



JUMPSTART DUAL CREDIT PROGRAM STEP-BY-STEP CHECKLIST

We welcome your participation with 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 (000-200 level) college courses are offered.
- Course fee is: \$25 per course (plus \$5.50 per credit tech fee and \$3 per credit Surcharge).
- Courses are offered at high school campuses.
- Courses are “Pure.”
- Courses are taught by college “Certified” CCSD high school instructors.
- Instructors are “trained and certified” by CSN departments, ensuring they meet academic requirements.
- Textbooks are chosen from a state-approved list.
- Placement exams for Math and English are proctored to students for FREE of charge.
- Registration for college entrance is FREE.

STUDENT REQUIREMENTS

- ✚ All Junior and Senior students are welcome (No GPA restrictions).
- ✚ Students must complete the Dual Enrollment High School Authorization Form ([Admissions Form](#))
- ✚ The dual enrollment form is submitted to Academic Partnerships.
- ✚ CSN will issue a student number.
- ✚ Placement exams are conveniently scheduled at each CCSD school site OR at college sites.
- ✚ Exam scores provide eligibility to enroll into English and Math courses.
- ✚ Students must be enrolled and registered to be allowed in the dual credit course(s).

INSTRUCTOR REQUIREMENTS

High school instructors who are “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. If you are interested in becoming a “College Certified” high school instructor you must possess a Masters Degree in the respective discipline or closely related area. (Experience *may* be used in lieu of a Masters in the respective discipline.) Math instructors must have a Masters Degree in Math or a Bachelor in Math plus 18 graduate level Math credits. 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

COURSE SCHEDULE/PAYMENT

- CSN semester schedule is followed.
- Students pay their CCSD school site Banker.
- 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.

For more information you may contact Academic Partnerships at (702) 651-5924 or at, www.csn.edu/partnerships