



RUTGERS

UNIVERSITY | NEW BRUNSWICK

Rutgers Writing Program Dual Enrollment Info Sheet

October	Dual Enrollment Courses Launch in Districts
November	<ul style="list-style-type: none">▪ Create Initial Class Roster▪ Distribute Parent Info Letter▪ Distribute and Collect Student Registration Form▪ Teachers Sign Up for Folder Review Appointments
December & January	<ul style="list-style-type: none">▪ Folder Review Prep Workshops▪ Folder Review Meetings
January	<ul style="list-style-type: none">▪ Administrative Meeting (Course and Curriculum Coordinators)
March	<ul style="list-style-type: none">▪ Final Folder Review, Courses End
April	<ul style="list-style-type: none">▪ Purchase Roster Due: April 9▪ Signed Credit Purchase Letters Due: April 9
Summer	<ul style="list-style-type: none">▪ Orientations

- Teachers of the course must have a graduate degree, must be trained in the Writing Program pedagogy, and must agree to follow the appropriate pedagogy for

Expository Writing or Basic Composition as presented in the instructor manuals or as approved for these courses. Districts will be asked to provide information on faculty teaching the course.

- Districts will be asked to provide a brief description and rationale for how students have been selected for the dual enrollment course, and to provide documentation for their modes of assessing the course within their schools.
- Teachers agree to meet at least twice with directors of the Writing Program, once in the middle (during December or January) and once at the end of the course (March). All college grades in Expository Writing or Basic Composition will be determined by Rutgers Writing Program facilitators in collaboration with District teacher(s). All student work must be shared and available for inspection by a Writing Program facilitator. These meetings take place on the Rutgers New Brunswick Campus.
- If invited, a Director from the Rutgers Writing Program will make a campus visit to speak to students and to explain the logic of the Expository Writing course. There is a \$1500 fee for a three hour visit, and \$3000 fee for a six hour visit.
- Students who receive a passing grade in Expository Writing are able to register for the course and obtain a college transcript if they choose to pay tuition (currently at a 20% high school student discount), plus additional fees (off-campus fees and computer fees), all of which will be announced ahead of time. Parents/Guardians must complete an initial registration form for their student/s (this form is required for all students participating, regardless of their intention to purchase credits later). In March, once students know the grade they have earned in the course, students and their parents/guardians will be given the option of purchasing Rutgers credits. Parents/guardians must complete a form agreeing to purchase the credits and giving their home address and other contact information. They are then billed and the transcript becomes official upon payment.
- Students will receive a 20% discount on tuition, but no discount on additional student fees. All tuition and fees for students enrolled in the course will be the responsibility of the students themselves or their families.
- All high school teachers slotted to teach Expository Writing for the first time must complete a week-long orientation in preparation. This training consists of three full days of professional development for new Expos instructors, and it must be scheduled by arrangement with the partnering district during July or August of the

summer preceding the launch of any Dual Enrollment program. School administrators are highly encouraged to attend. There is a \$5000 fee associated with this training. This fee is subject to change should a district choose to have more than fifteen attendees.

- All high school teachers slotted to teach Basic Composition for the first time must complete a week-long orientation in preparation. This training consists of three full days of professional development for new Expos instructors, and it must be scheduled by arrangement with the partnering district during July or August of the summer preceding the launch of any Dual Enrollment program. School administrators are highly encouraged to attend. There is a \$5000 fee associated with this training. This fee is subject to change should a district choose to have more than fifteen attendees.

A Note on Billing and Registration

Parents/Guardians of students who qualify for credit, and who choose to register, will be asked to return a signed letter saying that they will register for credits and accept the tuition and fees. The district will provide the Rutgers Writing Program with a final roster of students who wish to register along with a signed letter from each student's parent/guardian. The roster must include each student's last name, first name, date of birth, mailing address, email, parent's email, phone, RU I.D. (if attending Rutgers), and the final grade for the course (please use the provided "Final Purchase Roster Template" provided by the Writing Program).

The roster is reviewed by the Rutgers Writing Program and then sent to the Registrar's office and to the billing department. Students will receive paper bills after credit registration.

Tuition in Spring 2019 was:

- University fees: \$370.00
- SAS Tuition: \$919.20 (\$1,149.00 minus 20% high school discount)
- Total: \$1,289.20 for the 3-credit course

Tuition in Spring 2020 will be:

- University fees: \$382.50
- SAS Tuition: \$945.60 (\$1,182.00 minus 20% high school discount)
- Total: \$1,328.10 for the 3-credit course

Tuition in Spring 2021 is projected to be:

- University fees: \$382.50
- SAS Tuition: \$945.60 (\$1,182.00 minus 20% high school discount)
- Total: \$1,328.10 for the 3-credit course