

Dual Enrollment/Jump Start Course Request
Summer 2017 & Academic Year 2017-2018
Due: Friday, March 17, 2017



Requests must be submitted to Director of Dual Enrollment: Mandy LaCerte; lacerte@mybrcc.edu or 225.216.8315

Date: _____ **Dual Enrollment School Contact:** _____

High School: _____ **Dual Enrollment Contact Email:** _____

Principal: _____ **Principal Email Address:** _____

Course Request(s):

<u>College Course Title & # of Sections</u>	<u>College Course Credit Hours</u>	<u>High School Course Title</u>	<u>H.S. Course Day and Time (Enter each section)</u>	<u>High School Course Units</u>	<u>Semester Term (Summer, Fall or Spring)</u>	<u># of students</u>	<u>Instructor to be Provided by BRCC</u>	<u>Online Course</u>
Ex: ENGL 101- 2 sections	3	English III	MWF 1:02-2:12/ TR 8:45- 10:15	1	Fall	18	Yes	Yes

*BRCC dual enrollment does not guarantee fulfillment of requests to provide instructor(s) or online course(s). Each is subject to personnel availability. Once this request is submitted, BRCC will work expeditiously to communicate approval/denial of each request. The minimum number of students needed to provide a BRCC instructor is 16. The maximum enrollment for online courses differs per content area.

Instructor Request(s): (to be completed by school using high school instructor for DE course at school site or requesting specific BRCC instructor)

<u>High School Instructor Name</u>	<u>Certification Area</u>	<u>Previously Credentialed by BRCC Dept. Chair</u>	<u>Approved</u> To be completed by BRCC
Ex: Jane Doe	English 6-12	No	

All instructors must be approved by Baton Rouge Community College (BRCC) department chairs prior to the start of each semester.

Prospective Instructors must:

- ✓ Submit unofficial transcripts AND contact information form immediately
- ✓ Provide official transcripts to support Master's Degree 18+ graduate hours in subject within 10 days of submitting this form (request e-script delivery to lacerte@mybrcc.edu)
- ✓ Technical Course Instructors: provide proof of credential or certification for technical course AND resume
- ✓ Provide additional information as requested by BRCC Office of Dual Enrollment

Submit all documentation to: Mandy LaCerte, lacerte@mybrcc.edu
 201 Community College Drive
 Magnolia Bldg., Room 120
 Baton Rouge, La 70806

 High School Representative Signature Date

 Director of Dual Enrollment Date