

When you login to MyCE for the first time, you'll see this page:



Welcome

Logout



Welcome to MyCE,

Select an option below to continue

Concurrent Enrollment Teaching Agreement www.slcc.edu/concurrentenrollment

Please review and submit this agreement

1. Responsibilities of the SLCC Concurrent Enrollment (CE) Department:

- 1.1. Provide an assigned SLCC faculty liaison to assist with course content expectations, discipline specific training, and peer feedback.
- 1.2. Provide up-front and ongoing training on concurrent enrollment rules, procedures, and expectations.

2. Responsibilities of a SLCC Concurrent Enrollment Adjunct Instructor:

- 2.1. Deliver, in full, the SLCC college curriculum for the course(s) you have been approved to teach, as outlined in the approved SLCC course curriculum outline (CCO), the SLCC college syllabus provided by the liaison, and any additional materials required by the academic department as provided by the assigned liaison. CE instructors are also required to use any textbook that is required by the academic department.
- 2.2. Upload a copy of your syllabus to MyCE, during the first week of the semester or earlier, for your liaison to review and approve.
- 2.3. Complete all required, annual, discipline-specific training, provided or approved by the SLCC academic department, AND attend all required annual concurrent enrollment events by July 1 for the current academic year.
- 2.4. Conduct student evaluations of the course as required by the College.
- 2.5. Facilitate liaison visits and CE instructor peer evaluations, and respond in a timely manner to liaison emails, phone calls, or other communications.
- 2.6. Submit final grades by College established deadlines as listed on the CE website.
- 2.7. Ensure that all CE instructor responsibilities, rules, deadlines, and procedures are adhered to.

- I have read, I understand, and I agree to the CE Instructor Agreement and understand that approval to teach concurrent enrollment classes is contingent upon my compliance with the above requirements.

Submit Agreement

Announcements

College Experience Evaluations

For those who are interested in reviewing a printable version of the new College Experience Evaluation you can download those at the links below:

- [College Experience Evaluation Part 1](#)
- [College Experience Evaluation Part 2](#)
- [College Experience Evaluation Part 3](#)

Registration Error Handout

[Link to Registration Error Handout](#)

Self-Registration

Teachers please remind your students that it is their responsibility to register themselves using the CRN that you provide them. Students who register themselves will develop a skill set that will help them enormously as they transition to college after high school. For more information on helping students register, visit slcc.edu/concurrentenrollment and click on "Step 3: Prepare to Take Classes" in the "Concurrent Student" section of the website.

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We'll share this agreement with you at the beginning of each academic year. It defines our partnership.

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