

Customizable Dual Enrollment Calendar

Annual process

Month	K12 actions	Community college actions
Aug - Oct	Identify potential DE courses for next fall implementation	
Nov - Dec	Negotiate CCAP/ MOU agreement terms (see checklist)	
	Professional development on DE for HS counselors	
January	<ul style="list-style-type: none"> • Advertise DE opportunities • Parent orientations • Recruit students for DE courses • Add DE courses to master schedule • Present negotiated CCAP at Board meeting 	Present negotiated CCAP at Board meeting
Feb - March	<ul style="list-style-type: none"> • Verify courses are A-G approved/ flagged for honors bump in UC Doorways • Submit courses to NCAA Clearinghouse • Professional development on DE for K12 teachers 	Admissions and records office develops enrollment timeline with key dates Community college DE courses are confirmed
April	<ul style="list-style-type: none"> • Students apply to CCCApply & complete special admit forms • Schools approve consent forms 	
May	Master schedule is confirmed Optional classes are determined for students who need to drop DE class	
June - July	College, department and DE orientations and professional development for DE HS instructors	Professional development for college faculty teaching DE courses
August	Student orientation School/ DE courses begin	
Sept - Oct	Withdrawal deadlines	

CCAP/ MOU agreement topics

- Identify qualified educator
- Negotiate staffing structure
- Identify class time/ location/ credits
- Identify parameters for student recruitment
- Identify technology & course materials required/ chosen
- Articulate plans for student supports
- Articulate plans for enrollment supports
- Articulate plans for data collection & reporting

Ongoing activities for DE partnerships

- Monthly meetings for implementation teams
- Quarterly meetings for leadership teams
- Data gathering, review and resolution of identified problems
- Data publication for partnership teams/ Boards/ community
- Student support interventions
- Pathway mapping/ development
- Developing/ aligning curriculum
- Implementing embedded career exploration and student success courses
- Developing a DE portfolio of types of courses that can be offered
- Improving marketing
- Streamlining processes

**Calendar adapted for OC regional colleges from example from North & East Bay Pathways Consortium and Southwest Bay Area Career Pathway Consortium*