



METROPOLITAN
Community College

MCC Concurrent Enrollment Instructor Handbook

Welcome!

This resource is a compilation of information about Metropolitan Community College customized for the needs of Concurrent Enrollment faculty. Secondary Partnerships and Academic Affairs staff have worked to make this resource as comprehensive as possible.

Concurrent Enrollment faculty are an extremely valuable resource at MCC, so it is important that you have easy access to as much accurate information as possible. We hope you find this handbook of value and use it to make a difference in the lives of your students.

Thanks for being a fundamental part of MCC.

TABLE OF CONTENTS

About Metropolitan Community College	2
• Mission & Guiding Principles	2
• Secondary Partnerships	2
What is Concurrent Enrollment?	3
National Alliance of Concurrent Enrollment Partnerships (NACEP).....	3
Teaching Metropolitan Community College Concurrent Enrollment Courses	4
• Credentials	4
• Concurrent Enrollment Faculty Application	4
• Expectations	4
• Orientation and Professional Development	5
• Communication	5
• Course Outline and Syllabus	5
• Course Materials	5
• Family Educational Rights and Privacy Act	5
• Accommodation Services	6
• Student Teachers	6
• Substitute Policy	6
Concurrent Enrollment Procedures	7
• Student Registration Process	7
• UNITY	7
• Roster Verification	7
• Adding/Removing Students	8
• Final Grades	8
• Failure to Grade.....	8
• Grade Change	8
Contacts	
• Secondary Partnerships Staff	9
• Academic Dean and Liaisons	9
Non-Discriminatory Statement	9

ABOUT METROPOLITAN COMMUNITY COLLEGE

Metropolitan Community College (MCC) is a comprehensive, full-service public community college with nine campus and center locations. MCC's purpose is to provide high quality educational programs and services, primarily in career preparation and general education, to people of all ages and educational backgrounds.

MISSION AND GUIDING PRINCIPLES

Metropolitan Community College's mission is to deliver relevant, student-centered education to a diverse community of learners.

To fulfill our mission, we are committed to the following Guiding Principles to guide our daily endeavors:

- Attend to the health and safety of students, employees and community
- Apply agility and creativity to day-to-day work
- Maximize human capacity
- Strive for operational excellence
- Provide vigilant stewardship of college resources
- Incorporate lessons from recent experience to inspire and drive future decisions

SECONDARY PARTNERSHIPS

Secondary Partnerships supports early college experiences for Nebraska high school students by providing them the opportunity to earn college credit through the following programs:

- CollegeNow!
- Career Academy
- Kickstart Online Institute
- Gateway to College
- Concurrent Enrollment

CONNECT WITH US

- mccneb.edu/secondarypartnerships
- secondarypartnerships@mccneb.edu
- 531-MCC-2213



WHAT IS CONCURRENT ENROLLMENT

Concurrent Enrollment (CE) at MCC was founded as a way to deliver college credit courses in the high school by qualified and college-approved high school instructors. MCC's concurrent enrollment program has grown significantly over the years serving over 30 high schools and work with over 250 high school instructors in our four-county service area. Concurrent enrollment students are held to the same standards as students enrolled in classes delivered at any of our MCC campus locations or online.

Benefits of concurrent enrollment courses include:

- Head start on earning college credits
- Reduced tuition cost
- Experience college rigor in a high school setting
- Opportunity to explore fields of study
- Earned credits that may transfer

National Alliance of Concurrent Enrollment Partnerships (NACEP)

The National Alliance of Concurrent Enrollment Partnerships (NACEP) works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. While not currently a NACEP accredited institution, Metropolitan Community College is strategically aligning with NACEP through implementation of specific steps to increase collaborative relationships in order to provide a superior level of service for concurrent enrollment programming.

As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. To earn accreditation from NACEP, post-secondary institutions conduct extensive self-studies, documenting how programs adhere to NACEP standards and are evaluated by peer reviewers from NACEP-accredited programs.

NACEP's standards require implementation of policies and practices to ensure that:

- College courses offered in the high school are of the same quality and rigor as the courses offered on-campus at the sponsoring college or university.
- Students enrolled in concurrent enrollment courses are held to the same standards of achievement as students in on-campus courses;
- Instructors meet the academic requirements for faculty members in the sponsoring postsecondary institution and are provided discipline-specific professional development; and
- Concurrent enrollment programs are held accountable through impact studies, student surveys, and course and program evaluations.

TEACHING METROPOLITAN COMMUNITY COLLEGE CONCURRENT ENROLLMENT COURSES

CREDENTIALS

Concurrent Enrollment faculty shall possess the minimal credentials to satisfy the requirements prescribed in the Hiring Practices of the Metropolitan Community College Quality Faculty Plan. All concurrent enrollment instructors are expected to have credentials equivalent to those required of full-time instructors at Metropolitan Community College.

CONCURRENT ENROLLMENT FACULTY APPLICATION

Faculty shall provide an Application for Employment, a professional resume, and official copies of their college transcript(s) for their MCC personnel file. The instructor's qualifications are examined by the dean of the department, the Director of Secondary Partnerships, Human Resources, and at times, the program coordinator or the faculty liaison. After determination is made as to whether the instructor is qualified, an email is sent to the instructor, informing that individual of the decision.

Applications received between July 1 to June 15 within an academic year are considered for the following academic year.

EXPECTATIONS

Metropolitan Community College enters into a Memorandum of Understanding with area K-12 school districts under the guidelines of Concurrent Enrollment. The MOU allows for the instruction of a Metropolitan Community College course(s) at a K-12 facility. All instructors act on behalf of Metropolitan Community College and agree to fulfill the following requirements:

- Faculty shall possess the minimal credentials to satisfy the requirements prescribed in the hiring practices of MCC.
- Faculty shall provide a professional resume, complete an MCC Application for Employment form, and have college transcript(s) sent to MCC's Human Resources office.
- Faculty are offered an orientation and yearly professional development from MCC
- Faculty will adhere to the MCC course syllabus and submit a copy to their MCC Dean and/or faculty liaison each term.
- Faculty will use the MCC textbook(s) approved by the dean & faculty liaison and ensure that each student in the course has his/her own textbook. *Alternate textbooks may be allowed and must be approved by an MCC academic representative. Alternative textbooks must meet or exceed the level of the approved MCC textbook.*
- Faculty shall allow other MCC faculty, coordinators, and staff into the classroom.
- Faculty will ensure that the required academic coursework at contracted sites will be equivalent to or exceed on-campus expectations. All concurrent enrollment courses will be regular college courses catalogued and described in the current MCC catalog.
- Faculty will complete roster verification by assigned deadline each term.
- Faculty will ensure that a final grade is submitted at the conclusion of the concurrent enrollment course through MCC's online Self-Service platform.
- Faculty are required to submit assessment artifacts as requested by the department dean, liaison, or subject matter coordinator. Required assessments will vary by academic discipline area.

ORIENTATION AND PROFESSIONAL DEVELOPMENT

New Concurrent Enrollment instructors will participate in two MCC initiated orientations. The first orientation will be provided by the Academic Dean and/or Liaison to cover all curriculum and assessment requirements. The orientation should take place soon after the new CE faculty is approved. A signed orientation form is to be provided to Secondary Partnerships following completion. A second orientation will be provided to new CE faculty by Secondary Partnerships to cover details related to course registration, roster verification, grading, among other items.

All Concurrent Enrollment instructors are required to attend yearly Concurrent Enrollment Professional Development. CE professional development provides an opportunity for all MCC Concurrent Enrollment faculty to collaborate with MCC by academic discipline.

Orientation and professional development may take on a variety of forms, including face-to-face, workshops, online training and/or collaborative meetings.

COMMUNICATION

Concurrent Enrollment faculty will be notified of changes, new information, activities and other events through a variety of methods. We will do our best to communicate with CE faculty through their High School email address, however, it is expected that all CE faculty become familiar with and check their MCC email at minimum once per week. MCC email can be accessed through UNITY.

COURSE OUTLINE AND SYLLABUS

All Concurrent Enrollment instructors will utilize the Metropolitan Community College course outline and syllabus. One outline is prepared for each course in a predetermined format by the appropriate MCC faculty and approved by the appropriate MCC dean. Instructors, both MCC and DC, must cover the topics included in the current course outline—this is mandatory. At the beginning of every quarter, each faculty member develops a course syllabus for each course he/she is teaching using the determined course outline topics and objectives. Uniform information must be in all syllabi. A copy of the MCC outline and syllabus template will be provided to all Concurrent Enrollment instructors by the discipline-specific faculty liaison or Dean. Any course-specific questions should be directed to the faculty liaison or department Dean. Syllabi are to be sent to the Dean's office by way of Associate.

COURSE MATERIALS

The school district will be responsible for providing all necessary instructional equipment. It is the responsibility of every Concurrent Enrollment instructor to adhere to the departmental guidelines for textbooks and ensure that each student has a textbook. The information on how to order textbooks or have alternate textbooks approved may be obtained from the department deans or their discipline-specific faculty liaison.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that student academic records be kept in confidence. Unless written permission is obtained, the discussion, use or access of student records is limited to job-related, legitimate educational interests. If a student is attending a postsecondary institution -

at any age - the rights under FERPA have transferred to the student. If a student under the age of 18 is enrolled in both a high school and a postsecondary institution, the parents still retain the right under FERPA at the high school, however, the postsecondary rights belong to the student. Students who wish to grant parental or 3rd party access to their educational records may do so by submitting an [Authorization to Release Student Information Form](#). FERPA information can be found at www.mccneb.edu/ferpa.

ACCOMMODATION SERVICES

High school students with documented disabilities who plan to enroll in MCC dual credit courses are eligible to receive reasonable accommodations. Whether the student is taking the course in their own high school classroom, online, or at an MCC campus, they must contact a MCC Disability Support Service Counselor before receiving accommodation in the classroom. Students requesting accommodations can contact any of the DSS counselors by using the QR code below.



STUDENT TEACHER POLICY

Student teachers are not allowed to teach MCC concurrent enrollment classes because they have not been approved by the college and in almost all cases do not hold the credentials established by the MCC academic departments to teach college-level classes. The Secondary Partnerships office recommends that student teachers work with high school teachers who are not teaching concurrent enrollment classes. However, student teachers may observe MCC concurrent enrollment classes.

CONCURRENT ENROLLMENT SUBSTITUTE POLICY

Substitute teachers may teach CE classes for a few days if they have adequate curriculum information from the approved teacher. If the approved teacher is unable to teach for more than two (2) weeks, high schools should follow the long-term absence procedures.

Long-Term Absence

MCC considers a long-term absence as missing two or more consecutive weeks of the academic term. The responsibility of identifying a qualified long-term substitute lies with the high school. MCC's commitment to student success extends to our concurrent enrollment classes and we will make every attempt to achieve a positive outcome in this situation.

Qualified Long-Term Substitute Policy: If the high school has identified a potential long-term substitute, who meets the minimum MCC qualifications, the following steps must be taken.

1. The high school must notify the MCC Secondary Partnerships Director of all long-term absences immediately and provide the name of potential substitutes

2. The Secondary Partnerships Director will notify the academic dean and faculty liaison via email, of the long-term absence
3. The Secondary Partnerships Director will email the MCC concurrent enrollment application instructions to the potential substitute
4. The potential substitute must complete the MCC application process
5. The Secondary Partnerships Director will notify the high school administrator, academic dean, faculty liaison and potential substitute of approval or denial of application
6. The MCC Dean or Liaison will reach out to the substitute for curriculum support

If a qualified substitute cannot be identified by the High School to teach the course, MCC will make every attempt to identify an MCC instructor or MCC faculty of record to fill the need. If a qualified substitute still cannot be identified, MCC reserves the right to cancel the course for college credit. If a course is canceled for college credit, it may still be offered for high school credit.

Non-approved MCC Substitute Policy: In rare cases, the long-term absence of the concurrent enrollment instructor may occur after the required MCC curriculum has been covered, in which case a non-approved MCC substitute could be used. A thorough assessment of the content covered in class must be completed by the MCC Secondary Partnerships Director, Dean and/or faculty liaison before final determination can be made.

CONCURRENT ENROLLMENT PROCEDURES

STUDENT REGISTRATION PROCESS

Students will receive application and registration instructions at the beginning of each term from Secondary Partnerships staff in collaboration with HS counselors and faculty. A student taking a Concurrent Enrollment course is both a high school student and MCC student. At the completion of the course, the student will have an MCC transcript.

UNITY

UNITY is MCC's intranet. The portal provides single sign-on access by automatically logging into My Services, Microsoft Outlook Calendar, and Canvas. The faculty UNITY guide can be found on the Concurrent Enrollment Faculty resource page by visiting www.mccneb.edu/secondarypartnerships.

To login to UNITY, open a web browser, enter unity.mccneb.edu into the address bar and login. Sign in using your email account name (user@mccneb.edu).

If you need to create or reset a password visit Password Reset Information at <https://www.mccneb.edu/Current-Students/Student-Tools-Resources/Password-Station.aspx>

ROSTER VERIFICATION

Every MCC Concurrent Enrollment instructor is required to confirm their enrollment roster. Roster verification is our last opportunity to verify enrollment accuracy in dual credit courses. If a student is not

listed on an MCC roster, they **do not** earn the college credit. Roster Verification occurs once per term. Concurrent Enrollment instructors will be notified by email when the roster verification window opens. Instructors are to follow the steps within the email to verify student names, student adds and student deletes. The roster verification directions can be found on the Concurrent Enrollment Faculty resource page by visiting www.mccneb.edu/secondarypartnerships.

ADDING/REMOVING STUDENTS

MCC Important Dates are determined at the beginning of each term. Those dates will include the following:

- Registration Deadline
- DELETE Deadline-student can be removed from a class; will not show on their MCC transcript and no charges apply
- DROP Deadline-student can be removed from a class; will show on MCC transcript as a W (withdraw) and charges do apply
- Last day to DROP to not receive a grade is 14 days prior to the end of the course

FINAL GRADES

MCC uses the letter grading system (A, B, C, D and F) for 1000 and 2000 level courses. The standard grading scale used is A (100-90), B (89-80), C (79-70), D (69-60) and F (59 or below); however, a different grading scale may be used for classes such as A (100- 93), etc. The grading scale must be included in the class syllabus. All MCC Concurrent Enrollment instructors are required to submit final grades through Self Service in CANVAS for every student in his/her Concurrent Enrollment course(s) within two days after the course ends. The office of Secondary Partnerships will provide notification to Concurrent Enrollment instructors before and during the grading window each term. The grading guide can also be found on the Concurrent Enrollment Faculty resource page by visiting www.mccneb.edu/secondarypartnerships. MCC's grading system can be found in the MCC catalog, <https://mycatalog.mccneb.edu/>.

FAILURE TO GRADE

When a final grade for a student is left blank, it changes to an "F" grade two weeks after the course ends. CE faculty should never leave a final MCC grade blank without notifying MCC Secondary Partnership staff immediately.

MCC GRADE CHANGE

Occasionally, a final grade for a student is entered in error. A change of grade, not including a "withdraw" will be accepted by the Registrar only if properly signed by the instructor, Dean, and the Registrar. The instructor is required to submit a Grade Change Form for the student with the incorrect grade. An explanation must be included as to why the grade should be changed. Once the grade change form is submitted, the Dean and Registrar will review and sign off (if approved). The Registrar will then change the grade to the correct final grade based on the documentation provided. The grade change form can be found here: <https://mccnebcentral.etrive.cloud/#/form/147> or through UNITY Forms Bank.

WHO TO CONTACT

SECONDARY PARTNERSHIPS

Web: mccneb.edu/secondarypartnerships
Email: secondarypartnerships@mccneb.edu
Phone: 531-MCC-2213



GATEWAY TO COLLEGE

Web: mccneb.edu/gatewaytocollege
Email: gatewaytocollege@mccneb.edu
Phone: 531-622-2746

ACADEMIC AFFAIRS DEANS and ASSOCIATES

Contact information for Academic Deans and Associates was communicated in your onboarding email from Secondary Partnerships.

FACULTY LIAISONS

An active list of MCC Academic Deans and Faculty Liaisons can be found on the Concurrent Enrollment Faculty resource page by visiting <https://www.mccneb.edu/Prospective-Students/Start-Here/Enrollment-FAQ/Secondary-Partnerships/Concurrent-Enrollment-Faculty>

NON-DISCRIMINATORY STATEMENT

Metropolitan Community College does not discriminate based on age, race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state, or federal law; nor in regulation of admission or access to its programs and activities; nor in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and related Executive Orders 11246 and 11375, and all amendments to the above.

MCC is committed to ensuring that our websites and facilities are accessible and useable to everyone. We strive to follow best practices based on the federal requirements outlined in Section 508 and the Web Content Accessibility Guidelines (WCAG) established by the World Wide Web Consortium (W3C).

Contacts: Concerning Title VI (race), Title IX (gender equity), Section 504 (disability), Americans with Disabilities Act/Program and Services Accessibility and age, contact:

- Julie Langholdt – Dean of Student Advocacy and Accountability: 531-622-2202 (students);
- Missy Beber – Associate Vice President of Human Resources: 531-622-2236 (employees);
- United States Department of Education Assistant Secretary for Civil Rights – Office for Civil Rights: 1-800-421-3481

Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, genetic information, religion, sex, sexual orientation, gender identify, gender expression, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state, or federal law or regulation, or affirmative action or diversity issues, contact:

- Cynthia Gooch-Grayson - Associate Vice President for Equity and Inclusion: 531-622-2649

Document Updated 7/31/2023