# **Checklist for High School Faculty**

## Prior to the beginning of the course:

* Formal PLC check-in: collaborate with the teacher to ensure alignment of the course with OCCC outcomes/standards.
* Create the syllabi using the appropriate template and submit it to the liaison once teacher and liaison agree.

## At the beginning of the course:

* Share the following information with students.
* OCCC Dual Credit Student Handbook
* OCCC Dual Credit Academic Calendar with important registration, drop, withdraw and grading option dates.
* Have interested students complete 1) online application and 2) registration form for the course.
* Review with the following with student:
* How to login as a first-time user
  + [My.OregonCoast](https://my.oregoncoastcc.org/CMCPortal/secure/student/loginstu.aspx) , How to request a Transcript
* Submit a roster of students to the dual credit coordinator at OCCC and your liaison.
* Complete the attendance process with OCCC or work with the liaison to have the attendance process completed.

 Midway through the course:

* Review your class roster— To find the Faculty Portal Log In screen, faculty go to the college website, <http://www.oregoncoast.edu/>, and select the “My.OregonCoast” link at the top right of the homepage. Then click ‘My Classes’ and ‘Gradebook’ and from there select your course and click ‘Final Grades’ for a complete roster. If there are any discrepancies, please contact the OCCC Registrar at [registrar@oregoncoast.edu](mailto:registrar@oregoncoast.edu).
* Formal check-in for PLC: assessments.
* Remind students about the option to drop or withdraw. Students who registered to receive OCCC credit for their high school class have the option of **dropping or withdrawing** from the course according to the dates listed on the OCCC Dual Credit Academic Calendar. Students who are not doing well in the course are encouraged to Drop or Withdraw within the appropriate window for the class.

 At the end of the course:

* Have students complete the end-of-term course evaluation.
* Formal check-in with PLC: review of the term and looking forward to next term.
* **SUBMIT FINAL GRADES**—Final grades are due in the My.OregonCoast Faculty Portal by the appropriate date listed on the Dual Credit Academic Calendar. In the portal, click ‘My Classes’, and ‘Gradebook’. Select your class and then select the Final Grades tab. Only input the LETTER GRADE in the drop-down menu (ignore the numeric grade column). If a student receives an “F” grade, please email the [registrar@oregoncoast.edu](mailto:registrar@oregoncoast.edu) with the last date attended. If you need assistance, reach out to your liaison.