:

- Do not use a PIN that can be easily guessed by others.

- Always be aware of what is visible on the screen if someone enters your office, and take proper precautions to keep confidential data from being inappropriately displayed/viewed.

GUIDELINES FOR WRITING A SYLLABI

Safeguarding the confidentiality of student data in general and academic performance, in particular, is a mission-critical responsibility regardless of what format is used to report and record grades. All college faculty and staff need to constantly focus on security issues and be cognizant of their responsibilities in terms of student confidentiality and data integrity.

According to MinnState Board Policy 3.22, Course Syllabi: Each college and university shall establish institutional procedures that assure that each student enrolled in a course shall be provided a course syllabus within a maximum of one week from the first-class meeting. When courses are offered in a condensed format, the timeframe for distribution of the syllabus shall be adjusted accordingly.

The purpose of a course syllabus at RCTC is to communicate to students what the course is about, why the course is taught, what information will be taught, and what is required of students to complete the course.

Syllabus Required Elements

The syllabus is an expansion of the common course outline that includes details relevant to the instructor and the semester offered. The syllabus must be distributed physically or electronically on the first day of classes to all students registered in the course and filed with the Office of Academic Affairs in the first week of classes.

Required information items to be included on every course syllabus:

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1. Course number and title – (verbatim from the Common Course Outline)
2. Credits and hours per week – (CCO verbatim)
3. Semester, year, and section number for this offering of the course
4. Instructor name
5. Instructor information *(office location, office hours, telephone, email, and other contact Information)*
6. Catalog description – (CCO verbatim)
7. Prerequisite courses and any other recommended entry skills/knowledge – (CCO verbatim)
8. Calendar of major assignments, exams, and papers with tentative due dates
9. Readings/required textbooks, and/or other required or recommended readings.
10. Specific methods of assessing student learning,
11. Signature assessment (if applicable)
12. Instructor's attendance policy
13. Instructor's grading system (percent, weight, etc.)
14. Outline of the specific content to be covered – (CCO verbatim)
15. Course learning outcomes/competencies – (CCO verbatim)
16. Minnesota transfer curriculum (MnTC) goals and the associated learning outcomes (if applicable) – (CCO verbatim)
17. RCTC Core Outcomes - (CCO verbatim) - Include the following:
    This class contributes to meeting the following Core Outcomes:
    [**choose the Core Outcome(s) listed on the CCO]**
    Communication. Students will communicate appropriately for their respective audiences.
    Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.
    Personal and Professional Accountability. Students will take responsibility as active learners for achieving their educational and personal goals.
    Global Awareness and Diversity. Students will demonstrate an understanding of and respect for human diversity through their words and actions.
18. Any required information, such as fees or directives on hazardous materials – (CCO verbatim)

The following RCTC Common Syllabi Statements must be included on all syllabi:
- Institutional Academic Integrity Statement
- Americans with Disabilities Act
- Military Friendly Statement
- Title IX Statement

Request for alternative format for feedback (*if applicable*). Include the following statement. "At times, I may provide feedback in the form of audio or video. If you would like an alternative format, please inform me by email.

RCTC Common Syllabi Statements:

Academic Integrity Statement
The primary academic mission of Rochester Community and Technical College (RCTC) is to provide quality learning opportunities for students. Acts of academic dishonesty undermine the educational process and the learning experience for the student and our college community. It is the responsibility of the student to complete their academic requirements with integrity and not engage in acts of cheating, plagiarism, or collusion. The College expects that students are submitting

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work and materials that reflects their individual learning and efforts within their course, program, and college academic requirements.

It is expected that RCTC students will understand and adhere to the concept of academic integrity and to the standards of conduct outlined within this policy. Students who are found to have engaged in an act of academic dishonesty may face academic sanctions through the Academic Integrity Procedure and non-academic misconduct sanctions through the Code of Student Conduct.

Americans with Disabilities Act

Rochester Community and Technical College is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws, and System Policy. Appropriate accommodations are provided to those qualified students with disabilities. If you believe you qualify for academic accommodation, please contact the Director of Disability Support Services, Travis Kromminga at 507-280-2968 or through the Minnesota relay TTY 1-800-627-3529. The office can also be reached via e-mail at travis.kromminga@rctc.edu.

Military Friendly Statement

Rochester Community and Technical College (RCTC) is a military friendly campus, pledging to do all we can to help military veterans transition into college to complete their educational goals. RCTC is proud to be a Beyond the Yellow Ribbon campus, serving and honoring our veterans, military service members and their families. Through the Veterans Resource Center, RCTC offers student veterans an on-campus point of contact with other veterans, and program information to assist them in making a successful transition into college. For assistance, students are encouraged to contact the Veterans Assistant Coordinator, Mark Larsen, at 507-779-9375 or e-mail at mark.larsen@state.mn.us, or Othelmo da Silva, RCTC's VA certifying official at 507-285-7566 or email at VeteranServices@rctc.edu.

Title IX Statement

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Today, Title IX ensures that sex-based discrimination, including that related to pregnancy/parenting, sexual orientation, and gender identity, is responded to promptly and effectively with a fair, transparent, and reliable process.

Anyone who believes there has been an act of discrimination, harassment, or violence on the basis of sex against any person or group in a college-sponsored program or activity may file a complaint through the reporting form to the Title IX Coordinator, Dr. Teresa Brown. The coordinator may also be reached via email at titleix@rctc.edu or phone at 507-285-7217.

Pregnant and parenting students may reach out to the Title IX Coordinator to learn of their rights and available support.

ON THE WEB – ACCESSING CLASS LISTS ON E-SERVICES

Once you have been approved as a concurrent enrollment teacher and have been assigned to an RCTC concurrent enrollment class, the following information outlines the process that will enable you to access e-Services as a CE teacher. Those new instructors who do not already have a Tech ID will have one generated by the college. The College Registrar creates both a Tech ID and a Star ID. The Star ID is emailed to the concurrent enrollment high school teacher's school email, along with activation instructions. The Star ID is necessary to access all of the following: campus computers, Bright Space D2L, E-Services, and RCTC e-mail, and allows teachers to manage their classes, class lists, grades, etc. in E-Services/ISRS. Further Information about the Star ID can be found using this link: https://www.rctc.edu/online-orientation/

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Verify your class lists often on the RCTC website: www.rctc.edu

1. Click on "**Quick Links"** at the upper right of the main page.
2. Click on **"Employee Portal."**
3. Click on the "**eServices"** login button (left-hand side under Quick links)
4. Enter your "STAR ID" consisting of a combination of letters and numbers.
5. Enter your "PIN or Password*." – Please note – if you have not logged into eServices before, your PIN/Password is the Year of your birth, month of your birth, and day of your birth in YYMDD format.*
6. Under Faculty (upper left corner)
7. Click on "Class List."
8. Change the semester if necessary.
9. Click the desired course name in the course name row.
10. Control P to Print as PDF or Printer
11. A PDF File will load in your web browser; you may then view or print the class list.

Note: The college will issue your techID/starID at the summer professional development workshop

> If you have questions regarding student course registrations, grade entry, or RCTC eServices Questions, or forgot your six-digit password/PIN, please contact Michele Altman, Academic Affairs Support at 507-280-3151 or michele.altman@rctc.edu

BRIGHTSPACE – DESIRE2LEARN

- Ongoing grades (including Final Grade for the course) will be updated throughout the semester in Brightspace D2L.

- Final Grades will be submitted in **E-Services** within 3 days of the last day of the semester.

SUPPORT FOR D2L

The [RCTC Department Educational Technology](#) provides support for D2L/Brightspace for both students and faculty through workshops and training sessions, and one-on-one consultation.

For help with your StarID, visit [StarID Self-Service](#).

For additional help, please contact the RCTC Technology Support Center (TSC).
Phone: 507-536-5555
E-mail: tech.help@rctc.edu

Additional support is available from the [Minnesota State Service Desk](#).

LOG INTO BRIGHTSPACE DESIRE2LEARN (D2L)

Desire to Learn/Brightspace (Online Learning System): Brightspace Desire2Learn (D2L) is the instructional management system used at RCTC and throughout Minnesota State Colleges and Universities.

D2L/Brightspace provides a secure online environment, either to supplement face-to-face courses or to offer classes entirely online. D2L/Brightspace includes several interactive tools that allow students to access course

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materials, upload assignments (drop box), participate in discussions, watch recorded lectures, take tests and quizzes, and see their grades.

Please log in to Rochester Community and Technical College's D2L Brightspace to access your courses.

1. www.rctc.edu and click on the arrow next to Quick Links in the upper right-hand corner (right above the search button)

2. On the drop-down menu, select D2L Brightspace

3. Log in with your Star ID and password.

4. Once on the main D2L page, locate the course section on the right-hand side column.

5. Click on the course and follow the videos below to navigate the site.

Here is a video demonstrating how to set up a grade book in D2L (the demonstration is for a weighted grade book): https://www.youtube.com/watch?v=4O3NzpQBSb0&list=PL745t0vsbLqa6X9BL46iMa7MoyA2GEIL_&index=27

Here is a link demonstrating how to enter grades in D2L: https://www.youtube.com/watch?v=IHlVV-CIDmE&list=PL745t0vsbLqa6X9BL46iMa7MoyA2GEIL_&index=29&t=0s

ENTERING GRADES ON BRIGHTSPACE DESIRE2LEARN (D2L) – entering grades throughout the semester/year

- Entering grades throughout the semester is a requirement of RCTC and is also so that the student knows how they are doing throughout the semester.
- If a student were to come back in a couple of years and want these records, we need to have them available to them.
- Each student must be assigned a grade.

- Most courses have only A-F grading. Other grading symbols are not available **unless they have been approved by AASC specifically for that course**. Available grading symbols will appear in the drop-down box in the Grade column next to each student's name.

- Grades of "W", "I," and "AU" will be pre-printed and cannot be entered online.

- If a grade of "W," "I," or "AU" does not appear as the grade of record, the faculty member should enter the student's grade earned as of that date.

ENTERING FINAL GRADES ON E-SERVICES

- **Final grades are due within 3 days following the last day of the term.**

Official grading must be done on the web under the faculty application (Employee Home link is below). The link to the instructions will guide you in transferring your D2L grades into the student system. If this is new to you, please review the directions now so that you can get assistance before the grading deadline. ***HELPFUL HINT: Grades are not officially entered until you have entered your password and press "Post Grades." You will get a confirmation screen.***

- MinnState Employee Home is located under Quick Links in SWARM or can be accessed directly at https://eservices.minnstate.edu/employee/public/secure by clicking on Faculty and then using the drop-down menu for "Grade and LDA entry.
- Directions/help for entering grades: Faculty App grading

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Reminders-

- EVERY student whose name appears on the grade roster needs to be assigned a grade - **do not leave blanks**!
- You must *first* indicate participation levels for students who stopped attending but did not withdraw, as well as those who NEVER attended. You will not be able to enter grades of FN and FW – they will automatically post when Never Attended is checked or a last date of attendance is entered.
- Stored grades will be available to students in real-time on the web as soon as they are posted by faculty.
- A student who has completed a course but is not listed on the class roster should be reported using the attached discrepancy form.
- Note that the grade of "I" may not be reported online and will be recorded upon submission of the Incomplete Request Form to the Records and Registration Office. The incomplete form must be received by the grading deadline and requires approval from your Academic Dean, who will submit the forms to the Records and Registration team. Request for an Incomplete Grade

When you post your grades, make sure you enter the password and select the [Post Final Grades] button so that the confirmation screen displays. Please check your grades after submitting them to ensure they are saved.

From the directions:

To validate all grades have been posted return to the Course List and Grade Entry screen. Under the Grading Status the "**All Grades Posted**" will appear when all grades have been posted for the course.

QUESTIONS??

- Cannot get logged in - contact RCTC I.T. (507-536-5555).

- General process issues or questions - contact Admissions and Records.

- Taught a course that is not listed on the "Course List and Grade Entry" screen (or a course appears there that you did not teach) - contact the Academic Affairs Office (507-285-7234).

- Approved grading methods for specific courses, questions, or issues - contact the Academic Affairs Office.

LIBRARY

Concurrent Enrollment instructors have the same access to RCTC Goddard Library Services as our on-campus faculty. The Librarian would be happy to give a presentation to your class on how to use the RCTC Goddard Library Services upon request. For more information, please visit https://www.rctc.edu/services/library/

TECHNOLOGY

Academic Labs
Concurrent Enrollment instructors and students also have access to the computer labs on campus. Go here to learn more about the labs - https://www.rctc.edu/services/technology/academic-labs/

Instructional Technology Services
Concurrent Enrollment instructors and students will have an official RCTC mail account to learn more and log in. Go here https://www.rctc.edu/services/technology/email/

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