

**Information about the High School Dual Enrollment Program at Roberts Wesleyan University
For Private and Public High School Administrators**

Topic	Details
HOW TO INITIATE A DUAL ENROLLMENT PARTNERSHIP WITH ROBERTS WESLEYAN UNIVERSITY	Contact the Roberts High School Dual Enrollment Office (contact information provided on next page). We can answer your questions and send you information about our program. Formal entry into the program commences with a Memorandum of Understanding signed by representatives from your school and Roberts. This MOU is valid for one school year and can be renewed.
INSTRUCTOR APPROVAL	<p>High school instructors wishing to teach in the Dual Enrollment Program must have their credentials approved by Roberts. Interested teachers should submit a current resume and transcripts of their undergraduate and graduate degrees to the Roberts Dual Enrollment Office. Unofficial transcripts are acceptable at the early stage of this process. When an instructor is approved, they will need to provide an official transcript of their highest degree held.</p> <p>Instructors wishing to teach more than one course must receive approval for each individual course.</p> <p>Approved instructors are considered Dual Enrollment Instructors for Roberts Wesleyan University. They are not employees of, or paid by, Roberts Wesleyan University. They remain employees of the high school who teach a Roberts Wesleyan University class as part of their school teaching load.</p>
ELIGIBLE COURSES	Many 100- and 200- level Roberts courses are eligible as Dual Enrollment Options. A partial list of courses currently being offered through our program can be found on the next page. Contact us if a course in which you are interested does not appear on this list. We are open to working with your school to meet the interests and needs of your students and faculty. All dual-credit course offerings are subject to our course enrollment expectations and to a faculty credential review.
COURSE SYLLABUS	Dual Enrollment courses are taught using a Roberts Wesleyan University syllabus. Dual Enrollment instructors are provided with opportunity to request adjustments to the syllabus. Syllabi must be approved each year before they are used to teach a Dual Enrollment course.
TEXTBOOK	<p>Instructors use the same textbook listed in the Roberts syllabus. Alternate textbooks may be allowed with Roberts Department Chair approval. This approval must be obtained through the Dual Enrollment Office before the course is approved to run.</p> <p>Textbooks are purchased by the high school or by students.</p>
LENGTH OF COURSES	Roberts Dual Enrollment courses may run during the fall or spring semesters. Courses may also run for the entire high school year.
TUITION COSTS	<p>Tuition for Dual Enrollment courses is \$85 per credit. A three-credit course costs \$255. A four-credit course costs \$340. This is a significant savings compared to the usual tuition rate for an enrolled student at Roberts Wesleyan University. There are no hidden fees or administrative costs added to the tuition costs.</p> <p>There are currently no college-sponsored scholarships available for this program.</p>
ELIGIBLE STUDENTS	High school Juniors and Seniors in good academic standing are eligible to register for Dual Enrollment courses.
COURSE ENROLLMENT	<p>Student Enrollment: Students may enroll in a Dual Enrollment course at their high school without registering for university credit. Of course, for these students the course would not appear on a Roberts transcript and the student would not earn university credit. These students must still follow the requirements of the syllabus for the course.</p> <p>Minimum Course Enrollment: A minimum course enrollment of 4 students in the high school course will be required for a Dual Enrollment course to run. <i>Not all four students need be taking the course for university credit.</i> This minimum might be waived for 200-level math courses.</p>

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PREREQUISITES	During the course approval process, high schools are advised of any course prerequisites. Prerequisites are also listed on the student registration form. Roberts and the high school work together to ensure that students enrolling in a course have met the prerequisites for that course.
MAXIMUM NUMBER OF CREDITS PER SEMESTER	A student may register for no more than 11 credits in one semester through the Dual Enrollment Program. Credits from full year courses do not count toward the credit maximum when registering for spring courses.
REGISTRATION AND PAYMENT	Registration and payment deadlines occur in early November for fall and full-year courses, and in mid-March for spring courses. Registration and payment are completed by students online. Roberts Wesleyan University will provide the high school with an electronic copy of a Dual Enrollment Information Letter and FAQ sheet to be disbursed to students at the beginning of each semester.
REFUNDS OR WITHDRAWALS	There are no tuition refunds after the course registration/payment deadline. Students may withdraw with no refund until a week before the final exam.
ACCEPTANCE OF DUAL ENROLLMENT AT COLLEGES OTHER THAN ROBERTS	Credits from Roberts will transfer to many colleges and universities (most schools require a grade of 'C' or higher). A survey of Roberts Dual Enrollment alumni who were college freshmen or sophomores in spring 2021 indicated that 92.3% of respondents to the survey successfully transferred their dual enrollment credits to their college of choice. Be aware that each college has its own policy governing the transfer of college credits as well as AP credits. Policies at each college/university will determine whether credits earned through a Dual Enrollment or AP course will be credited toward a student's major, as general education credits, or as elective credits. There are some colleges that may not accept Dual Enrollment credits. Students should contact their prospective colleges for information about their credit transfer policies early in their college search.
CAMPUS VISITS	Your Dual Enrollment students and teachers are welcome to visit our campus. Visits may include one or more of the following: mock college class, attending a special event on campus, campus tour, science or computer lab use (a limited number of opportunities available), lunch, chapel, or Admissions & Financial Aid presentations. Contact the Dual Enrollment office to discuss possibilities.
CONTACT INFORMATION FOR THE DUAL ENROLLMENT PROGRAM	For questions about the Roberts Wesleyan University High School Dual Enrollment Program, please contact the Dual Enrollment Director at kovach_evangeline@roberts.edu or 585-594-6134 Webpage: www.roberts.edu/Dual Enrollment Evangeline Kovach Roberts Wesleyan University 2301 Westside Drive Rochester, NY 14624

**A partial list of Dual Enrollment courses currently offered at our partner high schools is provided below.
We can work with your school to offer other 100- or 200- level courses at your location:**

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| • AMSL 1010 American Sign Language I | • CRJU 2070 Intro. to Forensic Science | • MATH 2282 Calculus 2 |
| • BIOL 1110 General Biology I | • CSCI 1010 Intro. to Computers & Apps. | • PHIL 2202 Philosophical and Ethical Issues |
| • BIOL 2000 Intro. to Environmental Sci. | • CSCI 2010 Computer Science I | • PHYS 1001 General Physics I |
| • BUAD 1010 Introduction to Business | • LITR 1010 Introduction to Literature | • PHYS 1002 General Physics II |
| • CHEM 1110 Principles of Chemistry I | • MATH 1085 Precalculus | • PSYC 1010 General Psychology |
| • COMM 1101 Principles of Speech | • MATH 2400 Statistics | • SPAN 1010/1020 Elementary Spanish I & II |
| • COMP1010 Principles of Writing | • MATH 2281 Calculus I | • THTR 2100 History of Theater |