



## JUMPSTART DUAL CREDIT PROGRAM STEP-BY-STEP CHECKLIST

Welcome to the Jumpstart Dual Credit Program at the College of Southern Nevada. To better facilitate your success, we have provided you with a step-by-step checklist.

### JUMPSTART Key Program Components

- Lower Division (091-200 level) college courses are offered.
- \$25 per course (plus \$5.50 tech fee and \$6.25 surcharge fee per credit).
- Courses are offered at high school campuses.
- “Pure” classes.
- Courses are taught by college trained & “Certified” high school instructors.
- Textbooks are chosen from a state-approved list.
- FREE placement exams for Mathematic and English.
- Waived registration fee.

### STUDENT REQUIREMENTS

- ✚ All Junior and Senior students are eligible.
- ✚ Maximum of two classes per semester.
- ✚ Complete a Dual Enrollment High School Authorization Form ([www.csn.edu/partnerships](http://www.csn.edu/partnerships)).
- ✚ Submit the Dual Enrollment form to the school counselor.
- ✚ CSN will issue a student number.
- ✚ Placement exams are conveniently scheduled.
- ✚ Placement Scores required for English and Mathematic courses.
- ✚ Students must be enrolled, registered and paid to attend.

### INSTRUCTOR REQUIREMENTS

The high school instructors who become “College Certified” to teach dual credit courses are eligible for State approved PDE credits, earn a stipend and are considered part-time faculty with CSN. Certified instructors must possess a Master Degree in the respective discipline or closely related area plus **18** graduate level credits in their field. Experience *may also* be used in lieu of a Master Degree in the respective discipline with an approved Exception Policy form. Interested instructors please submit the following credentials to, Mr. Brian Myli, CCSD Guidance & Counseling, 3950 S. Pecos McLeod, Las Vegas, NV 89121, (702) 799-8441 fax 799-8518. Allow at least 3-4 weeks for processing.

- CSN Process for Coordinating Dual Credit Form ([Instructor’s Application](#))
- Updated resume
- Letter of interest
- Undergraduate/graduate transcripts
- Exception Policy on Qualifications for Faculty Instructional Faculty ([Exception Policy](#))  
*(This form is ONLY submitted when the minimum Degree qualifications are not met.)*

### COURSE SCHEDULE/PAYMENT

- CSN semester schedule is followed.
- Students pay their CCSD school site Banker OR payment online.
- CCSD Banker issues the college ONE check payable to **Board of Regents.**
- Full payment is due before the beginning of each semester.
- Timelines are pre-determined, established, and shared with CCSD.