



Jumpstart Dual Credit Program
CCSD/CSN Participation
Steps and Timeline

Desired Outcome: Participate in the Jumpstart Program **SPRING 2010**

1) **Required CCSD Actions:** Identify courses/qualified instructors. Send Process for Coordinating Dual Credit form and Instructor's credentials (resume, interest letter, undergraduate/graduate transcripts) to Brian Myli, CCSD Curriculum & Scheduling, 799-8441 for review.

Timeline: Must be completed by November 20, 2009.

2) **Required CCSD Action:** Contact CSN designee, Ms. Nora Rodriguez 651-5924 to set up meeting with CSN Disciplines for discussion of texts, sharing of syllabi and other materials.

Timeline: Must be completed by November 27, 2009.

3) **Required CCSD Action:** Contact CSN designee, Ms. Nora Rodriguez 651-5924 OR high school designee to arrange for Placement Testing for Math and English.

Timeline: All testing must be completed by December 31, 2009.

4) **Required CCSD Action:** Have interested students complete dual enrollment form and forward to Nora Rodriguez at CSN for student semester enrollment and number allocation.

Timeline: All enrollment forms must be submitted by January 4, 2010.

5) **Required CCSD Action:** Schedule collection of student fees for program.

Timeline: Fee collection must be completed before January 08, 2010.