



**Moraine Park Technical College**

# **Dual Enrollment Handbook**

*for High School Teachers and  
Administrators*

***Providing opportunities to save students  
time and money while investing in their  
future***

**[morainepark.edu/academics/k-12-resources/](http://morainepark.edu/academics/k-12-resources/)**





# CONTENTS

<b>03</b>	What is Dual Enrollment?
<b>04</b>	Pathways
<b>05</b>	Start College Now
<b>06</b>	Contracted Courses
<b>07</b>	Dual Credit
<b>08</b>	Student Voices
<b>09</b>	Teacher Voices
<b>10</b>	Credentialing Process
<b>11</b>	Credentialing Requirements
<b>12</b>	Dual Credit Process
<b>13</b>	Dual Credit Responsibilities
<b>14</b>	K12 Team



# WHAT IS DUAL ENROLLMENT?

Dual enrollment provides high school students the opportunity to earn college credit and high school credit at the same time. MPTC offers three types of Dual Enrollment opportunities: Dual Credit, Start College Now, and Contract Courses.



**2,500 Students Served on Average each year**



**Over \$1 Million**  
saved by students and parents through dual credit

Average Dual Enrollment Credits Earned by Type



■ Dual Credit ■ Start College Now ■ Contract Courses

\*Percentage is approximate to show bulk of credits are earned through Dual Credit\*



# DUAL ENROLLMENT AND PATHWAYS

High school students can get a head start on college by participating in dual enrollment. MPTC works with high schools to help students find their path and whenever possible, complete as many courses as possible while still in high school toward a credential. Credentials include: Certificates, Technical Diploma or Associate's Degree.

For questions on building specific pathways or academy-like models, please contact the K12 Department at MPTC via email at [K12@morainepark.edu](mailto:K12@morainepark.edu)





# START COLLEGE NOW

Start College Now is a program for eligible 11th and 12th graders who are 16 years of age and older to take a college course at MPTC (on campus or online).

School boards for each high school review and approve/deny student's Start College Now applications each Fall and Spring. School districts pay tuition and fees; however, students may have to pay for consumable materials including but not limited to:

Background checks, application fees or name badges.

Districts are potentially eligible for reimbursement if their student completes a credential listed on the CTE

Incentive Grant.



## Benefits



No or little cost to students and guardians

Students get a jump start on college

Students attend class on college campus or online

Save time and money for future college coursework

Earn college and high school credit at the same time



# CONTRACT COURSE

Moraine Park offers contracted courses to high schools. This means a Moraine Park instructor comes to the high school to teach an MPTC course during high school hours, according to a schedule mutually agreed upon by the high school and college.

## Benefits

- No or little cost to students and guardians
- Students get a jump start on college
- Students attend class on their high school campus
- Save time and money for future college coursework
- Earn college and high school credit at the same time







# DUAL CREDIT

Dual or transcribed credit provides high school students the opportunity to earn college credit while in high school, without leaving their high school classroom. The courses are taught by credentialed high school instructors using technical college curriculum, grading policies, and textbooks. These credits are transferable to all schools within the Wisconsin Technical College System and may also transfer to four-year colleges.



## Benefits

### Administrators

- NO tuition cost to you, your teachers, or your students
- Increase your college prep offerings
- Increase your students college and career readiness (ACP)

### Teachers

- NO tuition cost to you, your school, or your students
- Training and professional development opportunities
- Access to full curriculum and support from faculty
- Build professional resume

### Students

- NO tuition cost, save time and money for future college coursework
- Learn directly from your high school classroom
- Earn college and high school credit at the same time
- Get a jump start on college



# BENEFITS OF DUAL ENROLLMENT

66

Growing up, I have always been independent, especially with money. The thought of paying for college was startling, but dual enrollment has given me the opportunity to both decrease the cost and get into the workforce quicker. I love it!

Sydney Radke  
Berlin HS Student

66

Having the opportunity to take dual credit courses specifically ones focused on the education field has created numerous benefits for myself. I would highly recommend taking dual credit classes to any high schooler because it opens up a whole new perspective into your possible future occupation.

Dulcie Kind  
Waupun HS Student

66

As a student this year I have found the dual credit opportunity absolutely wonderful. It is allowing me to save money now and help my future self. Starting college now will help me to become the most successful version of myself. Without these opportunities, I would not be able to start college with as many credits as I could.

Margaret Colwell  
Hartford Union HS Student







# BENEFITS OF DUAL ENROLLMENT



66

Moraine Park Technical College's partnership with Fond du Lac High School strengthens our Career and Technical Education (CTE) courses reinforcing 21st-century skills. MPTC staff make it easy to offer quality student opportunities within the high school.

Tammy Krug-Pickart  
Dual Credit Teacher  
Fond du Lac HS

66

Having the ability to further assist students with college readiness and career success by teaching dual credit courses is very rewarding. I'm glad I have the opportunity to be a part of such an excellent program and I'm looking forward to our partnership with MPTC and teaching more courses in the future.

Michael Blaskowski  
Dual Credit Teacher  
West Bend HS

66

Teaching dual credit courses is wonderful, as I see students explore and open their minds to the many careers they may use their courses with. I have many students that are able to use their knowledge in the Medical field and complete their CNA with help of the Medical Terminology course.

Heather Amerling  
Dual Credit Teacher  
Waupun HS



# DUAL CREDIT TEACHER CREDENTIALING PROCESS

Teachers are required to meet specific criteria, detailed more on the next page, in order to teach MPTC curriculum. To get started teachers and/or administrators need to send the K12 Department documents detailing the teacher's education and experience.

## Step 1

High School teacher or administrator emails [k12@morainepark.edu](mailto:k12@morainepark.edu) a copy of the teacher's:

- Updated Resume
- DPI License
- All unofficial college transcripts
- Any relevant certifications

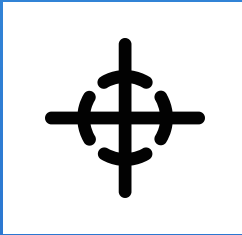
## Step 2

The K12 department will email the teacher/administrator with notification of course approvals and/or denials within two weeks.



# DUAL CREDIT TEACHER CREDENTIALING REQUIREMENTS

In order to maintain accreditation by the Higher Learning Commission (HLC), MPTC must follow the guidelines for teacher and faculty qualifications. This means that dual credit teachers, just like adjunct and full-time faculty, must meet specific degree, occupational, and/or tested experience requirements in order to be approved to teach a course for dual credit.



## General Studies Courses

In order to teach General Studies Courses (Math, English, etc.) a teacher must have a Master's degree in the content area or a Master's degree in any area and 18 graduate credits in the content area.



## Technical/Occupational Courses

In order to teach Technical/Occupational Courses a teacher may need to have a certain degree, certification, occupational experience, and/or tested experience. This varies widely by program area and is typically a combination of degree, occupational experience, and subject matter expertise.

# DUAL CREDIT PROCESSES

Before Course Starts  
Before Course Starts  
Weeks 1-4 of Course  
Weeks 4-5 of Course  
Within 2 Weeks of Course End

- Copy course content from Canvas
- Prepare course
- Distribute registration form to students
- Check class roster in Banner
- Enter final grades in Banner

## REGISTRATION PROCESS

The K12 team at MPTC will email dual credit teachers with links to a short registration video and registration form. Deadlines for student completion of the registration form will be included in the email.

## COURSE CURRICULUM

Each dual credit teacher will have their own account in Canvas. Prior to the course starting, teachers are responsible for copying the course content from the Master course shells in Canvas into their own unique shells in Canvas. Teachers can then copy that content into their preferred Learning Management System. While teachers are not required to use MPTC's Canvas throughout the course, they are required to use 100% of MPTC's curriculum and the most updated curriculum will always be in Canvas.

## BANNER

Dual credit teachers will use Banner self-service to check their rosters and submit final grades. Specific deadlines for when grades are due in Banner are in the dual credit agreement (next page).

## DROP & WITHDRAWALS

There are set deadlines for students to be able to drop (no record on their MPTC transcript) and withdraw (W on their MPTC transcript). These deadlines and dates are communicated to dual credit teachers and included in the registration video students watch prior to registering. If at any point during the course a student leaves the district, has a schedule change, is failing or an extenuation circumstance notify the K12 department immediately.

# DUAL CREDIT TEACHER RESPONSIBILITIES

## Teacher Expectations and Agreements

In order to teach dual credit courses for MPTC, teachers must:

- Attend at least one MPTC Career Prep professional development opportunity each year.
- Teach 100% of the MPTC curriculum for the courses taught, including accessing the most up to date curriculum annually from MPTC's Canvas and copying it over into the teacher's own unique Canvas shells.
- Ensure that grading scale for students electing the dual credit matches the MPTC grading scale (please note that D's do not count as passing grades for MPTC).
- If asked, make lesson plans and outlines available to MPTC and schedule mutually agreed upon times with MPTC faculty for classroom visits
- Set-up MPTC banner self-service account for roster access and grade entry:
  - Verify class rosters for accuracy in Banner.
  - Enter grades online: Within two weeks of class end date for Semester 1/Trimester 1 and 2/ Quarter 1, 2, and 3 courses and within one week of class end date for full year/Semester 2/Trimester 3/Quarter 4 courses.
- Notify the K-12 department of a leave of absence that would require a substitute teacher for a length of time greater than two weeks.
- Communicate that if they are no longer available to teach the course, they will notify the K-12 Partnership Coordinator immediately. Failure to comply with the above expectations may result in revoking approval status to teach dual credit.



# Your K12 Team

We are here to support you. Any questions can be directed to the K12 Department at MPTC via email for a speedy response:  
[k12@morainepark.edu](mailto:k12@morainepark.edu)

