Instructor Course Verification Tutorial

UVU CONCURRENT ENROLLMENT

What is the Instructor Course Verification?

Previously, course/instructor changes have been communicated to our office via email when a coordinator reviews the CE Course Listing Page. To streamline this process, we have created the Instructor Course Verification. By submitting the information of the courses your instructors are teaching through this course verification, we will be better able to set up the course listing page and your instructors with accurate information for your students to register.

Any instructor/course information not included in this course verification by June 1 will be removed from the Course Listing Webpage and will not be offered as a CE course for the following school year.

Resources needed to complete Instructor Course Verification:
- Your 23-24 master schedule
- CE Course Listing website: https://www.uvu.edu/concurrent/course-listing/index.html
- Checking with instructors/counselors/administrations which courses are offered and when they will be offered (Fall/Spring/Full Year)
- Optional
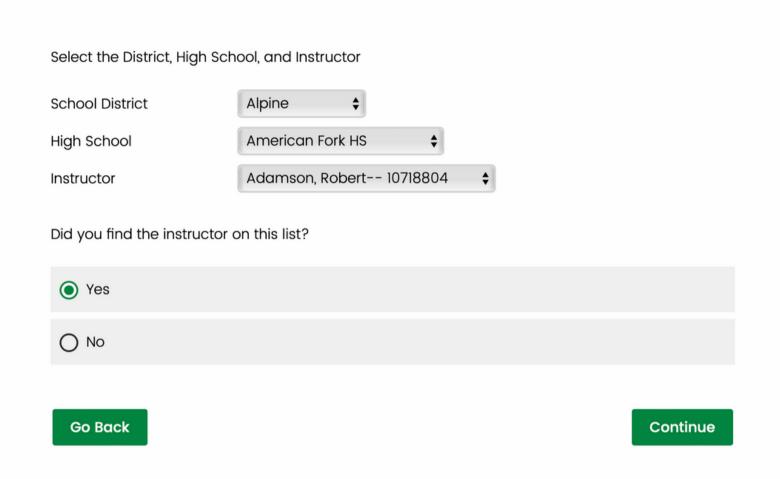 - Approval Letters for recently approved instructors

The following steps are how to get started:

Concurrent Enrollment Instructor-Course Verification

Welcome!
You are about to complete the Concurrent Enrollment Instructor-Course Verification for the 2023-2024 School Year.

Please enter your name (the person filling out this form)

Continue

Step 1: Enter the Coordinator's name.

*It is preferred that the Coordinator completes the verification for all their instructors/courses.

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Step 2: Select from the dropdown your School District, High School, and Instructor.

Step 3:
- If your instructor is not listed, select "No" and see the next slide.
- If your instructor is listed, please go to step 4.

*Charter schools will select "charter" from the "School District" dropdown.

The New Instructor/New Course Application Deadlines are

- **Fall 2023 – June 1, 2023**
- **Spring 2024 – October 15, 2023**

Enter the missing instructor's name here. District, High School, and Instructor Name

Alpine SD, Cedar Valley, Jane Doe

Has this instructor submitted the New Instructor/New Course Application?
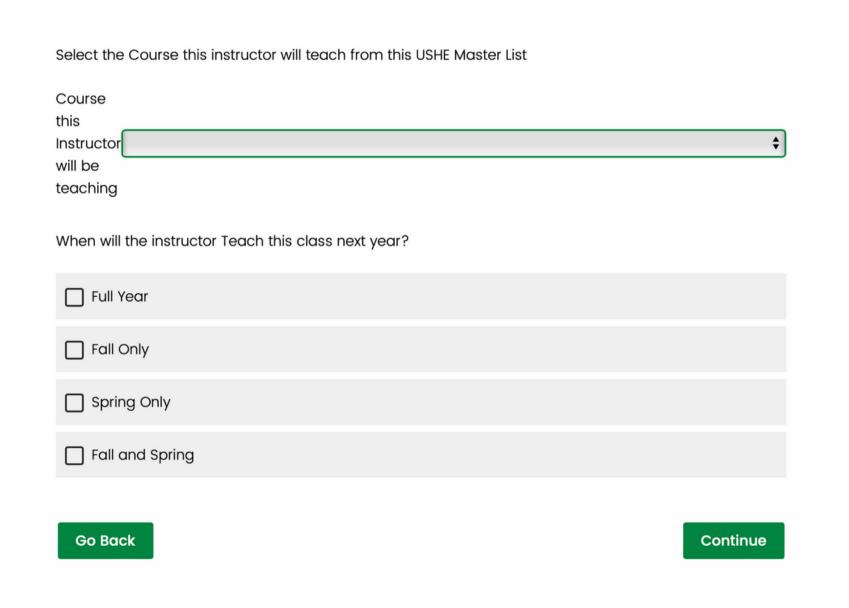
○ Yes

○ No

○ Not a new instructor

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Step 3a: Enter the name of the District, High School, and Instructor.

Step 3b: How to answer, "Has this instructor submitted the New Instructor/New Course Application?"
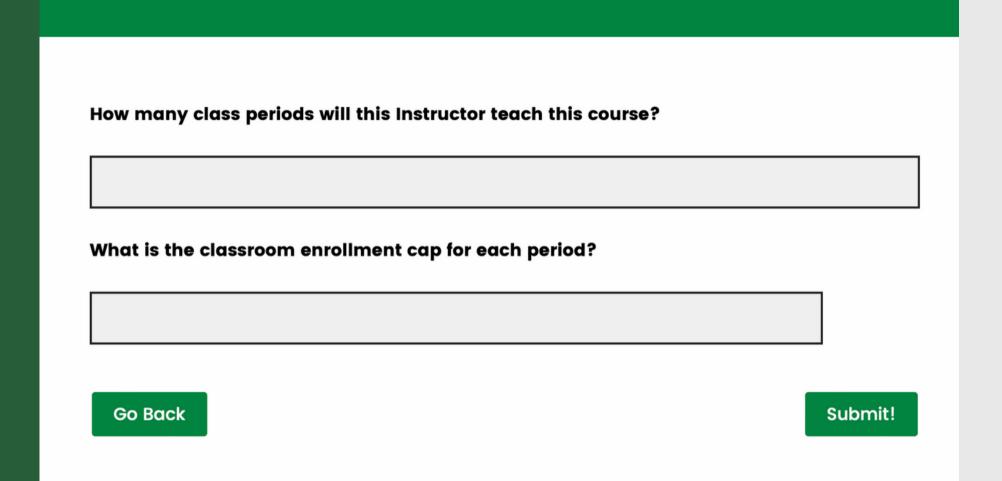
- Yes: If an instructor applied and got approved for the 23-24 school year
- No: Work with your instructor to submit an application by June 1. They will not be uploaded to the CE Course Listing page until approved.
- Not a new instructor: This is an instructor who has previously been approved in the last 3 years and will be returning to teach in the 23-24 school year.

An instructor needs to get approved for each course they want to teach as CE, regardless of if it is within the same department.

Select the Course this instructor will teach from this USHE Master List

Course
this
Instructor
will be
teaching

When will the instructor Teach this class next year?

☐ Full Year

☐ Fall Only

☐ Spring Only

☐ Fall and Spring

Go Back   **Continue**

Step 4: Select the course this instructor will be teaching from the dropdown.

Step 5: Select when the high school course will be taught.

How many class periods will this Instructor teach this course?

What is the classroom enrollment cap for each period?

Go Back

Submit!

Step 6: Please list the total number of class periods the instructor will teaching this course based on your 23-24 master list.

Step 7: Please list how many students are able to enroll on the high school side in one class period for this instructor.

You have submitted this Instructor and class.

If you would like to submit another Instructor/Class,
Please use this Link

Thank You.

Below is a summary of your responses   Download PDF

Concurrent Enrollment Instructor-Course Verification

Welcome!
You are about to complete the Concurrent Enrollment Instructor-Course Verification for the 2023-2024 School Year.

Step 8: Submit information for each course your school is offering for the 23-24 school year, including courses that instructors recently got approved for. If you offer 1 CE course, you will fill this form out 1 time. If you offer 30 CE courses, then you will fill this form out 30 times.

*If you have multiple instructors teaching the same course (ex: ENGL 1010), submit the course information for each instructor.

Step 9: Download the PDF of each submission summary to keep track of your instructor's course information.

Changes can be resubmitted up until the June 1 deadline, with the most recent submission for the instructor and course posted on the website.

If any changes are made to the course offering on the high school side past the June 1 deadline (ex: changed Fall-Only to Spring-Only), these changes can be submitted in August.

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If you have questions, please contact your Enrollment Counselor.

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