

# Dual Enrollment Instructor Quick Guide

CCAP • College & Career Access Pathways

Course / Term: \_\_\_\_\_ Instructor: \_\_\_\_\_

## The golden rule

Your section runs on the **college calendar and college deadlines** — not the high school's. The college dates below decide whether students stay enrolled and how grades land on their permanent transcript. When in doubt, ask before a deadline passes.

## 1. Key Dates to Track

Fill these in from the college academic calendar each term. Highlighted rows cause the most problems when missed.

Milestone	Date	Why it matters
First class meeting / term start	_____	College term may not match the HS start
<b>Last day to ADD</b>	_____	After this, students can no longer be added
<b>Census / roster certification</b>	_____	Drop no-shows; protects enrollment & funding
Last day to DROP (no "W")	_____	Clean exit — no transcript record
<b>Last day to DROP (with "W")</b>	_____	After this, a grade stays on the transcript
<b>Final grades due</b>	_____	Late grades delay the credit students earned

## 2. Roster & Census — Each Term

1. Compare your official college roster to who is actually attending.
2. Flag no-shows / never-attended students.
3. Certify your roster and drop no-shows by the census deadline.
4. Keep your roster, attendance, and grade book aligned all term.
5. Report any enrollment discrepancy to your specialist right away — don't wait.

## 3. Before Day One

- Confirm Canvas (LMS) access and log in
- Review the Course Outline of Record (COR) and align your syllabus to it
- Add every key date above to your personal calendar
- Confirm your official roster matches the enrolled students
- Order or confirm textbook / OER materials
- Save your specialist and program contacts (below)

## 4. When in Doubt — Avoid These Pitfalls

- The high school calendar does NOT change college deadlines.
- Never drop or withdraw a student informally — it must go through the college process.
- If you might miss a deadline, contact us BEFORE it passes — early outreach is almost always fixable.
- Grades are official and post to a college transcript — hold college-level rigor.

## 5. Contacts & Resources

### Contacts

**Program Manager:** [Cristine Tapia](#)  
**Career Education Specialist:** [Flor Martin-Del Campo](#)  
**Admissions & Records Specialist:** [Maria Lopez](#)  
**Canvas / IT help:** [Brandon Tofanelli](#)

### Links

**Academic calendar:** [link](#) — all official dates  
**Course Outline of Record:** [link](#)  
**MyNVC Self-Service:** [link](#)  
**Roster, census & grading:** [link](#)  
**FERPA / student privacy:** [link](#)  
**Instructor hub & syllabus template:** [link](#)

Tip: each link is editable — right-click → Edit Hyperlink (or retype) to paste your current URL before sharing.