



SANTA BARBARA CITY COLLEGE

Dual Enrollment

Duties & Responsibilities

- **Instructor**
 - a. Submits DE Request Each Semester (pink form)
 - b. Covers SBCC Approved Curriculum
 - c. Communicates with SBCC Department Chair on Curriculum Issues
 - d. Communicates with SBCC DE Office on Logistics or General Questions
 - e. Assists with Enrollment Monitoring (drops, adds, etc.)
 - f. Submits HS & SBCC Grades (grade book copy)
 - g. Attends Annual DE Meeting
 - h. Receives SBCC Stipend of \$500 per class, per semester

- **Dual Enrollment Office**
 - a. Schedules Course & Submits Changes
 - b. Conducts Application & Student Orientation First Week of Class
 - c. Instructor Support & Follow-up (drops, adds, grades, etc.)
 - d. Coordinates Annual DE Meeting

- **SBCC Department (Chair)**
 - a. Provides Curriculum Support to DE Instructor (approves textbooks, etc.)
 - b. Evaluates DE Instructor on SBCC Adjunct Evaluation Schedule
 - c. Attends Annual DE Meeting
 - d. Department Receives SBCC WSCH

- **HS Administration (Principal or Assistant Principal)**
 - a. Provides support/leadership to DE Office, DE Instructor and SBCC Department as necessary.
 - b. Attends Annual DE Meeting to Renew DE Agreement

- **SBCC Administration (Dean)**
 - a. Provides support/leadership to DE Office, DE Instructor and SBCC Department as necessary.
 - b. Attends Annual DE Meeting to Renew DE Agreement