# Dual enrollment startup steps

1. Hold a meeting with LEA administration and IHE and determine the goal for a dual enrollment (DE) program, such as courses for transfer or a more comprehensive dual degree pathway.
2. Review the IHE’s requirements for faculty and curriculum. Determine other program/procedural requirements necessary to facilitate dual enrollment.
3. Identify DE liaisons from the LEA and IHE.
4. Discuss aspects of the DW program, including scope, content, cost, location, faculty, and schedule.
5. If high school faculty will be leading courses, compile your faculty credentials resulting in a list of faculty who meet the minimum requirements. Have potential DE faculty update their resumes to include current role(s)/responsibilities and list courses taught or currently teaching.
6. Create MOU with IHE and LEA codifying all aspects of the program and that outlines approved courses/faculty, pricing, eligibility requirements, LEA requirements, etc.
7. If necessary, develop or refine course syllabi for review by the IHE.
8. Share the MOU and accompanying documents with relevant departments at the IHE. It usually takes time to funnel information through academic departments and faculty. If planning for the next Fall, begin the clearance process by January to allow time to schedule students appropriately.
9. Hold a district meeting for faculty and staff to obtain support of the program and inform faculty/counselors of DE process. Invite the IHE for support and/or training if necessary.
10. Schedule an information session for parents and students, jointly led by the LEA and the IHE.
11. Ensure staff and processes are in place to trouble shoot any issues at the beginning of and throughout the program, but especially at the start.
12. Provide ongoing support to students, particularly those who may not be as likely to have home support for college coursework.