INSTRUCTIONS TO COMPLETE YOUR PROJECT EXCEL COURSE INFORMATION FORM

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR COURSE INFORMATION FORM!

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Course Information Forms for all Fall, Year-Long and 1st & 2nd Trimester classes are due on May 31st.

Course Information Forms for all Spring and 3rd Trimester classes are due on November 1st.

TYPE OF COURSE AND COURSE NUMBER INFORMATION

You are to use <u>one</u> Course Information Form for each course you're planning to teach for any given semester or trimester or as year-long. (i.e. If you're teaching COSM-100 and COSM-200 both in the fall semester, complete one Course Information Form for COSM-100 and a separate Course Information Form for COSM-200.)

1) If you are also teaching this course through an Early College Partnership, be sure to check "Yes" on the form. (**Note**: This only applies to schools that have a formal agreement with Vincennes University for an Early College Partnership.)
2) Check the box for the appropriate term for which you're teaching your course (i.e. Fall, Spring, Year-Long, etc.)
3) Enter your VU Course Number (i.e. COSM-100).
4) Enter your VU Course Title (i.e. Cosmetology I).

SECTION INFORMATION

Under Section Information, you need to enter the specific information for each class time which you will be teaching as dual credit. You need to complete as many of these sections as you have dual credit class periods.

1) Enter the beginning and ending dates of your class. These dates will be the beginning and ending dates of your school's semester or trimester. (The ending date will also be the date that triggers your student surveys.)
2) Enter the beginning and ending times of your class.
3) Check the boxes for each day your class meets.
4) Beside "# of Students Estimated" enter the number of students you expect to register for this particular class time.

Remember to complete a section for each period that you are teaching the course as dual credit.

HIGH SCHOOL INFORMATION

Under High School Information, you need to enter all of the following:

1) Instructor Name
2) The name of the High School or Career Center where you are teaching your classes
3) Instructor Telephone Number
4) Instructor Email
5) Guidance Counselor Name
6) Guidance Counselor Email

These forms are distributed as fill-in forms to make it easier for you complete the form from your computer when the file is opened. Once your Course Information Form has been completed, you must print the completed form and scan and email the completed form to projectexcel@vinu.edu ~or~ fax it to our office at the number shown at the top of the form.

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PLEASE BE SURE THAT YOUR COURSE INFORMATION FORM IS COMPLETE BEFORE SENDING!

<u>DO NOT</u> SEND YOUR FORM WITHOUT YOUR NAME AND SCHOOL LISTED ON YOUR FORM!

IF YOU DO NOT COMPLETE THIS SECTION, WE DO NOT KNOW WHO YOU ARE

AND YOU WILL NOT RECEIVE A REGISTRATION PACKET.