# JCPS Dual Credit Guide

## Types of Dual Credit Scholarships

## Adding New Dual Credit Courses

## Scheduling Dual Credit Courses

# Types of Dual Credit Scholarships

- **Dual Credit Scholarship**
  - 11th & 12th grades only
  - Complete KHEAA Counseling Video
  - General Ed courses ONLY
  - No rollover
- **Work Ready Scholarship**
  - Grades 9-12
  - Complete KHEAA Counseling Video
  - CTE courses ONLY

- DC Rate for SY 23-24 is $93/credit hour
- Scholarship only covers tuition
  - Many JCTC courses have digital content
  - Books, etc. are self-pay
- Students cannot be charged if they fail or withdraw from a course IF scholarship funds have been paid for the course.
- JCPS pays for any failed courses taken on a college campus.
  - Make sure someone is checking on your on-campus students!

# Adding New Dual Credit Courses

- STEP 1:
  - Check <u>Dual Credit Portal</u> to see if the course is approved by JCPS.

- STEP 2:
  - If YES, proceed with teacher approval.
  - If NO, complete <u>Dual Credit Course Request</u> form.
    - Wait for approval before scheduling students!

- STEP 3:
  - Schedule students.

# Scheduling Dual Credit Courses

## On HS Campus: Taught by JCPS Staff

## On HS Campus: Taught Online by PSI Staff

## On HS Campus: Taught Online & Facilitated by JCPS Staff

## On PSI Campus

## Special Cases: Cardinal Bridge, Rotary Bridge, UPS, Gatton & Craft Academies, Galen

# On HS Campus: Taught by JCPS Staff

1. Set up like a normal class.
2. Update **Teaching Method** & **Instructional Setting** on the Course Tab.

## Course Information ☆

### 42341081 ENG 101 JCTC WRITING I

💾 Save    ⊗ Delete    ↗ Push To Sections

**Course Information**

CourseID 1002970      Course Master Linked - **42341081 ENG 101 JCTC WRITING I**

*Number
42341081

*Name
ENG 101 JCTC WRITING I

Standards-based ☐    Active ☑      External LMS Exclude ☐

Course-Only Curriculum ☐    Ignore Master Push ☐

Subject Type [ ⌄ ]

State Code
800011

Department
ENGLISH [ ⌄ ]

Schedule Load Priority
0

Max Students
25

Terms 3   Schedules 2   Periods 1    Sections to Build 1   Preferred Room Type [ ⌄ ]

Section Template Group [ ⌄ ]

GPA Weight
1

Bonus Points ☐

Advisory ☐

Transcript ☑

Required ☐

Type [ ⌄ ]

Difficulty Level
DC: Dual Credit [ ⌄ ]

Responsive ☐

Activity [ ⌄ ]

Homeroom ☐   Allow student requests ☐   Allow teacher requests/recommendations ☐    Hide Standards On Portal ☐   Repeatable ☐   Attendance ☑   Unit Attendance ☐

Instructional Time
0

Teaching Method
11: Dual Credit - District Offered [ ⌄ ]

Instructional Setting
01: Onsite Classroom [ ⌄ ]

Ed-Fi Term Descriptor Override ☐

Comments
[                                    ]

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# On HS Campus:
# Taught Online by PSI Staff

1. Schedule student in 4000191* Dual Credit Placeholder during the school day.
2. Update **Teaching Method** & **Instructional Setting** on the Course Tab.

## Course Information ☆

40001911 DUAL CREDIT ONLINE PLACEHOLDER

💾 Save   ⊗ Delete   ↪ Push To Sections

| ⊟ Course Information |
|---|

CourseID 1002964

Course Master Linked - 40001911 DUAL CREDIT ONLINE PLACEHOLDER

| *Number | *Name | Standards-based | Active | External LMS Exclude |
|---|---|---|---|---|
| 40001911 | DUAL CREDIT ONLINE PLACEH | ☐ | ☑ | ☐ |

Course-Only Curriculum   Ignore Master Push
☐                        ☐

Subject Type
[                    ▼]

| State Code | Department |
|---|---|
| 950001 | COUNSELING ▼ |

| Schedule Load Priority | Max Students | Terms | Schedules | Periods | Sections to Build | Preferred Room Type |
|---|---|---|---|---|---|---|
| 0 | 25 | 3 | 2 | 1 | 7 | ▼ |

Section Template Group
[▼]

| GPA Weight | Bonus Points | Advisory | Transcript | Required |
|---|---|---|---|---|
| 0 | ☐ | ☐ | ☐ | ☐ |

Type
[                    ▼]

| Difficulty Level | Responsive | Activity |
|---|---|---|
| DC: Dual Credit ▼ | ☐ | ▼ |

| Homeroom | Allow student requests | Allow teacher requests/recommendations | Hide Standards On Portal | Repeatable | Attendance | Unit Attendance |
|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ |

Instructional Time
[0]

Teaching Method
[12: Dual Credit - College Offered ▼]

Instructional Setting
[05: Online ▼]

Ed-Fi Term Descriptor Override
☐

Comments
[                                        ]

# On HS Campus:
# Taught Online by PSI Staff

3. Schedule Dual Credit course in V/PB period.

## Course Information ☆

### 42220881 HIS 101 JCTC WORLD CIV I

# On HS Campus: Taught Online & Facilitated by JCPS Staff

1. Set up like a normal class.
2. JCPS Staff is listed as the Teacher.
3. Update **Teaching Method** & **Instructional Setting** on the Course Tab.

## Course Information ☆

42231082 HIS 109 JCTC US HIST 1865-PR

💾 Save     ⊗ Delete     ↪ Push To Sections

**⊟ Course Information**

CourseID 1002986

Course Master Linked - 42231082 HIS 109 JCTC US HIST 1865-PR

| *Number | *Name | Standards-based | Active | External LMS Exclude |
|---|---|---|---|---|
| 42231082 | HIS  109 JCTC US HIST 1865-PR | ☐ | ☑ | ☐ |

Course-Only Curriculum ☐     Ignore Master Push ☐

Subject Type [dropdown]

| State Code | Department |
|---|---|
| 800051 | [dropdown] |

| Schedule Load Priority | Max Students | Terms | Schedules | Periods | Sections to Build | Preferred Room Type |
|---|---|---|---|---|---|---|
| 0 | 15 | 3 | 2 | 1 | 1 | [dropdown] |

Section Template Group [dropdown]

| GPA Weight | Bonus Points | Advisory | Transcript | Required |
|---|---|---|---|---|
| 1 | ☑ | ☐ | ☑ | ☐ |

Type [dropdown]

Difficulty Level
DC: Dual Credit

Responsive ☐     Activity [dropdown]

| Homeroom | Allow student requests | Allow teacher requests/recommendations | Hide Standards On Portal | Repeatable | Attendance | Unit Attendance |
|---|---|---|---|---|---|---|
| ☐ | ☑ | ☐ | ☐ | ☐ | ☑ | ☐ |

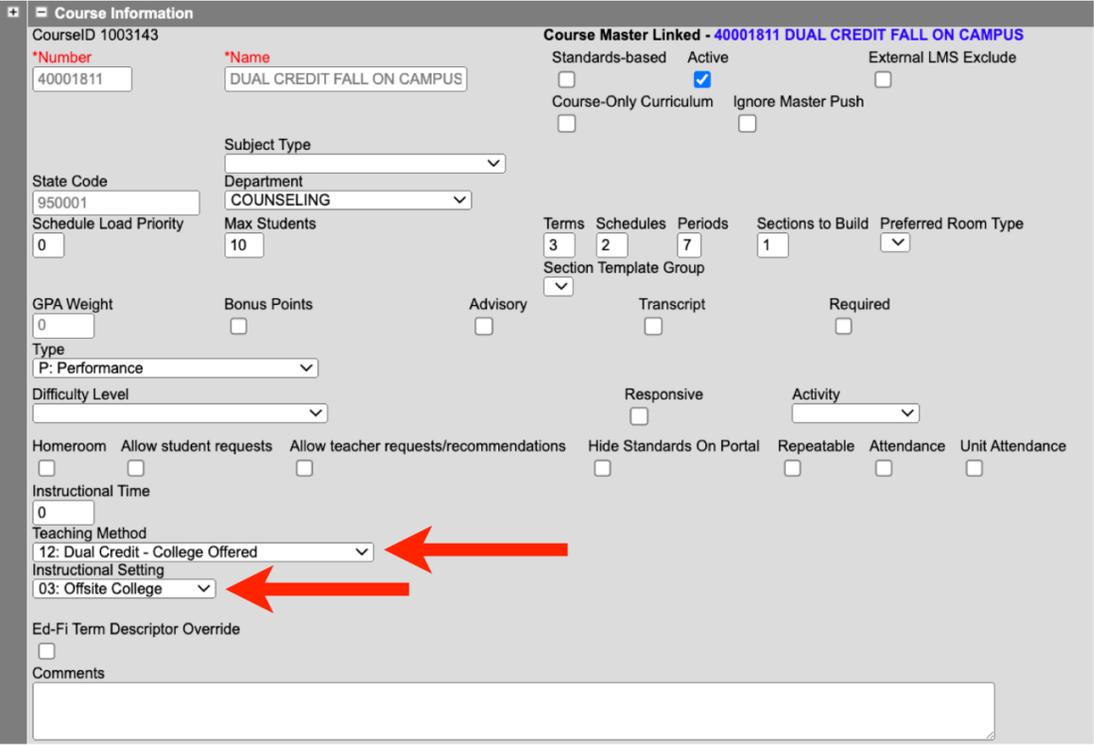Instructional Time
0

Teaching Method
12: Dual Credit - College Offered   ⬅

Instructional Setting
05: Online   ⬅

Ed-Fi Term Descriptor Override ☐

Comments

# On PSI Campus

1. Schedule student in 40001811 Dual Credit Fall on Campus; 40000082 Dual Credit Spring on Campus
2. Update Teaching Method & Instructional Setting on the Course Tab.



- ○ The teacher will post P or F in placeholder courses at the end of the semester.
  - ■ This is how funding is calculated.

# On PSI Campus

3. Schedule Dual Credit course in V/PB period.



44360281 GEO 130 JCTC EARTH PHY ENVIRON

- ○ The teacher will be able to create a grade book and post grades like normal.
- ○ The teacher will post the letter grade in the actual course at the end of the term.

# On PSI Campus

## Note About Courses on PSI Campus

- Check student's PSI schedule to make sure that course is on the <u>approved list</u>.

- If it IS NOT, does the course fulfill a CORE requirement?

  - If NOT, this is a concurrent enrollment.

  - IF IT DOES, complete the <u>New Dual Credit Course Request Form</u>.

# Special Cases

- <u>Cardinal Bridge Academy</u>

- <u>Rotary Bridge Program</u>

- Gatton Academy
  - Schedule in 4991008*
  - DO NOT schedule into any other courses

- Craft Academy
  - Schedule in 4992008*
  - DO NOT schedule into any other courses

- UPS
  - DO add Dual Credit courses to student transcripts if the course fulfills a graduation requirement OR the credit is needed to make the student eligible for KEES money

- Galen
  - Schedule student in *40001811 Dual Credit Fall on Campus*; *40000082 Dual Credit Spring on Campus*
  - Update Teaching Method & Instructional Setting on the Course Tab.



  - The teacher will post P or F in placeholder courses at the end of the semester.
    - This is how funding is calculated.
  - Schedule Galen courses in the V/PB period.
  - Final Grades will be entered here when the class concludes.