

FALL 2023



Adjunct Faculty Orientation

# DUAL CREDIT SESSION

PRESENTED BY MEGEN STRUBBERG  
DIRECTOR, EARLY COLLEGE & ADMISSIONS



# STRATEGIC PLAN

WILL SUNSET IN 2024

## MISSION

Empowering students and enriching communities through education.

## VISION

East Central College will be a leader in higher education, inspiring academic excellence and driving community development.

## VALUES

Integrity  
Diversity  
Empowerment  
Service  
Learning  
Collaboration

### PATHWAYS

Develop clear academic and career pathways with personalized support to increase enrollment and promote student success.

### PARTNERSHIPS

Strengthen partnerships with local high schools, higher education institutions, and employers to drive intellectual and economic development in the region.

### EMPLOYEES

Create a culture of collaboration and learning to attract, retain, and develop diverse and talented employees.

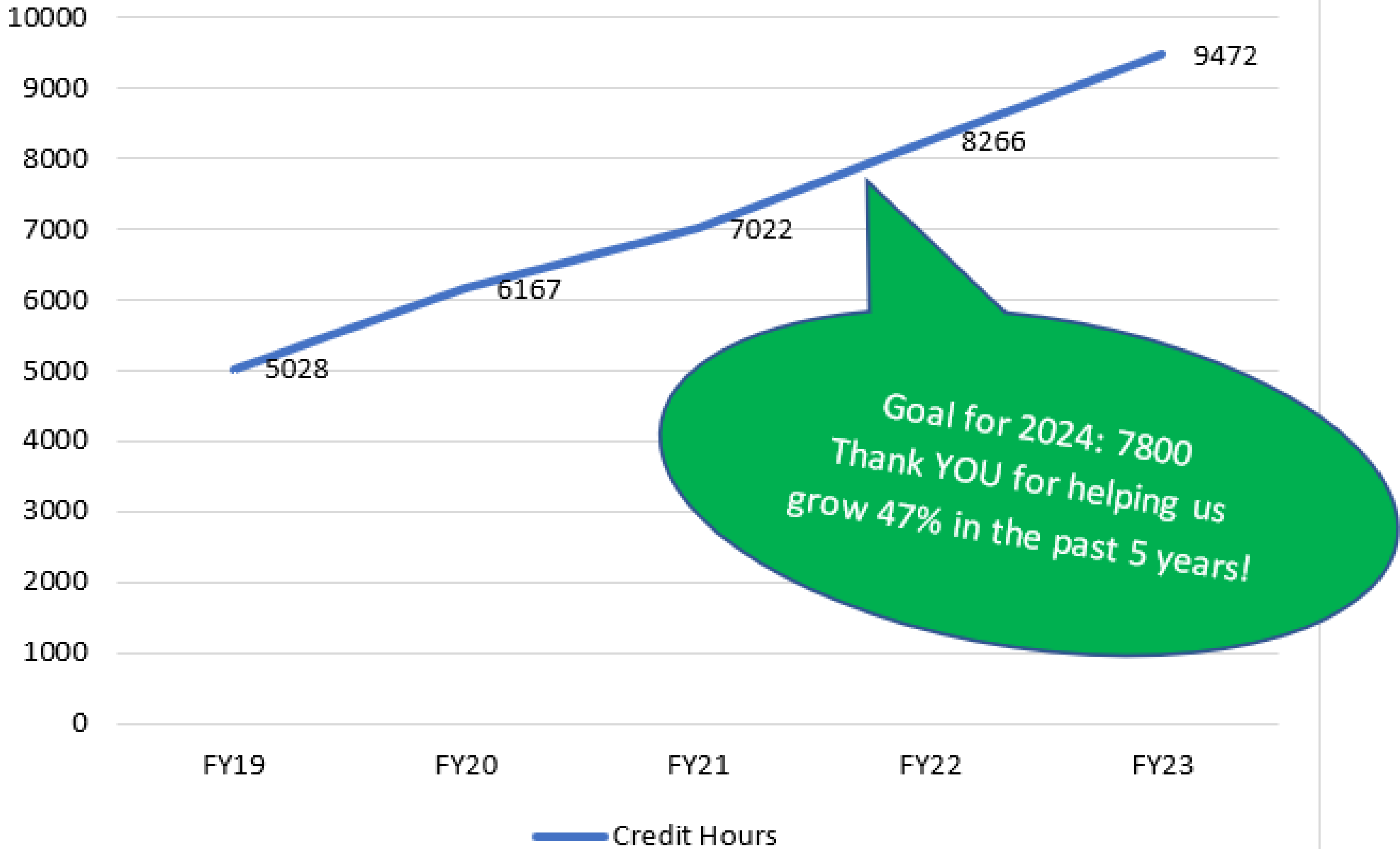
### FINANCIAL STRENGTH

Secure financial strength to sustain institutional viability.

### ROLLA

Expand our presence and offerings in Rolla to enhance the college's impact throughout our region.

# Early College Credit Hour Growth





# **Fall Dual Credit Enrollment Window** **Mon. Aug. 21 - Tues. Sept. 12**



Same process as last year - Microsoft Office 365 Forms online.

Your rep will be in contact to ask how many sections of each course you need for the term.

Video link or classroom visits available.

**Cost \$63.00 per credit hour per credit hour**

Free or Reduced Lunch = can apply for state's Dual Credit/Enrollment Scholarship.

New Instructors: Megen will send you login instructions for MyECC.

**Payment Deadline: Fri. Nov. 10**

**Students Dropped for Nonpayment and Withdrawal Deadline: Mon. Nov. 13**

# **Spring Enrollment Window** **Tues. Jan. 2 - Fri. Feb. 3**



Same process as last year - Microsoft Office 365 Forms online.

Your rep will be in contact to ask how many sections of each course you need for the term.

Video link or classroom visits available.

**Cost \$63.00 per credit hour per credit hour.**

Free or Reduced Lunch = can apply for state's Dual Credit/Enrollment Scholarship.

New Instructors: Megen will send you login instructions for MyECC.

**Payment Deadline: Fri. April 12**

**Students Dropped for Nonpayment and Withdrawal Deadline: Mon. April 15**



# ***Did you know?***

ECC now offers an  
**Early College Educator  
Scholarship.**

Instructors who want to  
pursue graduate work in  
discipline can get a tuition  
reimbursement up to 18  
credits per year.

**Ask Megen for Details**



# ECC Faculty & Reps

ECC Rep reaches out before or at the beginning of each term to request information on course and sections.

ECC Faculty shares syllabi and course material information, as well as course outcomes.

ECC Faculty reviews syllabi when uploaded to review to ensure alignment with course outcomes.

ECC Rep communicates throughout the term with reminders about checking rosters, deadlines, and grading.

**Please check your ECC account at least once per week.**

ECC Faculty meets with dual credit instructor once per semester in person or remotely.

Faculty and Reps respond to questions and requests in a timely fashion.

ECC Faculty schedules observation visits with the high school instructor on a periodic basis.

# Dual Credit Instructors

Communicate enrollment procedures to students in class.

Check every roster for accuracy at the beginning of the semester and upon request from ECC.

Inform ECC contact of ANY changes to the roster during the semester, so the ECC Roster is in alignment with the high school roster. **Specifically, instructor needs to contact ECC immediately to administratively withdraw a student who has dropped their class or has not attended within 14 consecutive days and has no intent to return.**

Even if instructors have individual course shells in Canvas, **all instructors must still upload a syllabus for each course to the College's Syllabus Tool, during the first week of the semester.**

Teach to the ECC course outcomes.

Use departmental assessments, syllabi, and texts (unless prior approval is given).

Upload grades in eCentral in a timely manner at the end of the semester.

Send gradebooks to Dean at the end of term.

Attend the Adjunct Faculty Workshop in the fall and any discipline-specific training required by the academic dept.



# Student Responsibilities



## Dual Credit Student Responsibilities Fall 2023 – Spring 2024

### 1. Meet the minimum requirements for participation in dual credit.

- Cumulative GPA for Juniors/Seniors: 2.5
- You may need to come to ECC to take a placement test.
- Cumulative GPA for Freshmen/Sophomores: 3.0. Freshmen and Sophomores need to contact Admissions for additional documentation requirements.

### 2. Know your deadlines.

- Miss the enrollment deadline = not eligible to take the course.
- Miss the payment deadline = dropped from courses.

Term	Enrollment Deadline <i>Application &amp; Registration Form received by ECC</i>	Payment Deadline	Last Day to Drop a Class
Fall 2023	Tues. Sept. 12	Fri. Nov. 10	Mon. Nov. 13
Spring 2024	Fri. Feb. 2	Fri. April 12	Mon. April 15

### 3. Complete the ECC Application for Admission.

- If you don't fill this out, we won't be able to match it to your Registration Form.
- Application Link: <https://apply.eastcentral.edu/>

### 4. Complete the Registration Form.

- Your high school instructor will have the link to the form.
- Select EVERY class you are taking for college credit on **one form**. Please do not submit more than one form. If you accidentally do this, please email [admissions@eastcentral.edu](mailto:admissions@eastcentral.edu), so we can be sure your enrollment is correct.

### 5. Double-check with your instructor to be sure you are on the ECC roster.

After you submit your Registration Form, your instructor will get updates from ECC to confirm all students are on the roster.

### 6. Protect your College GPA

- Take your class(es) seriously. Grades will follow you and will be part of your what is calculated for satisfactory progress, which could impact future financial aid, including A+.
- If you drop the class(es) at the high school, that does not mean you have dropped from ECC.
- Contact [admissions@eastcentral.edu](mailto:admissions@eastcentral.edu) as soon as you drop a course, keeping in mind the Drop Deadline listed above.

***We are excited that you are enrolling with ECC!***

If you have ANY questions at all, please let us know:

ECC-Rolla: [eccrolla@eastcentral.edu](mailto:eccrolla@eastcentral.edu) or 636-584-4100

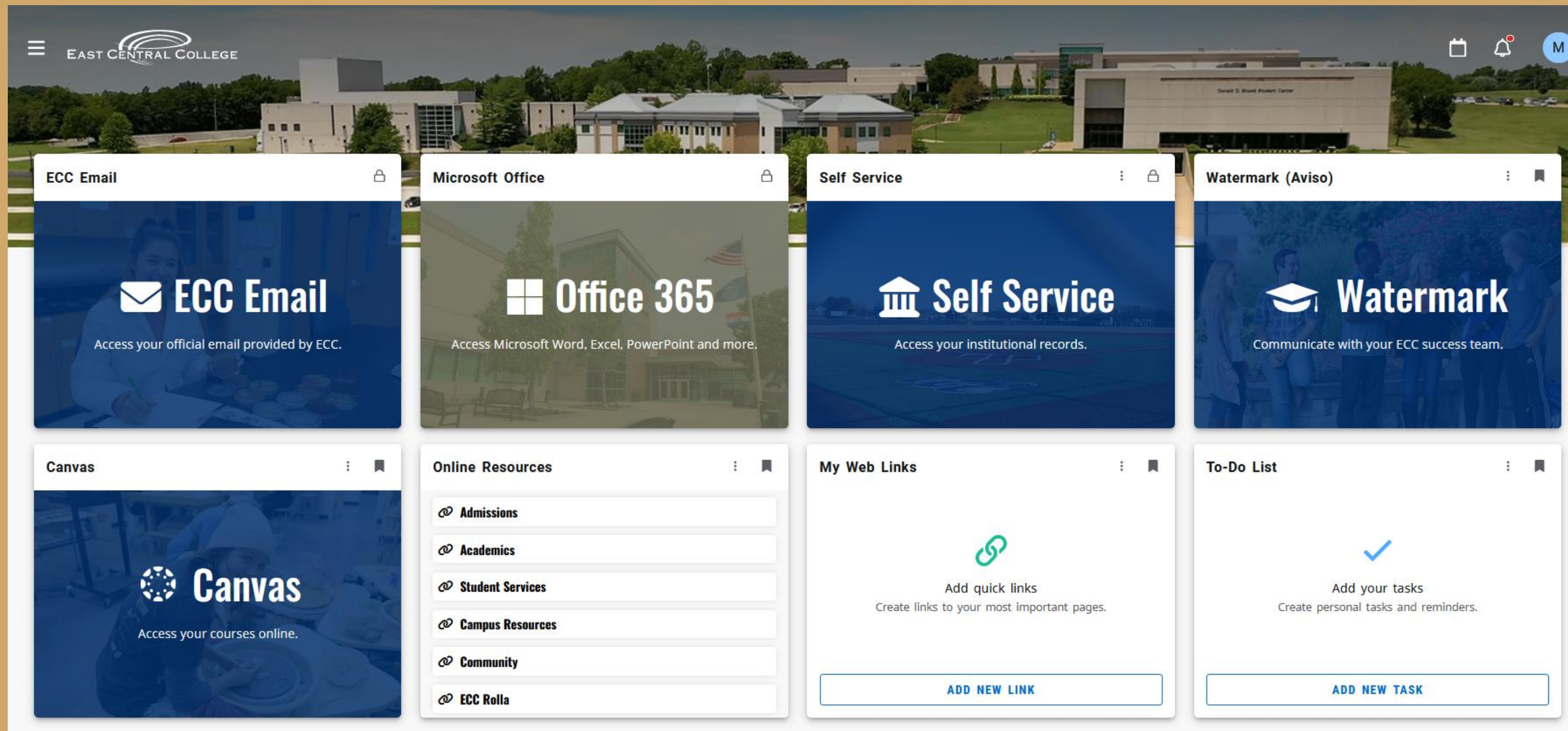
ECC-Union: [admissions@eastcentral.edu](mailto:admissions@eastcentral.edu) or 636-584-6588

# New This Year - Single Sign-On

Log In ▼

MyECC

BETA





# .... once in, everything is the same

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



## Student Finance

Here you can view your latest statement and make a payment online.



## Tax Information

Here you can change your consent for e-delivery of tax information.



## Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



## Course Offerings

Here you can view and search the course catalog.



## Graduation Overview

Here you can view and submit a graduation application.



## Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



## Financial Aid

Here you can access financial aid data, forms, etc.



## Banking Information

Here you can view and update your banking information.



## Student Planning & Schedule

Here you can search for courses, plan your terms, and schedule & register your course sections.



## Grades

Here you can view your grades by term.



## Academic Attendance

Here you can view your attendances by term.



## Faculty

Here you can view your active classes and submit grades and waivers for students.



# Discussion

How is the enrollment process going for your students and supporters?

Is there anything we can do to improve the process for you?



# THANK YOU!

MEGEN STRUBBERG

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