Teaching Dual Credit Courses at Great Falls College

I am interested in teaching dual credit at Great Falls College for the first time.

Contact the Dual Enrollment Coordinator, or email dual@gfcmsu.edu, to start the process.

DE Coordinator will coordinate a time for you to meet with the Department Chair/Program Director and Academic Division Director.

At the meeting, we will discuss your teaching credentials and course information in more detail (learning outcomes, syllabus, stipend, etc).

If you are determined eligible to teach dual credit, the DE Coordinator will work with you to complete the electronic Request to Teach application process.

I recently taught a dual credit class at Great Falls College.

Contact the Dual Enrollment Coordinator, or email dual@gfcmsu.edu, to complete the electronic Request to Teach application process.

My Request to Teach application was approved. Now what?

Before Course Starts:
- Work with the Department Chair/Program Director to develop your course syllabus using the required template.
- If requested by HR, complete a hiring packet.
- Sign and return your contract to the college.

After Course Starts:
- The Dual Enrollment Coordinator schedules a visit to your high school for student registration.
- Your class roster is available in Banner Web for you. Please carefully review your roster(s) and notify the college as soon as possible if there are any issues.

End of Course:
- Have your students complete the course evaluations provided by the college.
- Submit all final grades for your course(s) to the college Registrar’s Office.
- Turn in your summative assessment tools and rubrics to the college.

Form last updated July 2022