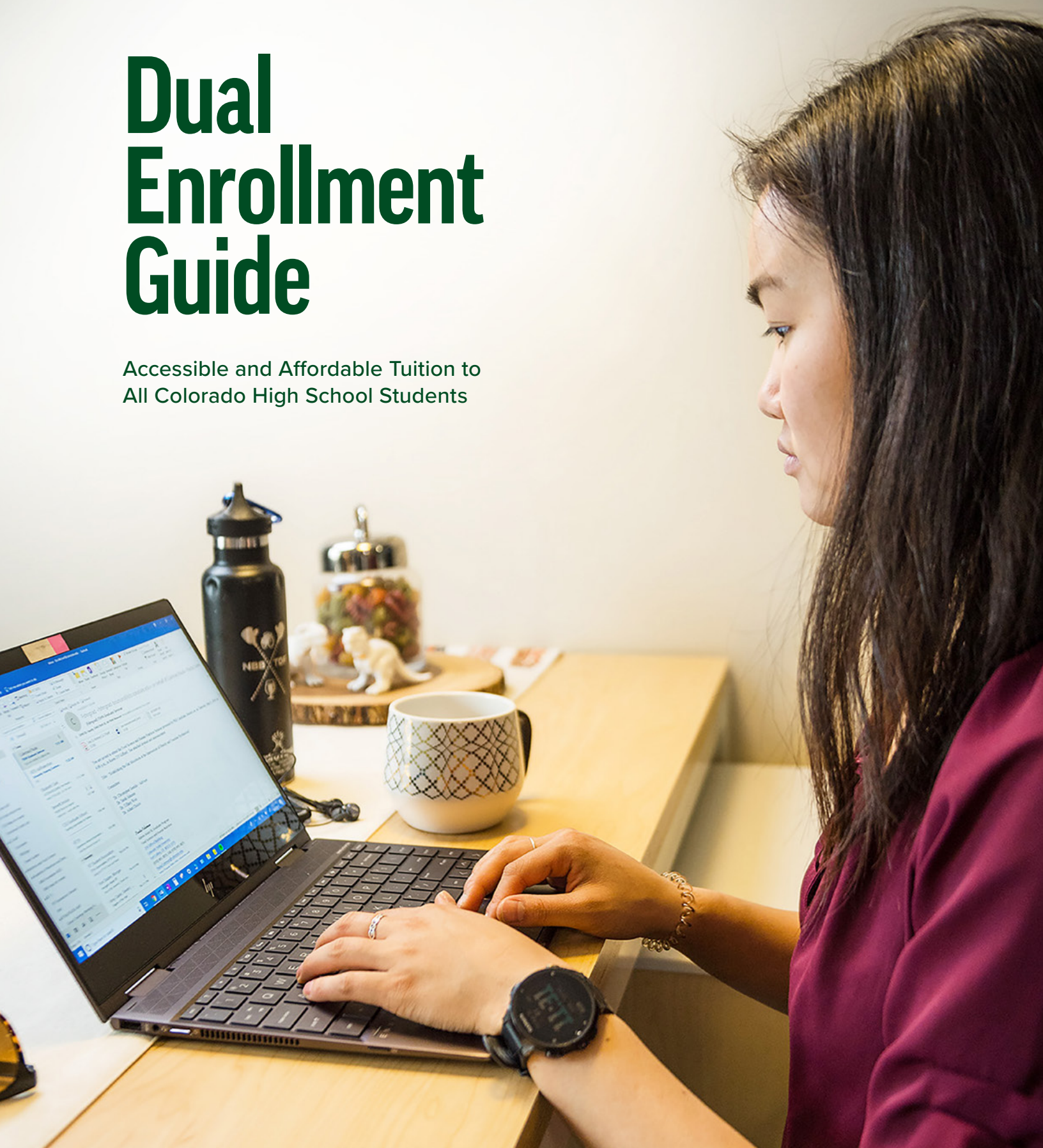


# Dual Enrollment Guide

Accessible and Affordable Tuition to  
All Colorado High School Students



**COLORADO STATE UNIVERSITY**  
ONLINE

# Help high school students save money on college tuition

with CSU's Online dual enrollment



Reduce tuition by 67%



Only \$153.35 per credit hour, matches the states community college tuition rate



Students earn the same course credits as on-campus college students



Access online courses from anywhere in Colorado



## Inclusion

Access to CSU courses through online dual enrollment allows all high school students in Colorado to identify educational interests early and get a head start on leading their future.

## Access

Students earn the same course credits and learn from the same experienced faculty as on-campus students, regardless of where they live in Colorado.

## Affordable

High quality education at a reduced tuition rate matches the Colorado community college rate per credit hour, lowering the debt for high school students. Higher education is attainable for all socioeconomic levels.

## Through Dual Enrollment with CSU Online, Colorado students:

- Gain confidence to attend college.
- Explore career interests.
- Pay no application fee for enrollment.
- Gain access to statewide transferable courses.
- Earn credit for completed courses on your high school and college transcripts.
- Receive affordable, reduced tuition.
- Enjoy the flexibility of studying anywhere, at any time.

# Department Benefits

Overall, as a land grant university it is our duty to increase the number of Coloradans that graduate from high school and matriculate to CSU.

CSU departments that participate in dual enrollment offer courses by cross listing a high school course section to an already offered “801” or “401” section.

## Benefits of cross listing the two sections include:



Expands access to high school students without the need for the department to create an entirely new section.



Eliminates the need to hire additional PT Instructors/exceed Faculty course load limits for high school sections.



Have a course “Observer” from the high school that is set up in the CSU HR system with viewing access to their student’s course Canvas shell. The high school observer assists and supports the CSU Faculty with their high school students’ in-class questions, technology errors, and tutoring.

## 2019–2020 Academic Year

# 53,245

CO high school students that participated in dual enrollment programs across various institutions throughout the state.

# 40%

of all graduates in public high schools in CO participated in dual enrollment programs.



# Growth Opportunities

District and school participation in dual enrollment continues to grow into the current academic year. Currently, we have signed Memorandum of Understandings (MOUs) for 13 districts and 3 independent high schools.

## CSU Dual Enrollment Data: 2020-2022

Academic Year	Active Districts	Active High Schools	Students Enrolled
2020–21	2	2	50
2021–22	9	4	115
2022-23	13	3	TBD

## Dual Enrollment Retention Data: Academic Year 2021

Academic Term	DE Students Enrolled	DE Students Admitted	DE Course Retention Rate
Fall	97	21	22%
Spring	13	5	39%

# CSU Online Dual Enrollment Process

## Course Offerings and Marketing

- CSU will work with each district to determine which courses are offered.
- Credit course rate is \$153.35 per credit hour (not including a per semester technology fee, or any specific course material fees).
- Courses will be promoted to high schools in the spring term prior to the next academic year.
- CSU departments create marketing materials to promote the courses they intend to offer. Marketing materials will be added to the Dual Enrollment Digital Guidebook that will be provided upon request.

**Note:** Hidden links cannot be added to marketing materials

## High School/District Tuition Payment Structure

- Course fees are billed to the high school student's CSU Ram account within 1-2 business days after course registration.
- The high school or district contact will email CSU with a list of student names and registered courses per term.
- CSU will cross reference this list with our system.
- CSU will create a Certifying Sponsor Form for each high school or district and send the form to the sponsored billing department at the beginning of each term outlining the charges.

After the registration deadline, CSU works with sponsored billing office to ensure each student's tuition and fees are billed according to the payment structure.

- For example, if the district chooses the "Split Expense" structure, the tuition and the university technology fee would be removed from the student account and transferred to the district account<sup>1</sup>. The remaining balance of special course material fees and textbook charges remain on the students account<sup>2</sup>.
- CSU's sponsored billing department will send out sponsor invoices for each term after census one.



## Payment Structures

- **Student Expense:** Tuition, university tech fee, and other special course costs including textbooks.
- **District Expense:** Tuition, university tech fee, and other special course costs including textbooks
- **Split Expense:** District pays tuition and university tech fee. Students pay for any special course costs and textbooks.

<sup>1</sup> In the event that there are internal processes such as late contracts, late certification documents submitted for sponsoring institution, etc. that result in late fees being charged to the students account, the fees will be waived once the tuition charges are transferred to the sponsored billing account.

<sup>2</sup> Students may receive emails from CSU's billing department even if the balance is \$0 because they are auto generated. If the district has not agreed to pay for textbook charges or other fees, the student will need to pay by the due date. Students will be responsible for any late fees incurred.

# Dual Enrollment Internal Logistics

## MOU Background Logistics

If a department working with a high school or district wants to offer dual enrollment, contact Brandi Gonzales for follow up with the district. Brandi will request the following from the school or district:

- Name and address of high school or district
- High school or district contact
- Chosen payment structure option
- Name of signatory authority for MOU
- An outline of each course per term the high school or district will offer
- The name of the Course Observer for each course the high school or district offers

**Note:** The Course Observer will be added to CSU's HR System so they can assist students in the Canvas shell but WILL NOT have access to grades (per FERPA).

## MOU Contract Logistics

For all MOU contract logistics and execution, the CSU Online Dual Enrollment Relationship Manager will:

- 1** Create a Dual Enrollment Cooperative Agreement (MOU) that outlines the specifications:
  - Course(s)
  - Registration
  - Enrollment
  - Billing
  - Course Fees
  - Textbooks
  - Course observers
- 2** Initiate the MOU for signatures from both parties.
- 3** Handle distribution of finalized copies to:
  - The high school or district
  - CSU department
  - CSU Registrar's office
  - CSU Online

## Hidden Links for Registration

- Hidden links are used for students to register and provide valuable trackable data for our high school student populations. Course links are set up with special section numbers that are specifically tied to each high school, tuition costs and sponsored billing.
- Hidden registration course links for each individual high school or district created by CSU Online.
- The high school or district contact will receive an email with their specific course links
- High school or the district distributes links to their students that intend to register for the Dual Enrollment online course sections.



# Student Eligibility, Credits, and Benefits

## Student Eligibility

- Juniors and seniors in a Colorado high school
- Students must be in good standing
- Students must satisfy the prerequisites of the courses prior to enrollment
- Courses are only available on an asynchronous platform through high schools and districts that sign an MOU with CSU Online

## Student Credits

- Credits earned in Dual Enrollment courses are CSU credits and recorded on an official CSU transcript. Courses taken and grades earned establish a permanent academic record at CSU.
- Prior to a high school student enrolling in CSU Online Dual Enrollment courses, the student, parent, and high school official must submit a Dual Enrollment Student Request form.
- Course deadlines and drop dates are discussed with both the high school and the students at the beginning of each term. Biweekly status check-ins are conducted with the high schools until census one.

## Student Benefits of Dual Enrollment

**Students benefit from our dual enrollment program through:**

- Access to robust course offerings
- Exploration of passions or interests in careers
- Confidence in their ability to attend college
- Developing knowledge, skills, and abilities for college and the workforce
- Earning credit for completed courses on high school and college transcripts
- Reducing the cost and time it takes to earn a degree

**Colorado data shows that students in Dual Enrollment programs are more likely to:**

- Enroll in postsecondary education upon graduation
- Earn higher postsecondary grade point averages
- Not need remediation

# Tuition and Fees

**Tuition is significantly lower than taking a course on the CSU campus or through CSU Online.**

↓ Reduced tuition rate of \$153.35 per credit hour

🌐 University technology fee per student of \$32 per term

The CSU Dual Enrollment Program does not qualify for students to utilize the Colorado Opportunity Fund (COF) stipend. The CSU Dual Enrollment Program is not covered under the Expanding Concurrent Enrollment Opportunities Act.

Dual Enrollment Online Course Expenses*	Flat rate per term
Online course tuition	\$153.35
University technology fee	\$32.00
Cost based on 3 cr. course	\$492.05

\*Certain courses may have special course fees and/or textbook fees. Exact tuition amounts including course material fees are outlined in the Course Offerings section of this document.

# Important Dates

## Spring 2023

<b>Jan. 17:</b>	Classes Begin
<b>Jan. 22:</b>	Registration Deadline
<b>Feb. 1:</b>	Course Drop Deadline (100% Refund) and Census
<b>May 12:</b>	Spring 2023 Term Ends

# Dual Enrollment Course Catalog

2022-2023

College	Course number	Course name	Credits
<b>Agricultural Sciences</b>	ANEQ 103	Introduction to Animal Science	3
	HORT 100	Horticultural Science	4
<b>Business</b>	ACT 205	Fundamentals of Accounting	3
	ACT 210	Introduction to Financial Accounting	3
	BUS 150	Business Computing Concepts and Applications	3
<b>Engineering</b>	BIOM 109	Principles of Biomedical Engineering	1
	ECE 102	Digital Circuit Logic	4
	ECE 103	DC Circuit Analysis	3
	MECH 103	Introduction to Mechanical Engineering	3
	MECH 105	Mechanical Engineering Problem Solving	3
<b>Health and Human Sciences</b>	IDEA 110	Designing Your University Life	2
	IDEA 210	Introduction to Design Thinking (GT-AH1)	3
	HDFS 101	Individual and Family Development (GT-SS3)	3
	OT 215	Medical Terminology	1
<b>Liberal Arts</b>	ANTH 200	Cultures and the Global System (GT-SS3)	3
	ART 100	Introduction to the Visual Arts (GT-AH1)	3
	ECON 204	Principles of Macroeconomics (GT-SS1)	3
	ETST 100	Introduction to Ethnic Studies (GT-SS3)	3
	GR 100	Introduction to Geography (GT-SS2)	3
	MU 100	Music Appreciation (GT-AH1)	3
	PHIL 103	Moral and Social Problems (GT-AH3)	3
	PHIL 110	Logic and Critical Thinking (GT-AH3)	3
	SOC 100	General Sociology (GT-SS3)	3
	SPCM 100	Communication and Popular Culture (GT-AH1)	3
	SPCM 130	Relational and Organizational Communication (GT-SS3)	3
<b>Natural Resources</b>	GEOL 110	Introduction to Geology - Parks and Monuments (GT-SC2)	3
	GES 101	Foundations of Environmental Sustainability	3
	NR 150	Oceanography	3
<b>Natural Sciences</b>	BZ 101	Humans and Other Animals (GT-SC2)	3
	BZ 110	Principles of Animal Biology (GT-SC2)	3
	PSY 100	General Psychology (GT-SS3)	3

# Learn. Serve. Thrive.

## **Brandi Gonzales**

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