



NEVADA STATE
COLLEGE

*Be bold. Be great. Be **State.***

DUAL CREDIT PROGRAM GUIDE





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DEGREE PROGRAMS



SCHOOL OF EDUCATION

Master's Degree

- Speech-Language Pathology

Bachelor's Degree

- Elementary Education
 - Bilingual Education
 - Special Education
- Secondary Education
 - English
 - History
 - Biology
 - Mathematics
 - Physical Sciences
- Speech Pathology

SCHOOL OF LIBERAL ARTS & SCIENCES

Bachelor's Degree

- Allied Health Sciences
- Biology
- Business Administration
- Communication
- Criminal Justice
- Deaf Studies
- Engineering Technology
- English
- Environmental & Resource Science
- History
- History- Pre-Law
- Human Health Sciences
- Interdisciplinary Studies
- Management
- Mathematics
- Psychology
- Public Administration in Law Enforcement
- Visual Media

SCHOOL OF NURSING

Bachelor's Degree

- Nursing Full-Time Track
- Nursing Part-Time Track
- Nursing RN-BSN Online

DUAL CREDIT PROGRAM OVERVIEW

NSC's Dual Credit Program is an academic partnership between the College and community high schools that allows high school students to enroll in college level courses that concurrently satisfy their requirements for high school graduation. Students complete these courses at their current high school with instructors who have been approved by NSC. The program prepares participants for the transition from high school to college and gives them the opportunity to earn college credit while still in high school.

Students in our Dual Credit Program graduate high school with:

- Exposure to college level courses in a familiar setting with familiar teachers.
- Confidence to succeed in a higher education course.
- College credits from Nevada State College which can easily be transferred to other higher education institutions.
- A head-start on completing general education requirements for future college graduation.
- Significant financial savings,
- An understanding of college requirements, policies, and procedures.
- Access to Nevada State College Student resources, such as Academic Advising, Academic Success Center, the Writing Center, and Marydean Martin Library.

TEACHER ACADEMY

Students interested in becoming teachers have the opportunity to participate in Nevada State College's Teacher Academy Pipeline Project. The mission of Nevada State College's Teacher Academy Pipeline Project is to cultivate secondary school students' interest in the teaching profession and grow the number of local, culturally-responsive teachers who serve within our community.

For more information on being a part of this exciting initiative, visit the website at nsc.edu/academics/school-of-education/teacher-academy

The Teacher Academy program is available at most of our partnering High Schools. Students should talk to their high school counselors for information on participating in this exciting program.



CURRENT DUAL CREDIT COURSE OFFERINGS

COURSE	COURSE TITLE	CREDIT HOURS
EDU 203*	Intro to Special Education	3
EDU 206*	Classroom Learning Environment	3
EDU 214*	Preparing Teachers to Use Technology	3
EDU 250*	Foundations of Education	3
ENG 101	Composition I	3
ENG 102	Composition II	3
HIST 101	US History to 1877	3
HIST 102	US History since 1877	3
PSC 101	Introduction to American Politics	4
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3
SOC 102	Contemporary Social Issues	3
CH 203	American Experiences and Constitutional Change	3
MATH 120	Fundamentals of College Mathematics	3
MATH 126	Pre-Calculus I	3
MATH 127	Pre-Calculus II	3
ALS 101	College Success	3
CHEM 105	Chemistry, Man, and Society	3
ENV 101	Introduction to Environmental Science	3
STAT 152	Introduction to Statistics	3
CRJ 104	Introduction to Administration of Justice	3
COM 101	Oral Communication	3
COM 102	Introduction to Interpersonal Communication	3
SPAN 113	Elementary Spanish I	3
SPAN 114	Elementary Spanish II	3
ART 101	Drawing I	3
ART 102	Drawing II	3

*Course offered only at Teacher Academy partner schools with permission of NSC EDU faculty.



DUAL CREDIT PROGRAM OUTLINE OF RESPONSIBILITIES

NEVADA STATE COLLEGE RESPONSIBILITIES

Nevada State College is committed to serving our partner high schools with the utmost integrity by providing quality postsecondary educational opportunities to high school students. *Nevada State College Dual Credit Program Staff responsibilities include:*

- Communicate all Dual Credit Program requirements;
- Provide exceptional customer support for day-to-day occurrences;
- Recruit high-quality faculty members to serve as liaisons for high school instructors;
- Support the high school instructors' course syllabus development;
- Communicate and respond in a timely manner to all correspondence;
- Make on-site high school visits (when requested) to meet with students, instructors and/or administrators;
- Provide professional development to instructors as needed;
- Provide students and instructors access to campus resources and advising;
- Work with partnering high schools to provide courses which meet the needs of the students attending the high school;
- Assist high schools with the application/registration process for dual credit students;
- Create a natural pipeline for dual credit students to apply and attend NSC after high school graduation.







Nevada State College assigns Faculty Liaisons to each Dual Credit instructor. These liaisons are faculty at NSC with expertise in a particular content area. *Their responsibilities include:*

- Conduct and document meetings with high school instructors a minimum of once per year;
- Provide course-specific training in course curriculum, pedagogy, and assessment to the course instructors throughout the semester;
- Provide support, guidance, and mentoring for dual credit program high school instructors to ensure the delivery of quality, collegiate-level learning experience for dual credit students;
- Review and discuss the course syllabus with the high school instructor;
- Review and discuss grading practices to ensure standards are aligned to Nevada State College courses;
- Review and discuss assignments and assessments to ensure students are being evaluated using methods similar to Nevada State College courses;
- Provide relevant Nevada State College academic policies and procedures to the instructor upon request;



PARTNERING HIGH SCHOOL RESPONSIBILITIES

The high school administration will:

 <p>Adhere to the Dual Credit Program requirements</p>	 <p>Recommend new instructors for the program</p>
 <p>Contact Dual Credit Program staff with program questions, staffing changes or student concerns</p>	 <p>Be responsible for ensuring the school has paid for all tuition and application fees.</p>

Every school must assign a point of contact, which can be a counselor, instructor, or administrator. The designated contact serves as the key connection between the high school students, high school instructors, and Nevada State College Dual Credit Program Staff. *The high school site coordinator will:*

- Act as the primary contact between the high school and Nevada State College Dual Credit Program;
- Assist students in obtaining NSHE ID's through completing the dual credit applications and oversee registration;
- Follow Nevada State College Dual Credit Program process timelines;
- Confirm courses and semester schedules;
- Review class lists for accuracy and communicate any student drop, add and withdrawals;
- Ensure final grades are submitted to Nevada State College by the deadline;
- Share information and program updates with the Dual Credit instructors on their campus;
- Advertise the program to the high school community and distribute marketing materials;
- Communicate and respond in a timely manner;
- Be aware of FERPA laws and collect and store Release of Information Forms;
- Coordinate visited with Nevada State College staff for Dual Credit Program presentations to high school students, parents, instructors, counselors and administration.

High school instructors in the Dual Credit Program will:

- Work with an assigned Faculty Liaison to create syllabi that meet all of Nevada State College's syllabus standards;
- Distribute their syllabus to their students at the start of the course;
- Assist high school site coordinator and students with dual credit applications and course registration;
- Respond to communications from Faculty Liaisons and NSC Dual Credit Program staff in a timely manner;
- Participate in professional development offered by Nevada State College and the appropriate academic departments;
- Review class lists at the start of the course and communicate any changes to NSC Dual Credit Program staff;
- Submit final grades by the deadline;
- Stay in compliance with FERPA;
- Work with high school administration to communicate extended leave dates and coverage plans;
- Provide NSC Dual Credit Program staff samples of students' assessments as requested.



DUAL CREDIT PROGRAM REFERENCE CALENDAR 2020-2021*

AUGUST	SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> Dual Credit Instructor meeting at NSC. Dual Credit Applications for new students August 10-28 Course registration for fall semester begins the week of August 17. NSC Fall Semester begins August 24 	<ul style="list-style-type: none"> Course registration for fall semester completed by September 4 High School instructors monitor class rosters on NSC's Faculty Center for accuracy. Final rosters due by September 21. 	<ul style="list-style-type: none"> Billing completed for fall semester
NOVEMBER	DECEMBER	JANUARY
<ul style="list-style-type: none"> High Schools confirm Spring Semester course schedule by November 6 Spring dual credit courses created in MyNSC.com 	<ul style="list-style-type: none"> NSC Fall Semester ends December 11 Fall Semester Grades due Wednesday, December 16 Course registration for spring semester begins December 7 (Dual Credit Staff will batch enroll students for spring.) 	<ul style="list-style-type: none"> Dual Credit Applications for new students- spring semester due January 15 NSC Spring Semester begins January 19 Course registration for spring semester completed by January 29 High Schools instructors monitor class rosters on NSC's faculty center for accuracy. Final rosters due by February 1
FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> Billing completed for spring semester High Schools to submit course requests for following school year. Begin accepting Dual Credit Instructor applications for next year 	<ul style="list-style-type: none"> Billing completed for spring semester. Dual Credit Instructor applications/ interview continue for fall semester 	<ul style="list-style-type: none"> Dual Credit Instructor applications/interview continue for fall semester
MAY	JUNE	JULY
<ul style="list-style-type: none"> NSC Spring Semester ends May 14 Spring Semester Grades due Wednesday, May 19 	<ul style="list-style-type: none"> Confirm 2021-2022 courses by June 1 Fall dual credit courses created in MyNSC.com 	<ul style="list-style-type: none"> Instructor onboarding & training

*Dates are subject to change and will be communicated to high schools in a timely fashion.



DUAL CREDIT PROGRAM POLICIES & PROCEDURES



SCHOOL & INSTRUCTOR INFORMATION

COURSE CONFIRMATION/ADDING A NEW COURSE

Partnering high schools should reach out to Nevada State College Dual Credit Program staff beginning in January to submit course offerings for the following school year. Once the courses are approved, the high schools will confirm course schedules and number of sections offered by June 1. Schedules for the spring semester must be confirmed by the beginning of November. Changes to course offerings or cancellation of courses must be promptly communicated to the Dual Credit Program staff. High Schools interested in adding a new course to their Dual Credit Program should first consult the Nevada State College Course Catalog and the CCSD Dual Credit List for available course options and then send the request to add a new course to the NSC Dual Credit Program Staff via email. The staff will meet with the appropriate NSC academic Department Chair and faculty to discuss request

and approve or deny courses. While Nevada State College Dual Credit Program staff works closely with CCSD to offer appropriate dual credit classes, NSC is not responsible for awarding high school credit or bonus points. Schools should confirm with CCSD that NSC dual credit courses meet Nevada graduation requirements for students.

COURSE CONFIRMATION/ENROLLMENT

High schools should submit their final dual credit schedules with number of sections with corresponding teachers to the Dual Credit Program staff by June 1 so courses can be created in the Nevada State College system. Once the courses have been created, the high schools will receive the course numbers to distribute to teachers and students for fall enrollment. Dual Credit courses should be limited to 30 students per section. Schools may request more than thirty students on a case-by-case basis by emailing the Dual Credit Program staff.

COURSE CONTINGENCIES

Nevada State College reserves the right to discontinue a dual credit course offering based on the following:

- Faculty Liaison availability
- Student enrollment
- Course selection
- School/instructor compliance with course content, rigor, and responsibilities

HIGH SCHOOL SITE COORDINATOR

The High School Principal assigns an Assistant Principal or Counselor to be the Dual Credit Site Coordinator who will work directly with the Nevada State College Dual Credit Program staff. This person handles matters and communication between institutions and instructors.



NEW INSTRUCTOR QUALIFICATIONS & APPLICATION

REQUIRED QUALIFICATIONS

- Demonstrated excellence in teaching
- Principal's recommendation
- Recommendation from NSC Academic Department Chair

Completed applications are processed by the Dual Credit Program staff and then sent to the respective Academic Department Chair for review. The Dual Credit Program staff will schedule a meeting between the Department Chair and prospective teacher. Once the department completes a review of the applications, the dual credit program staff is informed of the acceptance or denial of the applicant. Teachers who are approved for the Dual Credit Program will be referred to the appropriate Administrative Assistant for further onboarding procedures. Approval of high school dual credit instructors is consistent with the selection process employed by college departments in hiring adjunct faculty for on-campus classes.

INSTRUCTOR ONBOARDING

Once high school instructors have been approved to teach dual credit courses, they will be contacted by the appropriate Administrative Assistant to begin the hiring process to become NSC adjunct faculty members. The hiring paperwork must be completed within 60 days of the start of the semester. Instructors are expected to complete the onboarding process in timely manner and must complete all forms and training required for NSC adjunct faculty. Failure to complete the onboarding process will result in removal from Dual Credit Program and teachers may forfeit their NSC stipend.

Dual Credit instructors are paid a stipend per section taught by Nevada State College. The stipend

is paid as a one-time payment at the end of the semester's pay period. Instructors may contact their respective Administrative Assistants at NSC to discuss contracts and pay. NSC is not responsible for additional instructor payments made by CCSD.

INSTRUCTOR PROFESSIONAL DEVELOPMENT

Dual Credit Program instructors are required to meet with NSC faculty and/or Faculty Liaisons assigned by the academic department before the school year to review course syllabus, assignments, and assessments. This meeting could be help in person or via email or phone as determined by the Faculty Liaison or the Academic Department Chair. During the school year, instructors should reach out to their assigned Faculty Liaison for additional curriculum help. Dual Credit Instructors new to the program are required to have a formal observation by their Faculty Liaison and/or Dual Credit Program staff during their first year teaching dual credit classes. In addition, NSC offers various development opportunities throughout the year. Dual Credit Program instructors are encouraged to attend.

FACULTY CENTER

Instructors have access to their Nevada State College courses through the Faculty Center Link on the NSC Portal. This link provides instructors with access to class rosters and the ability to enter final grades. Final semester grades are due three days after the final day of the semester.

CLASS ROSTERS/STUDENT WITHDRAWALS

Instructors can view their class information online via the Faculty Center. Class rosters are updated in real time and are accurate at the time they are

accessed. The roster in Canvas is not the official class roster. It is the responsibility of each instructor or site coordinator to contact the Dual Credit Program staff to report any discrepancies. NSC bills each school based on the class rosters in the Faculty Center and relies upon the high schools to communicate any withdrawals throughout the semester. Once billing is completed, students may only be withdrawn for extenuating circumstances and no refunds will be given. High Schools should contact NSC Dual Credit Program staff immediately for any requests for withdrawals.

GRADING PROCEDURES

All dual credit instructors must enter grades electronically through the Faculty Center by the semester deadline. See the NSC calendar for grading deadlines.

CANVAS

Instructors are encouraged to use Canvas to post their syllabus and other relevant course information, including assignments and grades. Students should be encouraged to access Canvas throughout the semester, however, they will not have access until the first day of the NSC semester. The roster on Canvas is not the official class roster. For instructors unfamiliar with Canvas, Nevada State College will provide training as requested.

TEXTBOOKS/COURSE MATERIALS

Dual Credit Instructors are encouraged to use online textbooks and resources to mitigate costs. When this is not possible, high schools are responsible for purchasing textbooks and other course materials recommended by the Faculty Liaison or Academic Department Chair.

FACULTY ID CARDS

Dual Credit Program instructors are welcome to obtain a faculty ID (Scorpion Card). This card serves as your library card, provides swipe access to campus copiers/printers, and provides the ability to add funds for making purchases at the Caf and Bookstore. To get the card, visit the Information & Technology Services front desk on the second floor of the Rogers Student Center (PSC-228), Monday-Friday 8:00-4:30pm. Please be sure to bring a government issued photo ID, such as a driver's license, which is required to verify your identity.

INSTRUCTOR EXTENDED LEAVE

If a dual credit instructor is absent from the classroom more than five consecutive days and needs a long-term substitute, they must notify the Dual Credit Program staff and their respective department Faculty Liaison. When a long-term substitute is hired, they must have equivalent qualifications and department approval for long term instruction.

RECRUITMENT

Nevada State College recruiters will reach out to partnering high schools and dual credit instructors throughout the year to schedule recruitment presentations. Instructors are encouraged to reach out to the Associate Director of Recruitment, Charles Buckner at Charles.Buckner@nsc.edu, to schedule a presentation at a time most convenient for them. Presentations for senior classes will be held in the fall semester while presentations for the junior classes will be held during the spring semester.



STUDENT INFORMATION

ELIGIBILITY

A student interested in enrolling in dual credit courses shall be admitted to NSC for college-level credit under current procedures for admissions of students to NSC if the student has achieved the following conditions:

1. A cumulative grade point average of 3.0;
2. ACT Composite Score of 21 or Teacher/Counselor Recommendation;
3. Junior/Senior grade level;
4. Parental Permission.

The high school may petition for an exception to this admittance policy on a case-by-case basis.

Teachers and counselors should reference the NSC Course Catalog for course pre-requisites information before recommending students for dual credit classes.

Students who earn a grade below 70% in any dual credit course are placed on academic probation for one semester. If the student earns below a 70% in two or more dual credit courses, they are removed from the dual credit program for the remainder of their high school career.

The ideal dual credit student would be one who:



Has an interest in attending college after high school and wants to gain an early start on their college degree;



Possesses the maturity level to participate in classroom discussions and engage appropriately with their classmates;



Communicates respectfully with teachers and other adults on campus;



Welcomes the challenge of rigorous coursework by completing assignments on time and preparing for assessments;



Behaves appropriately by helping to maintain an academic and safe classroom environment.

NSC DUAL CREDIT APPLICATION

Students who have never participated in a dual credit course through Nevada State College are required to complete a Dual Credit Application online. The link to the Dual Credit Application will be given to the schools in the fall. (Do not complete the application for First-Time Students on the NSC website.) The application only needs to be completed once and remains active until the student graduates from high school. Once applied, students will receive a confirmation email letting them know of their acceptance to the Dual Credit Program. If the student is new to the Nevada System of Higher Education, they will be assigned an NSHE ID and password which will allow them to register for classes on the NSC website. Students who have already been assigned an NSHE ID, should enter it on the Dual Credit Application to avoid duplicate NSHE accounts. Students need to remember their NSHE ID for future applications in the NSHE system.

STUDENT AGREEMENT & PARENTAL CONSENT FORM

Students are required to complete and return the Student Agreement & Parental Consent Form at the beginning of each school year they are taking dual credit courses. This form must be signed by the student's parent or legal guardian. Failure to return a completed form may result in the student being withdrawn from the course

COST/BILLING

There is a one-time application fee of \$30 paid the first semester a student participates in the dual credit program. Tuition is \$25 per credit. Most classes are 3 credits and cost \$75 per class. The agreement between CCSD and NSC requires third party billing meaning the students pay the high school and the high schools pay NSC. The Dual Credit Program will bill the high school each semester once rosters have been checked for accuracy. No financial aid is available for the dual credit program tuition. Some students may qualify for tuition assistance through CCSD and the Teacher Academy Rogers Foundation Grant and should see their High School Counselor for further information. There are no refunds once billing has been completed.



ENROLLING IN COURSES

Students enroll in their fall semester classes online through the NSC portal or myNSC after completing the Dual Credit Application. Dual Credit teachers will provide their students the class number and assist them in enrolling in the appropriate class during the first week of the semester. High schools are responsible for notifying the Dual Credit Program staff of any student schedule change or when a student drops a course. The Dual Credit Program staff will batch enroll students for the spring semester.

COURSE GRADES/CREDIT

Students taking dual credit courses are earning both high school and college credit. The grade earned will be recorded on both the student's official high school transcript and on a permanent transcript established at Nevada State College. It is possible for a student to have a different grade on the high school transcript and the NSC transcript. Most credits earned through dual credit classes are accepted at postsecondary institutions in Nevada and other states. Students should check with the college or university they plan to attend after high school to know if the credit they earned through NSC is transferable.

TRANSCRIPTS

Students may order official transcripts from Nevada State College. Transcripts that are being sent directly to an NSHE Institution are sent electronically. These transcripts are sent free of charge. There is a fee for transcripts sent to a non-NSHE institution. For more information on ordering transcripts, visit the Office of the Registrar webpage or contact the Raker Student Success Center.

Students may access their unofficial transcripts through their myNSC Student Center. In the "Academics" section, select "Transcript View Unofficial" from the drop down menu. In the section labeled Report Type, select "Unofficial Transcript" and then click View Report.

Dual Credit students who apply and attend Nevada State College after high school graduation do not need to request transcripts. The earned credits will automatically be transferred over.



STUDENT SUPPORT SERVICES

Students enrolled in dual credit courses have access to support services offered through Nevada State College. These resources include the Writing Center, Marydean Martin Library, and Academic Success Center. Students are encouraged to tour the NSC campus to become familiar with all the student services offered. Tours can be scheduled through the Office of Admissions & Recruitment.

PRIVACY OF STUDENT RECORDS – FERPA

Nevada State College adheres to FERPA law in regards to student confidentiality. FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is federal law designed to protect the privacy of educational records. It also provides guidelines for appropriately using and releasing student education records. The college does not allow access to, or the release of, educational records or other personally identifiable information without the written consent of the student. The written consent must specify the educational records to be disclosed, the purpose or purposes of the disclosure and the party or parties to whom the disclose may be made.

More information on the college's privacy policy can be found in the catalog at nsc.smartcatalogiq.com/en/current/catalog



GET IN TOUCH

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