



Idaho State
University

FACULTY LIAISON HANDBOOK

Early College Program
2025-2026

Program Profile

Welcome to the Early College Program at Idaho State University! The Early College Program allows Idaho State University and Idaho high schools the opportunity to offer college level courses to high school students at a significantly reduced price while earning high school credit at the same time. This in turn will save students money and time. The success of our program is based on the collaborative efforts between the Early College Program and high school instructors, principals, school counselors and the academic departments on campus.

Dual credit in Idaho started with a mandate from the State Board of Education in 1998. However, Idaho State University's Early College Program began as a pilot program in 1994 with only two high schools in Pocatello School District #25 offering dual credit courses. The program has since grown to 43 high schools offering classes for dual credit through Idaho State University's Early College Program, and over 27,000 credits offered to high achieving students each year. Additionally, students have the opportunity to complete an Associate's Degree and/or Basic Language Certificate in Spanish.

Program Benefits

- Allows students to earn college credits while in high school
- College credits earned are put on an Idaho State University transcript and include a GPA
- Accelerate student degree completion and thereby lowering the overall expense of college
- Students learn how to prepare to take college level courses through critical thinking
- In many instances, ISU courses are easily transferable to other colleges and universities
- Allows high school teachers the opportunity for professional development as well as instructor credentials

Early College Program Contacts

Chelsie Rauh

Senior Director of Advanced Opportunities
Office: 208-282-2633
Email: chelsierauh@isu.edu

Suzanne Peck

Assist. Dir. Communications and Operations
Office: 208-282-3904
Email: suzannepeck@isu.edu

Amia Mansfield

Early College Transition Advisor
Office: 208-282-4274
Email: amiahopster@isu.edu

Cameron Sedlacek

Early College Transition Advisor
Office: 208-282-4927
Email: cameronsedlacek@isu.edu

Nathan Anderson

Dual Credit Coordinator
Office: 208-282-6067
Email: nathananderson@isu.edu

ECP Office Location:

Liberal Arts Bldg. #4 | Room 120
921 S 8th Ave. Stop 8057
Pocatello, Idaho 83209

TBA

Director of CTE Advanced Opportunities
Office: 208-282-3569
Email:

CTE Office Location:

EAMES Complex
921 S. 8th Ave STOP 8230
Pocatello, ID 83209

Faculty Liaison Assignment and Responsibilities

Faculty Liaison Responsibilities

The quality of the Early College Program is heavily dependent on the active participation of the faculty liaison. Idaho State University academic department faculty liaisons will receive compensation per high school teacher they work with in providing curriculum oversight and support.

The primary responsibilities of the faculty liaison are as follows:

- Communicate department information each semester to high school instructors. Include high school instructors in department correspondence, listserv, academic notices, and general information.
- Supply high school teachers with current sample syllabi, sample exams, and other course materials.
- Supply high school teachers with desk copies of current textbooks, if available.
- Assist high school teachers/school districts in selecting department approved textbooks.
- Request, review, and approve course syllabi annually, per course.
- Assist in completion of new course orientation training for new ECP instructors and/or annual professional development for continuing instructors, when applicable or as determined by the department. Submit tracking form with agenda and materials for respective training (orientation or professional development) as applicable.
- Visit high school instructors on-site the first year of approval and at least every two to three years following the initial visit, per the department's determined visit cycle.
- Be in communication regularly with high school instructor.
- Submit liaison report forms on each of your assigned instructors to both the Early College Program and your department chair.
- Be available to give presentation(s) of discipline-specific lectures to Early College Program students.
- Provide guidance concerning grading policies of the department.
- Discuss the college experience with high school students while visiting respective high school classrooms or as students visit campus.
- Assist Early College staff with department tours when teachers/students visit campus.

Faculty Liaison Mentor Responsibilities

Faculty Liaison Mentors will have oversight for ECP instructors who are participating in the ECP Stripes Instructor Scholarship Program (working on a Master's degree in discipline in lieu of receiving a stipend for teaching dual credit courses). A Faculty Liaison Mentor will have the same responsibilities of a faculty liaison (see above) as well as these additional responsibilities to include but not be limited to:

- Minimum of two site visits per length of the course term
- Site visit reports for all site visits
- Monthly communication with the instructor during the course term
- Participate in the discipline specific orientation of new instructor
- Approve course syllabi prior to starting courses

Idaho State University Curriculum/Syllabus

Course requirements and curriculum for an Idaho State University class taught on the high school campus is the same as curriculum for the class taught on the university campus. Instructor qualifications, syllabi, assignments, textbooks, exams and grading requirements are also equivalent. Courses are only offered through one higher education institution for dual credit. In other words, the course being offered can only be offered for dual credit at Idaho State University. This complies with Idaho State University Policy and NACEP accreditation requirements.

Textbooks

Course instructors need to have course textbooks approved through the academic department. Most high schools will purchase and provide textbooks to students enrolled in the course. If students are required to purchase textbooks, they can purchase them at the university bookstore or on-line at <https://isu.bncollege.com/>

Faculty Liaison Site Visits and Travel

Site Visits

As part of NACEP accreditation, faculty liaisons are required to conduct site visits to observe course content and delivery, student discourse, and rapport to ensure the courses offered through the Early College Program are equivalent to courses offered on campus. Faculty Liaisons are also forming and fostering relationships that help our program and our students. High school instructors should receive a site visit in the first year of teaching their dual credit course. Veteran instructors should receive a site visit at least every two to three years following the initial visit as determined by the department. A faculty liaison will submit a report the year they visit the instructor (Appendix F). The form can be found on the Early College program website at <https://www.isu.edu/ecp/faculty-liaisons/faculty-liaison-resources/>. It is due to the designated department liaison report file in box.com no later than the required deadline for the semester of the course (See Course Timeline, Appendix B).

Faculty Liaison Travel

Since travel is required in order to do a site visit, travel expenses will be covered by the Early College Program. The following travel policy will be followed when conducting site visits. If a faculty liaison is visiting a school that is over 50 miles from their primary workstation (per state of Idaho travel policy), we recommend using Enterprise. If liaison prefers to take their own vehicle, they will be reimbursed the current cost of a daily rental rate from enterprise (\$36.83) and gas at the current local gas rate of 25 miles per gallon from Pocatello (or starting location) and back. Allowable mileage will be computed according to an online map software such as Google Maps or MapQuest. For travel that is close to the starting location and under 60 miles round trip, mileage reimbursement at the current state rate will be approved.

If a liaison is required to visit a school with an 8:00 am class start time that is more than a 2-hour drive from their primary workstation, they would also be reimbursed for an overnight stay and meal per diem as the current state rates. Travel authorizations must be submitted and approved prior to traveling. In submitting the travel reimbursement, liaisons certify that all expenses comply with policy, are correct, and were incurred in performance of university-related business. Reimbursement must be filed within 30 days of travel.

Faculty Liaison Compensation and Payment

Liaison Compensation

Idaho State University academic department faculty liaisons will receive compensation for providing curriculum oversight and support to high school instructors. Faculty Liaisons will receive \$750 per instructor, per course for set duties. Faculty Liaisons will also be compensated for additional duties such as guest lectures, the additional work that goes into onboarding new instructors and planning and providing annual discipline specific professional development. Liaison Mentors will be compensated an additional \$500 per instructor.

The breakdown of additional duties per academic year are as follows:

- \$50/hr** onboarding of new instructor & completion of discipline orientation
- \$50/hr** professional development with instructors within discipline
- \$200** site visit of new instructor in their first year
- \$200** site visit of continuing instructor (department determined cycle)
- \$50** guest lecture

Compensation Notification/Payment

Once we receive your annual faculty liaison report, we will automatically process the payment of \$750 for your set duties. A google form link is located on the Early College website (www.isu.edu/ecp) under the Faculty Liaison tab, Liaison Resources, Liaison Forms to communicate to Early College completion of each task beyond the set duties. Please note the documentation deadline below for each term. **Please keep in mind, when you submit the Additional Compensation Form, you will need to submit the corresponding documentation for it (usually a tracker form, agenda and provided materials).** If documentation is received after the deadline, payments will be made the next semester payday. You will receive compensation letters, as per normal.

Payment Schedule

ISU Semester	Documentation Deadline	Pay Date
Fall 2025	November 14, 2025	December 19, 2025
Spring 2026	April 3, 2026	May 8, 2026
Summer 2026	July 1, 2026	July 31, 2026

Faculty Liaison Mentoring

Mentoring is a partnership between two people that support a professional and personal development approach in which an experienced person assists another in developing skills and knowledge. A Mentor gives advice, encouragement, support and leads by example through his/her expertise in a subject skill and departmental and institutional knowledge.

In other words, a mentor is a trusted advisor in whom the mentee can learn from and can be used as a sounding board for issues in the day-to-day working environment while providing assistance in problem identification, problem solving, and career management. A Mentee will be rewarded with a relationship that can guide their career, provide social and political skills, and assist them in building their careers with their own style and creativity, using the skills and knowledge gleaned from their association with their mentor. Mentoring relationships can last for a few weeks or for many years and can be very beneficial to both the mentor and the mentee.

Mentoring Methods (Hood & Boyce, 144)

- Teach and Guide
- Advise and Counsel
- Sponsor and Protect
- Role Model
- Validate
- Motivate & Encourage
- Communicate
- Be Subtle and Don't Accept Credit
- Identify Professional Contacts

Mentoring Principles/Guidelines:

- Encourage the exploration of ideas and risk taking in learning
- Provide appropriate and timely advice
- Serve as a confidant for work-related issues
- Help mentee to shift his/her mental context

- Confront negative behaviors
- Suggest appropriate skills training
- Serve as a source of information and resources

Benefits and Responsibilities of a Mentor

- Represents making a difference to the mentor, profession, and ISU
- Introduces mentee to ISU culture
- Develops new professional relationship
- Increases experience and skills for career development
- Teaches the mentee about a specific issue
- Coaches the mentee on a specific area.
- Facilitates the mentee's development by sharing resources and networks
- Focuses on the mentee's overall development

Benefits and Responsibilities of the Mentee

- Expands personal networks
- Increases self-awareness, confidence, and discipline
- Potential of accelerated development and growth
- Positive and constructive feedback on personal and professional development issues
- Helps to acclimate the mentee to his or her job and ISU culture more quickly
- Helps employees feel more in touch with the university socially and professionally
- Results in a greater awareness of organizational politics and culture
- Be open to receiving feedback and coaching
- Takes responsibility for own professional growth and development
- Seeks challenging assignments and new responsibilities

Bibliography:

Hood, Stafford L., and Jennifer Boyce. "Refining and Expanding the Role of Professional Associations to Increase the Pool of Faculty Researchers of Color Through Mentoring." *Diversity in Higher Education: Mentoring and Diversity in Higher Education*, Ed. Henry T. Frierson, Jr. Greenwich: JAI Press Inc., 1997. 141-159.

Mentoring Resources

<http://www.sciencemag.org/careers/2010/10/top-10-tips-mentors>

<https://triec.mentoringsoftware.com/common/pages/UserFile.aspx?fileId=440309>

Faculty Liaison Course Assessment and Evaluations

Classroom Observation

Faculty liaisons will contact instructors to set up an observation of their course sometime during the term of the course. Faculty liaisons are responsible for ensuring that the Idaho State University department curriculum is being taught. Liaisons are available to instructors for help in regards to syllabi, course content/delivery, and professional development.

End of Course Evaluation

NACEP accreditation and program policy requires all students have the option to evaluate their course at the end of each course. Evaluations are conducted via Qualtrics survey instrument. Survey web links will be sent to the course instructor by the Early College Program and should be proctored by a third party. After evaluations are compiled, the instructor will receive a copy of the report. Note: evaluations are anonymous.

Faculty Liaison Reporting

Faculty liaisons are required to submit a Liaison Reporting form (Appendix F) for each section of a dual credit course they are assigned. The report should be submitted to the Early College Program via box.com file, the liaison's supervisor, and the high school instructor by the deadline listed below during the academic year of the course. The report form can also be found on the Early College Program website at www.isu.edu/ecp under the Faculty Liaison tab.

Faculty Liaison Report Deadlines:

High School Term	Deadline
First Trimester (T1)	January 1
Fall Semester	January 1
First & Second Trimester (T1 & T2)	March 1
Second Trimester (T2)	March 1
Spring Semester	June 1
Year-long Course	June 1
Third Trimester (T3)	June 1

High School Instructor Information

All academic appointments are made through discipline specific departments at Idaho State University (ISU), including courses offered on a high school campus. First-time applicants must complete and submit the "High School Adjunct and Course Request" form (Appendix H) to the Early College Program office along with their curriculum vitae or resume, official college transcripts, letter(s) of recommendation and a teaching philosophy statement in relation to offering a college level course (Checklist, Appendix I) by the required deadline (see below). The forms can also be filled out electronically on our website at isu.edu/ecp/high-school-instructors/become-a-dual-credit-instructor/. Upon approval, high school instructors (adjunct/affiliate faculty) will work with an Idaho State University department liaison to develop an approved syllabus and review textbook guidelines as well as attend a course orientation workshop.

Submission Deadlines

Time Frame	Materials to be Submitted by High School Instructor
Fall - July 1 Spring - Nov. 1	Submit application materials for new instructors/new courses.

High School Instructor Qualifications

High School instructors must meet the same qualifications as those met by all Idaho State University adjunct faculty members within the academic department. Most academic departments require adjunct faculty members to hold at least a Master's degree in the content area of the course requested. For additional information visit our website at www.isu.edu/media/libraries/early-college/Required-Adjunct-Criteria-by-Course.pdf

High School Classroom Qualifications

Whenever possible, it is recommended that only high school students registered for the ISU course be in the high school class. While a mixed classroom population is acceptable, Idaho State University's academic departments are committed to providing students enrolled in ISU courses on the high school

campus with an educational experience that approximates, as closely as possible, the experience they would have if taking the same courses on ISU's campus. It is especially important for all students in a class to have the appropriate prerequisite skills. Students lacking those skills not only do poorly but affect the focus of the class, to the detriment of those who are prepared to learn the higher-level material.

Idaho State University can have course caps and those must be followed. On rare occasion, there may be a need increase a course cap, but these are discussed with the corresponding department chair prior to changes being made. Generally, a minimum of seven students is required for any ISU course offered on a high school campus, but this will depend on the course and high school. The Early College Program and/or the academic department will inform instructors teaching course(s) with an established class maximum.

Adjunct/Affiliate Faculty Information

Instructor Responsibilities:

- New instructors must attend the Early College Program's Administrative Orientation and Department Course Orientation Workshops prior to teaching their course(s).
- Communicate to school administration, leadership, and counselors, any eligibility and course pre-requisite requirements.
- All instructors must participate in annual departmental discipline-specific professional development
- Work with an assigned academic department faculty liaison.
- Submit yearly course syllabus to department liaison/chair for approval prior to starting the course. Include **registration, drop, and withdraw** deadlines, and ISU objective information (www.isu.edu/ecp) if applicable. (Syllabus Template, Appendix A)
- Upload syllabus to Dual Enroll for approval by designated Faculty Liaison at minimum one week prior to starting your course.
- Notify Early College Program office of class times including term start and end dates as soon as schedule is set each year/term (Course Timeline, Appendix B).
- Distribute course syllabus to students including **registration, drop, and withdraw** deadlines. Refer to www.isu.edu/ecp/registration/deadlines for appropriate dates (Appendix C).
- Facilitate Early College Program admissions and registration procedures. Students must be registered for your course prior to the deadline before each term.
- If teaching a course that requires a prerequisite or test score, students must meet the required prerequisite. Refer to isu.edu/ecp/registration/prerequisite-and-placement-scores. Submit unofficial college transcripts for proof of prerequisite placement to the Early College Program via box.com or by document upload link on ECP website at isu.edu/ecp/forms. If not met, students must make arrangements to take the appropriate placement test prior to ECP registration visit.
- **Review class list in Dual Enroll and MyISU** with students prior to the add/drop deadline to ensure students are registered and in the correct class. Notify ECP staff if you have students listed who are not in your class.
- Provide a copy of the class list in MyISU, after the deadline, to your school's Advanced Opportunities liaison so they can make sure funding request are in for your students.
- Advise ECP students who transfer out of your class of drop/withdrawal procedures. Dropping the high school class does not automatically drop them from the college class. Note: It is best to have them withdraw from ISU prior to withdrawal deadline to avoid a late withdrawal petition.
- Inform students of mid-term D and F grades, and withdrawal options and deadlines (midterm grades do not need to be recorded in MyISU).
- Distribute Qualtrics survey link for class evaluations at the end of the course. If you have not received the link at least three-weeks before the end of your course, contact the Early College Program Office.
- Submit final student grades in MyISU (my.isu.edu) by appropriate deadline. See Important Dates, (Appendix C).

- Follow FERPA (Family Educational Rights and Privacy Act) guidelines (see www.isu.edu/registrar/student-resources/ferpa/#d.en.14158).

Instructor Benefits:

- Adjunct or Affiliate Credentials.
- Collaborate with Idaho State University faculty on professional projects.
- Explore networking possibilities with other adjunct instructors teaching on a high school campus.
- Access to Idaho State University facilities such as libraries, computer labs, and email.
- Course facilitation through Canvas.
- With sponsoring faculty and/or department approval, authorization to apply to granting agencies in the name of Idaho State University in accordance with regular university procedures.
- Bengal Card – Discounts for Idaho State University events (where available).
- Stipend (where applicable).

Non-Compliance Policy

All approved Early College Program instructors (adjunct and affiliate faculty) must comply with policies and procedures of Idaho State University and the Early College Program. Instructor appointments are done on a yearly contract basis. Instructors are in non-compliance when any of the expected instructor responsibilities are not met. Should an instructor's status be changed to non-compliant, they are not eligible to teach dual credit courses starting the next academic year, per Idaho State University policy. Each instructor in non-compliance of university policies and procedures will be handled on a case-by-case basis.

Student Information

Student Eligibility

In order to enroll in the Early College Program, high school students must have a minimum unweighted 2.7 cumulative GPA and be at least 16 years of age or have completed half of their high school requirements. Consent from a parent/guardian is also required for students under 18. Students who do not meet the age or GPA requirement may enroll if recommended by a high school official.

Student Admission, Registration, and Withdrawal Process

If students have previously taken a Dual Credit class through another institution that uses Dual Enroll (CWI, BSU, CSI, U of I, CEI), they will already have a Dual Enroll account set up. They will need to use Idaho State University's login page: isu.dualenroll.com. Once students are on ISU's page, they can use the same username and password that they have previously used for Dual Enroll. *Please do not have students create another account. If they don't know if they have an existing account, please have them ask their high school counselor or CCA.*

If students do not have a Dual Enroll account, start here:

1. Create a Dual Enroll Account

1. Go to isu.dualenroll.com and click on **CREATE MY ACCOUNT**.
2. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email or cell phone number to create the account. If a cell phone is used, standard text message rates apply.
3. Once you click **Create Account**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the application and registration. If using email, be sure to check your junk and spam folders for the email.

If students have a Dual Enroll account but have never taken an ISU class, start here:

- Once successfully logged in, Dual Enroll will have you complete an application. Once a step is completed, it will be highlighted green under the Application Steps and the current step will show in orange. Required fields are marked with an asterisk. Make sure to click the update button to move to the next step. Note: Parent contact information cannot be the same as the student contact information.

Once the application has been completed, the Consent Form will be sent to your parent/guardian via text and/or email. Please tell your parent to sign it to complete your application. If your parent/guardian does not receive the notification, visit your registration status page to resend. You may also visit your profile page to change your parent's contact information.

If students have a Dual Enroll account and have previously taken an ISU class, start here:

2. Register for Classes

- Click on the Courses tab to review the list of available courses. The course finder shows which ISU courses are being offered at your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.
- When you've made your decision on a course and section, click the **REGISTER** button to start the registration process. If the course you are registering for has a prerequisite that you have not met, Dual Enroll will email you to let you know the steps needed to complete the prerequisite before the registration deadline.
- You may choose to: Select another course, view registration status, or logout.
- You will receive an email and/or text from ISU letting you know when your registration is complete or if we need more information from you.

3. Request Advanced Opportunities Funding

- Talk to your high school counselor/CCA or visit <https://advancedops.sde.idaho.gov>

To be fully registered in a dual credit class, students must complete all above steps, including requesting Advanced Opportunities Funding (if applicable.) Dual Enroll will send students an email to confirm that they've been successfully registered for a course. Students can also ask their teachers or call the ECP office at (208)282-6067 if they are unsure if they have successfully registered.

Registration Deadlines

Term	Registration Deadline
- Fall 2025 Semester 1st Trimester 1st & 2nd Trimester - Year-long Classes	October 10, 2025
2nd Trimester 2nd & 3rd Trimester	January 9, 2026
Spring 2025 Semester	February 13, 2026
3 rd Trimester	April 3, 2026
Summer Classes	June 26, 2026

Advanced Opportunities Deadlines

Term	Student Access/ Data Entry Window	District Submission Deadline
Fall 2025	April 07, 2025 - October 15, 2025	November 21, 2025
Spring 2026	November 24, 2025 – March 06, 2026	May 15, 2026
Trimester 1- 2025	April 07, 2025 - October 15, 2025	November 21, 2025
Trimester 2- 2025	November 24, 2025 – February 20, 2026	May 15, 2026
Trimester 3- 2025	November 24, 2025 – April 03, 2026	May 15, 2026

Early College Program students who wish to take a college-level Biology, Chemistry, Math, or Physics course need to have completed a prerequisite in order to register for the course. Placement can be satisfied with either the prerequisite course or an ACT, SAT, or ALEKS (Math) test score, as shown below. Passing placement scores need to be submitted to the Early College Program Office prior to registering for the course.

Placement Scores

Course	ACT Score	SAT Score	ALEKS	Prerequisite Course
BIOL 1101	19 (Math)	500 (Math)	30	MATH 0025
CHEM 1101	23 (Math)	560 (Math)	46	MATH 1108
MATH 1143	23 (Math)	560 (Math)	46	MATH 1108
MATH 1144	27 (Math)	640 (Math)	61	MATH 1143
MATH 1147	23 (Math)	560 (Math)	50	MATH 1108
MATH 1153	23 (Math)	560 (Math)	46	MATH 1108
MATH 1170	29 (Math)	680 (Math)	76	MATH 1144 or 1147
PHYS 1111	27 (Math)	640 (Math)	61	MATH 1143 or 1147

**Please note that The Write Class is no longer an ENGL requirement for Early College Program students. However, students must complete ENGL 1101 before registering for ENGL 1102.*

Student Drop & Withdrawal Process

Dropped course(s) do not appear on the student's transcript, and tuition charges are subtracted from the student's account and are refundable if completed before the drop deadline. The add/drop deadline for each course can be found under Important Dates (Appendix C) or on our [Early College Program website](#). To drop a course, a student will login to Dual Enroll, find the course, and select "Drop."

Withdraw means the student attempted the course but did not complete any credit. Students can, for medical, academic, or personal reasons, choose to withdraw from an Early College Program course before

the withdrawal deadline. When a student withdraws from a class, a “W” will be placed on their transcript. This will not count toward their GPA. However, there is no tuition refund for withdrawn courses and doing so may affect Fast Forward funding. Students also need to be aware that withdrawing from too many courses can affect their academic standing and future Financial Aid. To withdraw from a course before the deadline, a student will login to Dual Enroll, find the course, and select “Withdraw.” Students who need to withdraw after the deadline will need to contact the Early College Program to request a late withdrawal petition. See our Important Dates (Appendix C) for the withdraw deadline for each course.

Taking a Course on an Idaho State University Campus

Students can also take on-campus/online courses taught by Idaho State University professors for a discounted rate of \$75 per credit. In order to register for an on-campus course, the student will need to be admitted to the Early College Program, meet any course pre-requisites, and meet with an Early College Program advisor. On-campus courses are subject to on-campus registration, payment deadlines, and may have additional fees. Students may also be required to purchase textbooks and have a campus parking permit. For more information and for a list of classes being offered on-campus or online, please visit isu.edu/ecp/registration/on-campus-dual-enrollment/.

Student Benefits

Cost

Courses taught in the high school are \$75.00/credit. Early College Program students can also take courses on the Pocatello, Idaho Falls or Meridian campus for \$75.00/credit. That’s over \$360/credit cheaper than the undergraduate part-time tuition rate. Most students do not have any out-of-pocket expenses for tuition as they are able to utilize their Fast Forward funding which covers up to \$4,625 per student.

Bengal Card

A Bengal Card is a student’s ISU identification card and is used to gain access to student benefits. Bengal Cards are free for registered students and can be obtained at the Student Union Connections desk in Pocatello and Idaho Falls or at the Health Science Center in Meridian. To get a card, students will need to bring a photo ID (such as their Driver’s License or School ID) and be currently registered for an Early College Program course. If a student is not able to come to campus to get their Bengal Card (and has never received a Bengal ID Card), they can request to have the Bengal ID mailed to them by doing the following:

- Upload their Bengal ID photo using [Bengal ID online request form](https://www.isu.edu/campusconnection/get-your-bengal-id/) (<https://www.isu.edu/campusconnection/get-your-bengal-id/>). The website explains the guidelines for an acceptable ID photo and provides a link to upload a photo and provide the student’s name and Bengal number. (Note: The photo needs to be just the student with a solid background).
- When students fill out the form, they will choose the campus option for Online/Pocatello/Idaho Falls.
- Students will receive an email from infodesk@isu.edu to confirm whether or not their photo has been approved.
- When a student receives an email that their photo has been approved, they need to reply that they are an Early College Program (ECP) student and provide their mailing address. Their Bengal ID will be mailed from the Pocatello campus within the next 24 hours (longer on weekends). It may take up to 5 business days to receive their ID, depending on their location in Idaho.

Bengal Cards are used for campus activities including usage of Reed Gym, checking out books at the library, or tutoring services through the Student Success Center including the Math Lab and Writing Center. They can also be used for entry into various campus events.

Reed Gym

Early College Program students have the opportunity to use Reed Gym for \$60.00 per ISU semester. All users must be registered for at least one Early College Program course, be at least 16 years of age, and have signed permission from a parent, per Campus Recreation Policy. Memberships can be purchased at the Campus Recreation Office in Reed Gym. For additional information, please call 208-282-4854.

Student Success Center

Students enrolled in Early College Program courses have access to the Idaho State University Student Success Center. Students can receive free tutoring in writing and math, as well as other content areas. Please visit their website for additional information at isu.edu/success.

ADA/Disability Services

Idaho State University is committed to providing equal access and opportunities in education for all students. Early College Program students may be eligible for accommodations through Idaho State University's Disability Services office. Students who have a diagnosed disability or believe they have a disability that might require reasonable accommodation in their ISU course(s) may contact Disability Services, disabilityservices@isu.edu, (208)282-3599, REND 125. For more information or to apply for services, please visit isu.edu/disabilityservices/.

Advising - Degree Maps

A Degree Map is a semester-by-semester list of courses which a student needs to take in order to obtain a particular degree. A Degree Map suggests courses to complete each semester in order to be "on track" to graduate by taking the right courses in the right order. If a student knows what they might be interested in studying once they get to college, they can meet with an Early College Transition Advisor, who will walk them through the Degree Map for any program offered at Idaho State University. If the student is undecided, an Early College Transition Advisor can also help them explore programs that ISU offers to figure out what would be a good fit for them, as well as offer academic advising for [General Education Objectives](#). Once a student knows what classes they'll need to take for a specific degree, they can begin taking some of those courses as an Early College Program student.

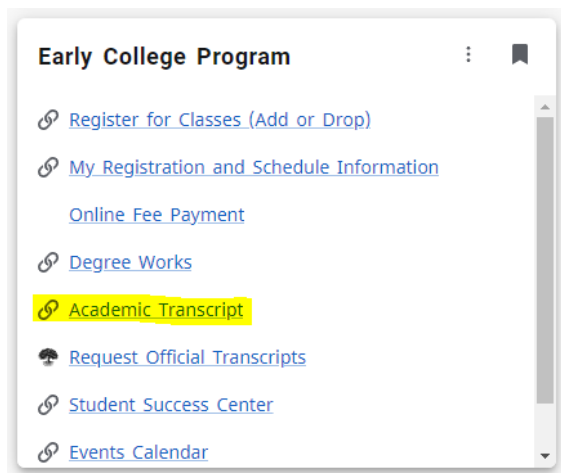
Students Attending Idaho State University after Graduation (Degree Seeking)

Students planning to attend Idaho State University after high school graduation will need to fill out an Undergraduate Application (degree-seeking). **Students are not automatically admitted to ISU after being an Early College student, and they will have to complete a separate application.** This online application can be found at isu.edu/apply/undergraduate/. Students will need to submit a high school transcript or GED at the time of their application, and their FINAL high school transcript is required after high school graduation. The \$50 application fee is waived for graduates of Idaho high schools. SAT and ACT scores are **not** required for admission, but students are still encouraged to submit them for course placement. In order to be considered for scholarships, students will need to apply by the July 1 deadline. Students will be notified via email of their admission status.

Transcripts

All Early College Program credits and grades are listed on an official Idaho State University transcript. Official transcripts from Idaho State University and other institutions can be ordered through the [National Student Clearinghouse](#) and cost \$10.50 per copy (subject to change) plus any delivery method service charge. Students must send **all** transcripts to the institution in which they chose to enroll. Failure to do so may result in academic dishonesty. For additional information, visit transcripts.isu.edu.

Students also have access to view their **unofficial** ISU transcript for advising purposes. There is no charge to view or print an unofficial transcript. To access their unofficial transcript, students must login to MyISU, bookmark the Early College Program card, and click *Academic Transcript*.



Students should set their Transcript Level to “All Levels” and their Transcript Type to “Advising Transcript.” At this point, they can view and print their unofficial ISU transcript.

Transferring Credits

Students should check with the Registrar’s Office at the university or college they are choosing to attend after high school, if not Idaho State University, in order to see what that school’s transfer policy is, before registering for dual credit courses. The majority of accredited institutions, statewide and nationally, will accept dual credits from Idaho State University toward degree requirements or electives and vice versa. If a student decides to attend Idaho State University after they graduate from high school, all the credits they have taken from ISU while in our Early College Program will already be on their transcript and waiting for them here. To transfer credits among institutions, students should send transcripts using the [National Student Clearinghouse](#) as described previously.

Students may consult the [TES Transfer Evaluation System](#) and the [Idaho State Board of Education Transfer Portal](#) websites to see how past coursework has been transferred to ISU. However, please keep in mind that those can serve as guidelines only. Final transfer of credits is contingent on the receipt of an official transcript of records. For most accurate transfer information, please contact the Registrar’s Office at tceinfo@isu.edu or (208) 282-2661. If students have taken AP Exams, they can also look to see what classes they’ll get credit for at ISU based on their scores at isu.edu/registrar/credit-by-exam/.

If students would like help looking at transferability among Idaho higher education institutions, please encourage them to schedule a meeting with an Early College Transition Advisor.

Homeschool Student Information

Student Eligibility

Homeschool students who are at least 16-years old and have not yet completed all of their high school requirements can take courses on an ISU campus and qualify for the ECP on-campus rate. Homeschool students can apply and register for courses following the traditional Registration Process (Appendix G).

In order to participate in Idaho State University's Early College Program, homeschool students and their parents will need to complete a Memorandum of Understanding (MOU) Form. To complete this form, please contact our office.

Advanced Opportunities

Advanced Opportunities funding is available only to students currently attending an Idaho public school. In many cases, homeschool/private school students choose to dually enroll and participate in public school activities as well as homeschool/private school coursework. Many homeschool/private school families have chosen to mix and match the course pathway for their student to include at least one such course, making these funds accessible. Please note that local enrollment policies will apply and vary from district to district. For more information, please visit www.sde.idaho.gov/student-engagement/advanced-ops/.

Appendix A



Idaho State
University

Early College
Program

Syllabus Template

Idaho State University-(List the Name of Your High School)

Title of your Course and Semester(s)/Trimester(s)/Yearlong

(ie: BIOL 1101- Biology I, Fall Semester 2025)

Please list here if this course meets a General Education Requirement

(ie: partially satisfies ISU Objective 5)

Monday-Friday 5th Period

Important Deadlines for 2025-2026

Registration Deadline = October 10, 2025

Drop Deadline = October 10, 2025

Withdraw deadline = October 24, 2025

Instructor: (Your name and title here)

Office/Room: (Location)

Office Hours: (whenever you are available to students)

Phone: (if available)

Email: (don't forget you and your students have ISU emails- username@isu.edu)

Name of Text Used: [ie: Behnke, R.S. (2001). Kinetic Anatomy. Champaign, IL: Human Kinetics.]

Course Description: (Please take this directly from the course catalog <http://coursecat.isu.edu/>)

Course Objectives: Upon completion of the course, the student should have sufficient knowledge of and be able to: (please work with your department liaison to list approved course objectives) ie:

- Identify that communication and interaction between cells coordinates cellular activity.

Weekly Agenda: to include assignments, readings, tests and quizzes, etc. (Organized weekly or daily)

Course Expectations: to include, but not limited to information about rigor, study habits and rules for course (ie safety in labs etc.). Spell it all out for them.

Course Requirements and Assessments: (what is required of students to complete course)

Grading: (please make sure you add your grading scale for A, A-, B+ etc. and process of how the student's grade is determined, 20% quizzes etc.)

Student Code of Conduct: All Idaho State University students, including Early College students, are held to the Student Code of Conduct including academic dishonesty, cheating and plagiarism. Definitions can be found in the Student Code of Conduct Handbook: <https://www.isu.edu/deanofstudents/student-conduct/>

Reasonable Accommodations for Students with Disabilities: If you have a disability or think you have a disability (physical, learning, hearing, visual or psychiatric) which may need a reasonable accommodation, please contact the Disability Services Office located in the Rendezvous Building Room 125, 282-3599 and in Idaho Falls in the Bennion Student Union, Room 223.

Evaluation of Course and Instructor: At the end of the course, evaluations will be given to students for feedback on the course and instructor.

Appendix B



**Idaho State
University**

Early College
Program

High School Instructor Course Timeline

Time Frame	High School Instructor Submits/Facilitates
August	New Instructors must attend the ECP Administrative Orientation and department Course Orientation prior to teaching their course. All Instructors must attend ECP Updates Meeting All instructors must attend annual department specific professional development training before the end of the academic year.
	When requested, submit course times to ECP including semester/trimester and class start and end dates.
First Weeks of Class	English, chemistry, math and physics instructors make sure students have met course pre-requisite. Facilitate ALEKS placement testing if needed. Provide copies of official test scores from ACT, SAT or ALEKS; official high school transcript; or unofficial college transcript with prerequisite course for all students registering for college credit.
	Inform new ECP students about application and registration process
	Coordinate registration visits with Early College Program staff
	Review class list through MyISU with your students prior to deadlines
Mid-Term	Instructor notifies students with Mid-Term grades of “D” or “F”. Advises students about withdrawal deadlines and procedures in order to avoid low grades on their college transcript.
End of Class	Course and instructor evaluations are completed by students
	Submit student grades through MyISU. See important dates for appropriate grading times.
May-August	Inform ECP if teaching plans will change for upcoming year.
June - August	Receive copy of liaison report and course evaluations

Important Dates: High School Year 2025-2026

ISU SEMESTER - FALL 2025						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closes 5:00 PM
Fall Semester	08/25/2025	1/16/2026	10/10/2025	10/24/2025	12/12/2025	01/20/2026
Year-long	08/13/2025	06/05/2026	10/10/2025	01/16/2026	05/15/2026	06/05/2026
Trimester 1	08/13/2025	11/26/2025	10/10/2025	10/24/2025	11/07/2025	12/09/2025
Trimester 1 & 2	08/13/2025	03/06/2026	10/10/2025	10/24/2025	02/20/2026	03/10/2026
Trimester 2	11/17/2025	03/06/2026	01/09/2026	01/16/2026	02/20/2026	03/10/2026
Trimester 2 & 3	11/17/2025	06/05/2026	01/09/2026	01/16/2026	05/15/2026	06/05/2026
Block 1	08/13/2025	10/03/2025	9/12/2025	09/19/2025	09/26/2025	10/07/2025
Block 2	10/06/2025	11/19/2025	10/24/2025	10/31/2025	11/07/2025	12/09/2025
Block 3	11/17/2025	01/23/2026	12/12/2025	12/19/2025	01/16/2026	01/27/2026

ISU SEMESTER - SPRING 2026						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closes 5:00 PM
Spring Semester	01/19/2026	06/05/2026	02/13/2026	03/13/2026	05/15/2026	06/05/2026
Trimester 3	03/02/2026	06/05/2026	04/03/2026	04/10/2026	05/15/2026	06/05/2026
Block 4	01/26/2026	03/06/2026	02/13/2026	02/20/2026	02/20/2026	03/10/2026
Block 5	03/09/2026	04/24/2026	04/03/2026	04/10/2026	04/17/2026	04/28/2026
Block 6	04/27/2026	06/05/2026	05/08/2026	05/15/2026	05/15/2026	06/05/2026

ISU SEMESTER – SUMMER 2026						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closes 5:00 PM
Summer	06/01/2026	08/21/2026	06/26/2026	07/10/2026	07/24/2026	08/25/2026

Appendix D



**Idaho State
University**

Early College
Program

DocuSign Version Available at isu.edu/ecp/faculty-liaisons/faculty-liaison-resources/

Professional Development Tracker

Date: _____ Start Time: _____ End Time: _____

Department: _____ Course: _____

Faculty Liaison Representative Name (Please Print)	Faculty Liaison Signature
Instructor Name (Please Print)	High School

*Attach agenda and return to the Early College Program

Appendix E



Idaho State
University

Early College
Program

DocuSign Version Available at isu.edu/ecp/faculty-liaisons/faculty-liaison-resources/

New Course Orientation Tracking Sheet

Date: _____ Start Time: _____ End Time: _____

Department: _____ Course: _____

Faculty Liaison Representative Name (Please Print)	Faculty Liaison Signature
Instructor Name (Please Print)	High School

*Attach agenda and return to the Early College Program

Appendix F



Idaho State
University

Early College
Program

DocuSign Version Available at isu.edu/ecp/faculty-liaisons/faculty-liaison-resources/

Faculty Liaison Report

Instructor Name _____ Faculty Liaison Name _____

High School _____ Course/Academic Term _____

CRN and Section Number _____ Classroom Observation Date _____

	Excellent	Adequate	Needs Improvement
1. Implementation of department curriculum and adherence to course outline on syllabus (C-2)	_____	_____	_____
2. Coherence and completeness of syllabus (C-2)	_____	_____	_____
3. Course reflects pedagogical, theoretical and philosophical orientation of the department (C-2)	_____	_____	_____
4. Course assignments and requirements meet department expectations (A-1)	_____	_____	_____
5. Students assessed using the same methods (ie: papers, portfolios, quizzes, labs) as students taking the course on campus (A-1)	_____	_____	_____

I am satisfied that the dual credit curriculum is being delivered successfully and that the instructor is in compliance with department policy YES NO
(If answered NO to this question, please explain on a separate attachment)

Comments (re: contact with instructor, strengths, weaknesses, highlights of observation):

Faculty Liaison Signature

Date

Please remember to send a copy to the ECP Director, Instructor and Department Chair (if required)

Registration Process

If you have previously taken a Dual Enrollment class through another institution that uses Dual Enroll (CWI, BSU, CSI, U of I, CEI), you will already have a Dual Enroll account set up. You will need to use Idaho State University's login page: isu.dualenroll.com. Once you are on ISU's page, you can use the same username and password that you have previously used for Dual Enroll. *Please do not create another account. If you don't know if you have an existing account, please ask your high school counselor or CCA.*

If you do not have a Dual Enroll account, start here:

1. Create a Dual Enroll Account

1. Go to isu.dualenroll.com and click on **CREATE MY ACCOUNT**.
2. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email or cell phone number to create the account. If a cell phone is used, standard text message rates apply.
3. Once you click **Create Account**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the application and registration. If using email, be sure to check your junk and spam folders for the email.

If you have a Dual Enroll account but have never taken an ISU class, start here:

4. Once successfully logged in, Dual Enroll will have you complete an application. Once a step is completed, it will be highlighted green under the Application Steps and the current step will show in orange. Required fields are marked with an asterisk. Make sure to click the update button to move to the next step. Note: Parent contact information cannot be the same as the student contact information.

Once the application has been completed, the Consent Form will be sent to your parent/guardian via text and/or email. Please tell your parent to sign it to complete your application. If your parent/guardian does not receive the notification, visit your registration status page to resend. You may also visit your profile page to change your parent's contact information.

If you have a Dual Enroll account and have previously taken an ISU class, start here:

2. Register for Classes

5. Click on the Courses tab to review the list of available courses. The course finder shows which ISU courses are being offered at your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.
6. When you've made your decision on a course and section, click the **REGISTER** button to start the registration process. If the course you are registering for has a prerequisite that you have not met, Dual Enroll will email you to let you know the steps needed to complete the prerequisite before the registration deadline.
7. You may choose to: Select another course, view registration status, or logout.
8. You will receive an email and/or text from ISU letting you know when your registration is complete or if we need more information from you.

3. Request Advanced Opportunities Funding

9. Talk to your high school counselor/CCA or visit <https://advancedops.sde.idaho.gov>

Course Add/Drop Deadlines

Semester High Schools

High School Semester	Registration Deadline
Fall	October 10, 2025
Year-Long	October 10, 2025
Spring	February 13, 2026

Trimester High Schools

High School Trimester	Registration Deadline
1 st Trimester	October 10, 2025
Year-Long	October 10, 2025
2 nd Trimester	January 9, 2026
3 rd Trimester	April 3 2026

High School Adjunct and Course Request Form

To be completed by high school instructor:

Date: _____ High School: _____

Instructor Name: _____

High School Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Instructor Email: _____

ISU Academic Department: _____ ISU course(s) requested: _____

Semester and number of sections requested: _____

Previously taught dual credit courses: ☐ Yes ☐ No

Courses Offered: _____ Institution: _____

High School Principal Signature: _____

If first submission, please attach a curriculum vitae or resume, academic transcripts, letter of recommendation, and teaching philosophy in relation to course being requested.

High School instructor summer contact address and email:

Home Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Email: _____

Submit to:

Early College Program

921 S 8th Ave., Stop 8057

Pocatello, ID 83209-8057

(208) 282-2633

Course Request Application Checklist and Timeline

The Early College Program adjunct/affiliate faculty qualification standard is a Master's Degree in the content area of the course requested. Please make sure applications are received in a timely manner for approval. For courses beginning in the fall, **July 1st** is the deadline for submission and for spring courses, **November 1st**. A course request application is considered complete when accompanied by the following:

- ✓ Course Request Form (with signature from building principal)
- ✓ Current Resume' or Curriculum Vitae
- ✓ Personal Teaching Philosophy Statement (College Level Instruction)
- ✓ Letter(s) of Recommendation
- ✓ Transcripts (unofficial are OK until approved, then official needed)

*A syllabus may be requested by the approving department prior to approval, and the Early College Program will let you know if this is requested. However, this is not a final syllabus. If approved, you will develop a syllabus based off of the standard department syllabus for your course prior to teaching.

The application will be forwarded to the current department chair within the discipline course requested. Applications are reviewed within 3-4 weeks after receipt. Once a decision is made, the Director of the Early College Program will inform you and your principal by letter. New Instructors are required to attend a Course Orientation Workshop prior to teaching their dual credit course.

All instructors are required to attend an annual Early College Instructor Professional Development Workshop held on the Pocatello campus of Idaho State University. Instructors not attending this workshop, for whatever reason, will be in non-compliance. Please refer to the Early College Program Administrative Policy Guide for more information.

Please do not hesitate to contact us at (208) 282-6067 or ecp@isu.edu should you have questions.