Rural U Process Table for Dual Enrollment 2016

Note: The Community Education Office will provide exact dates for the academic year upon request as soon as the academic calendar for the upcoming year is available. You can also check dates on the UMFK website by visiting the “Academic Calendar” link.

| Class Listings | • Dually enrolled courses at your school need to be finalized and solidified by **mid November** (spring) and **mid March** (fall). |
| Registration | • The Community Education Office will provide schools with a roster template which must be filled in completely before submission.  
• Students enrolled in a course that are not seeking college credit should not be included on the roster.  
• All rosters need to be submitted electronically to the Community Education office by the end of the second week of September (fall) and the first week of February (spring). |
| Roster Verification | • After the roster submission deadline the Community Education office will conduct a roster verification by emailing the enrollment list to each dual enrollment instructor.  
• Instructors are asked to verify enrollment by the end of the second week of February.  
• During roster verification students can drop without financial penalty.  
• To initiate a drop you or your student must contact the Community Education office.  
• University policy dictates that students and their families are responsible for all fees associated with their course(s) if they drop after the deadline.  
• To add a student, please email the required demographics to the Community Education office. |
| Costs | • Maine Aspirations pays half the tuition for each qualified student.  
• UMFK “scholarships” the other half of tuition.  
• A 3 credit dual enrollment course is $84.00 + the cost of books (books may or may not be required).  
• A 4 credit dual enrollment course is $112.00 + the cost of books (books may or may not be required). |
| Withdraw from Class | • The last day to withdraw from a class is the end of the tenth week from the first day of class at UMFK, excluding University breaks.  
• Students are responsible for all fees accrued.  
• Withdrawing on or before the deadline will result in a “W” on the student transcript.  
• To initiate a withdrawal you or your student must contact the Community Education office.  
• University policy dictates that withdrawing after the deadline will result in an “F” on the student transcript. |
| Grades | • Dually enrolled students will receive a “DG” (Deferred Grade) until final grades are available.  
• Dual enrollment grades are due from dual enrollment faculty as soon as your schools second quarter (fall) or fourth quarter (spring) has finished. |