Trine University:
Office of Dual Enrollment

DUAL ENROLLMENT:
PROGRAM OVERVIEW

Introduction

About Us

- Samantha Fulton Director of Dual Enrollment
  - Email: fultons@trine.edu
- Graham Reeves Associate Director of Dual Enrollment
  - Email: reevesg@trine.edu

Trine University

About Trine

- Private university in Northeast Indiana (Angola)
  - Schools
    - 7 Schools and almost 40 different **Majors and Minors**
    - **Allen School of Engineering and Computing**, **College of Health Professions**, **Franks School of Education**, **Jannen School of Arts & Sciences**, **Ketner School of Business**, **Rinker-Ross School of Health Sciences**, *Trine Online*

  - Student Body
    - About 2,300 students on campus with another 3,000 world wide
      - Representing 39 states and 30 different countries
    - Almost 50% of the student body are athletes of some kind basketball, hockey, football, baseball/softball, track, golf *(we even have a golf management major)*
  - After Graduation
    - Over 99% of graduates were either employed or enrolled in grad school 6 months after graduation
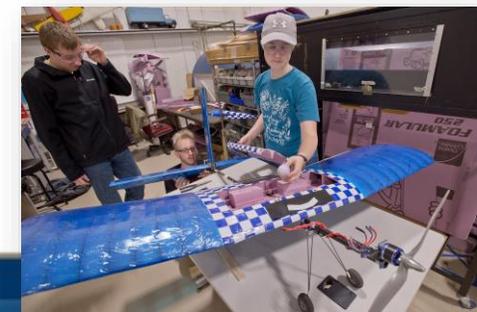
Benefits to Dual Enrollment:

Benefits

- Drastically **reduced costs** over the standard cost of a college course
- Prepares you to **transition** into the world of college
- **Challenges you** academically by raising the level of expectations
- **Credits** earned will transfer on the **Core Transfer Library (CTL)**
  - Means if the course we are offering is on the CTL if you earn it with us, it will transfer across Indiana to any public university
- **NO AP EXAM**

Trine Dual Enrollment Options:

- **Academic Experience**

- **Campus Experience**

- **Online Experience**
  - **Two options**
    - **Online - Asynchronous**
    - **Online – Blended** (formerly known as guided)

Academic Experience

- Also known as the concurrent enrollment model
- Courses are taught in the HS setting with the certified HS Dual Enrollment teacher
- The HS Dual Enrollment Teacher will provide a parallel learning experience that the HS students would receive if they were attending college.
- $25 per credit hour

Campus

- Students will come to the Trine campus to take the course they desire.
- Students are taught by Trine instructors.
- Experience Campus life
- Immediate access to support services provided by Trine
- $95 per credit hour

Online Experience - 2 options

- **Online – Asynchronous**
  - Students are placed in an 8-week online course
  - Courses are taught online by Trine's professors through our Learning Management System *(LMS)* Moodle
  - $50 per credit hour
    - This is a great option for:
      - Individual students with openings in their schedule
      - Homeschooled Students
      - Instructors who do not have HLC's required credentials and have a small number of students

Online Experience

- **Online - Blended** (formerly known as guided)
  - Students will take this course with fellow classmates of 20 or more students
  - 8 week or 16-week models are available
  - The first half is frontloaded by the HS instructor to prepare students for the rigor of the college class.
  - The second half is taught by Trine's professors through our Learning Management System *(LMS)* Moodle
  - A discounted rate of $33 per credit hour for having 20 or more students
    - This is a great option for:
      - Large class that can take the dual enrollment course together
      - Instructors who are familiar with the content, but do not have HLC's required credentials.

Highschool Year-long Course Timeline

TRINE UNIVERSITY

| Fall Semester Begins (August) | (August – January) | Spring Semester Begins (January) | (January-May) |

Fall Semester Begins (August)
- Students are officially registered and enrolled in Trine Course for Term 2 in late October

(August – January)
- **Classroom Teacher**
  - Goal: Prepare students for their DE course by previewing content and learning objectives
  - Access to Moodle Course shell
    - Can view assessments, assignments, content, and learning objectives
    - Uses the shell to create their own locally created version of the class
      - Lectures, assignments, assessments, content, etc.
  - The classroom teacher has ownership of this portion of the course

Spring Semester Begins (January)
- Trine Spring Term Begins
  - Students start their Trine Guided portion of the course

(January-May)
- **Classroom Teacher**
  - Goal: Provide support to students by helping to facilitate Trine course
  - Access to Moodle Course
    - Follow student progress
    - Display videos/lectures posted by Trine faculty
    - Lead in-class discussions
    - Provide 1:1, small group remediation
    - Conducting labs, experiments, and activities as needed
    - Trine faculty has ownership of assessments, content, and grades

Highschool Semester Course Timeline

TRINE UNIVERSITY

Fall Semester Begins (August)

- Students are officially registered and enrolled in Trine Course for Term 2 in late October

(August – October)

- **Classroom Teacher**
  - Goal: Prepare students for their DE course by previewing content and learning objectives
  - Access to Moodle Course shell
    - Uses the shell (learning objectives etc.) to create their own locally created version of the class
      - Lectures, assignments, assessments, content, etc.
  - Classroom teacher has ownership of this portion of the course

(October – December)

- Trine Online Term 2 Begins
  - Students start their online portion of the course

(October – December)

- **Classroom Teacher**
  - Goal: Provide support to students by helping to facilitate Trine Online (8-week) course
  - Access to Moodle Course
    - Follow student progress
    - Display videos/lectures posted by Trine faculty
    - Lead in-class discussions
    - Provide 1:1, small group remediation
    - Conducting labs, experiments, and activities as needed
- **Trine Faculty**
  - Has ownership of assessments, content, and grades
  - Can utilize the facilitating teacher to provide support for students day to day

Course Option Examples:

English & Speech
- College Composition (ENG 143)
- Introduction to Literature (ENG 153)
- Effective Speaking (SP 203)

Social Sciences
- Principles of Psychology (PSY 113)
- Principles of Sociology (SOC 103)
- American History I (HIS 103)
- American History II (HIS 113)
- World Civilization I (HIS 203)
- World Civilization II (HIS 213)
- Introduction to Government (GOV 113)

Math
- Business Algebra (MA 103)
- College Algebra (MA 113)
- Trigonometry (MA 123)
- Calculus I (MA 134)

Business & Economics
- Business Concepts (BA 123)
- Micro Economics
- Macro Economics

Foreign Language*
- Spanish I (SPN 103)
- Spanish II (SPN 113)
- Spanish III (SPN 203)

Sciences
- Principles of Biology I (BIO 114)
- Principles of Biology II (BIO 124)
- General Chemistry I (CH 104)
- General Chemistry II (CH 114)
- College Physics I (PH 154)
- College Physics II (PH 164)

*Depends on the availability of the professor
Not all courses are available for Online - Blended learning*

For a complete listing of courses and majors available through Trine University _Click Here_

CTE Pathways

Business and Marketing

- AC 203 & 213 Accounting I & II
- BA 113 Business Computer Applications
- BA 123 Business Concepts

Education

- None available through Trine Online
  - Yet…

Health Services

- BIO 114 & 124 Principles of Biology I & II
- BIO 163 Medical Terminology

Informational Technology

- CSIT 103 Introduction to Information Systems
- CSIT 123 IT Infrastructure Basics
- CSIT 153 Introduction to Operating Systems
- CSIT 1023 The History of Gaming

Manufacturing

- SACA Certifications Silver/Gold
  - Basic C-101
  - Micro-Credentialing

Public Safety

- CRJ 103 Introduction to Criminal Justice
- CRJ 133 Criminal Justice Report Writing
- CRJ 153 Juvenile Justice

HOW TO BECOME A CONCURRENT ENROLLMENT INSTRUCTOR

New Course & New Instructor:

New Instructor Process

- Fill out an Application
  - Application is reviewed by the department chair, or higher, and approved or denied
    - The application is filled out using the form found on our webpage (Application Link Here)
  - If Approved
    - Liaison will be in touch quickly & they will walk you through the course onboarding before your course starts
    - You will also go through a short onboarding with the Office of Dual Enrollment

Course Registration and Enrollment

- We will visit the school and register students in person (or remotely if that works better for you)
  - Once we have students registered, we can enroll them in the courses

During the Course

- The Liaison will schedule an observation to make sure the course is equitable to what is taught on campus, and will also have opportunities for professional development that is more discipline-specific instead of course-specific **(eligible for IDOE PGPs)**

HOW TO SIGN UP FOR ONLINE COURSES

Dual Enrollment Online Courses:

General Enrollment

- Students are eligible to begin course enrollment requests **sometime in late October – early November and again around late March – early April**
    - Depends on the year when it actually opens up, those a good rule of thumb
- Courses, especially popular ones, go fast so students need to know what they want and request it around this time
    - Sometimes courses are added before the semester, and we will try to get students in
    - But there is no guarantee of getting each student into the courses they want if they request late
        - We will do the best we can to find alternatives.

Course Request Form

- **Best option** to guarantee spots for your students
- We can accommodate 1-29 students, more than 20 students qualifies for the discounted rate
- Once your students are in, courses of less than 25 will be filled in after your students are already in the course
- To request a class simply email the Dual Enrollment Department and we will collect the information from you.

2023

| January | February | March | April |

(calendar grid for 2023)

Timelines for Dual Enrollment (DE): Course Request vs. General Enrollment

DE Course Request
- Fall
  - Early May, gives us at least 2 ½ month lead time to find a professor for the course in August
- Spring
  - Early October, gives us at least 2 ½ month lead time to find a professor for the course in January

Timelines for Dual Enrollment (DE): Course Request vs. General Enrollment

DE General Enrollment

- **Fall**
  - Opens up sometime between the last week in October and the first week in November
- **Spring / Summer**
  - Opens up sometime between the last week in March and the first week in April
- Still accept enrollment requests up to the start week, **but cannot guarantee seats**

STUDENT RESOURCES, BILLING, APPLICATION PROCESS, & CALENDARS:

Support Services & Useful Links

Student Success is Our Success

- Academic Advising
  - Limited resource
- Academic Success Center
  - Study Sessions
  - **Trine University Library (LINK)**
  - **Writing Center** or **My Writing Center**
  - **Math Center**
  - Academic Coaching
    - Accessed through the LINK
- **Dual Enrollment Student Orientation Page**
- **myPortal**
  - Contains links to all of the above plus Moodle (online learning management system for all online courses)
- **IT Resources**
  - Contains videos and resources to help solve IT issues

Billing and Payments

Billing

- Per credit hour fees are assessed for all Trine courses
- Bills are sent to each student's home address
    - If you do not receive a bill for whatever reason you need to make sure to reach out to us or you may risk being dropped from the course and receiving a W (Withdraw)
- Tuition **_MUST_** be paid by the date provided on the bill
    - Students will be dropped for non-payment
- Contact the Business Office for all questions, concerns, or more information
    - Phone: 260-665-4108
    - **Business Office Website**

How to Apply

Application: 2 Step Process

- Go to the main page and click on the **Apply Here** button or the application page on the side panel

- Once on the application page, scroll to the bottom of the page to find the:

    1. **Application**

        &

    2. **Student Agreement Form**

- Once you are finished with the Application you must complete the Student Agreement Form to be considered

- Your counselor will need to submit your transcripts for you
    - Needs to be an official transcript, if you submit them they will not count

There is a short video that reviews the process if you have any questions

Welcome to Trine Dual Enrollment

Step - by - Step Application and Student Agreement Form

Now that you have completed your application and student agreement form and your counselor has submitted your transcripts, its time to enroll in some courses. Students **cannot** enroll themselves in courses, that can only be done by Dual Enrollment staff. To enroll in a course, follow the options below:

Dual Enrollment Calendar

Dual Enrollment Academic Calendar

- Important Dates
- Be aware of these for the upcoming school year
  - **Fall/Spring Breaks**
    - Keep in mind these dates differ between your local school and Trine
  - **Dropping a Course**
    - There are 2 of these each semester (more for online)
      - One for a full refund and one for no refund
      - Be aware that if you wait too long to drop a course you may not get the full or any refund
  - **Unpaid Bills**
    - Students who have yet to pay their bill will be dropped from their course
    - Caution: This means they will earn a W for the course
      - It will end up on their permanent transcript

Fall Semester 2023

August 21	Classes begin
August 28	Last day to drop a course at 100% refund Last day to add a course
September 4	Labor day (no classes)
September 11	Last day to drop a full semester course at 50% refund
October 4	Last day to drop a Term 1 online course - no refund
October 14	Term 1 online ends
October 16-17	Fall Break (no classes)
October 23	Term 2 online begins
October 30	Last day to drop a Term 2 online course at 100% refund Last day to add a Term 2 online course
November 15	Last day to drop a full semester course – no refund
November 22-24	Thanksgiving Break (no classes)
December 6	Last day to drop a Term 2 online course – no refund
December 8	Last day of classes
December 11-16	Finals Week
December 16	Fall Semester ends

Academic Calendar

Spring Semester 2024

January 8	Classes begin
January 15	Martin Luther King Jr. Day (no classes)
January 16	Last day to drop a course at 100% refund Last day to add a course
January 29	Last day to drop a full semester course at 50% refund
February 21	Last day to drop a Term 1 online course - no refund
March 2	Term 1 online ends
March 4-8	Spring Break (no classes)
March 11	Term 2 online begins
March 18	Last day to drop a Term 2 online course at 100% refund Last day to add a Term 2 online course
March 29	Good Friday (no classes)
April 10	Last day to drop a full semester course - no refund
April 24	Last day to drop a Term 2 online course - no refund
April 26	Last day of classes
April 29-May 4	Finals Week
May 4	Spring Semester ends
May 4	Commencement

Academic Calendar

TRINE UNIVERSITY

Summer Semester 2024

May 13	Classes begin - 12-week, first 6-weeks, Term 1 online
May 17	Last day to drop a course at 100% refund Last day to add a course
May 27	Memorial Day (no classes)
June 14	Last day to drop a course (first 6-Weeks) - no refund
June 20	Last class day, first 6-weeks
June 21	Finals - first 6-weeks
June 21	No 12-week classes
June 22	Term 1 online ends
June 24	Classes begin, second 6 weeks and Term 2 online
June 28	Last day to drop a course at 100% refund (second 6- weeks)
July 4	July 4 Holiday (no classes)
July 19	Last day to drop a course (12-week) - no refund
July 26	Last day to drop a course (second 6 weeks) - no refund
August 1	Last Class Day - 12-week and second 6 weeks
August 2-3	Finals - 12-week and second 6 weeks
August 3	Term 2 online ends
August 3	Summer Semester ends