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## BE SURE TO ENTER FALL SEMESTER GRADES

If you are teaching **Fall Semester courses**, the window to enter final grades is now OPEN! You have through **noon Tuesday, January 28** to enter grades in MyUI for Fall courses. Please see the [Faculty Grade Entry Detailed Instructional Guide](#) here. Please ensure that your rosters are accurate and contain only registered students who are participating in your class. Any students listed on your roster not participating in your course must file a [Dual Credit Academic Petition](#) to withdraw as soon as possible to avoid issues with final grade entry. If applicable, review the regulations for earning a grade of **Incomplete** before assigning a student an incomplete grade.

If you are teaching **Yearlong courses** and would like to enter **optional midterm grades**, the window opens **Monday, January 20** with a deadline of **Friday, January 24**. Please see the [Faculty Grade Entry Detailed Instructional Guide](#) for guidance on entering midterm grades. Final grades for yearlong courses will be entered at the end of the Spring Semester.

Course evaluations for **Fall Semester courses** are open through **January 19**. Please encourage your students to check their Vandal emails for notifications and follow the instructions to submit their feedback. Respondents will be kept confidential, but feedback provided will be available for the teacher of record once the data has been processed.

Questions? Contact Dual Credit Administrative Coordinator Katy Riebold at (208) 885-4074 or [kriebold@uidaho.edu](mailto:kriebold@uidaho.edu) with questions.

## **IMPORTANT! Please read...**

**All U of I accounts are inactivated if no activity is recorded within 180 days, regardless of employment status.** All teaching partners are expected to log in to MyUI at the beginning of each term and prior to posted drop and withdraw deadlines to verify roster accuracy and monitor Vandal email regularly for communication from the Dual Credit Program.

**If your account is inactive, you will not be able to check rosters, enter overrides or grades, or check email; it is important that you log in to ensure an active account to avoid registration delays. If your account has been inactivated, you must contact the Office of Information Technology to request reactivation.**

The Office of Information Technology (OIT) can be reached at 208-885-HELP (4357) or [support@uidaho.edu](mailto:support@uidaho.edu). If you call and do not receive an answer, leave a message with your contact information; this will create a ticket and put you in the queue.



# Registration OPEN

Spring 2025

Spring 2025 registration is open through February 14 for courses offered on high school campuses.

Teachers must approve registration requests for all students requesting registration in their course, so remember to monitor DualEnroll regularly for student statuses that need your attention.

If a student's [DualEnroll](#) status shows **Student: Request waiver from instructor**, an override needs to be entered into [MyUI](#) if approved for participation and the student must then resubmit their existing request in DualEnroll. The instructor of record is the only one who can enter the override. Please see the instructions for entering [Registration Overrides](#) here.

## SPRING MOUs

Spring 2025 memorandums of understanding (MOUs) will be coming in the next few weeks! The electronic MOUs are managed through Adobe Sign (you do not need to have Adobe installed to sign) and are routed automatically to each signee with the final copy being sent to all when completed.

Please watch for the notifications and sign as soon as possible.

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## ANNUAL FERPA TRAINING REQUIRED

All teaching partners are required to complete the Family Educational Rights and Privacy Act (FERPA) training annually. Beginning November 2024, all required employee training has transitioned to the [Bridge Learner platform](#). Bridge is a more robust program that allows tracking and completion reports.

The Dual Credit Office will be reaching out if our reports indicate that you have not completed your FERPA tutorial **through Bridge**. If notified, please complete as soon as possible (even if you have previously completed it in the previous VandalWeb platform) to avoid registration delays and ensure access to student data in MyUI and Canvas.

If your school district settings do not allow you access to Bridge right away, try opening the [tutorial](#) with a different browser (Firefox versus Chrome, for example) or in an incognito window.

If your account is locked, please contact the Office of Information Technology at 208-885-HELP (4357) or [support@uidaho.edu](mailto:support@uidaho.edu).

## \*YOU\* MAKE OUR PROGRAM SHINE!

It goes without saying, but we're going to take this opportunity to say it... no, SHOUT IT from the top of Moscow Mountain that our Dual Credit students and faculty are the **BEST!** Every single one of our students is working hard to achieve their dreams before they have even finished their high school years. And our faculty are dedicated, passionate, and inspiring. Each month in the Dual Credit Faculty and Counselors Newsletter, we'll take a moment to celebrate a few of our people that make the University of Idaho Dual Credit Program so special. Go Vandals!

# FACULTY SPOTLIGHT



## Katie Hanley

Post Falls High School  
Post Falls, Idaho

**Dual Credit Courses:** History 111 and 112

**Years as Dual Credit Faculty:** 2 years

**When I'm not teaching...** I am spending time outdoors with my family.

**Fun Fact:** I was able to connect to my biological dad and family after 37 years through a DNA test and it has been amazing!

*"The best part of my work is getting to see students enjoy history. Oftentimes history comes with negative connotations, but my goal is to show students that history is interesting, intriguing, and applicable." - Katie*

## IMPORTANT DATES

For a complete listing of important dates and deadlines for Dual Credit, visit <https://uidaho.edu/academics/dual-credit/deadlines>. For a complete list of University of Idaho events, visit <https://www.uidaho.edu/events>.

**Registration for High School Campus Courses** | Open in [DualEnroll](#) with a Feb. 14 submission deadline.

**Registration for Online and On-Campus Courses** | Open through Jan. 15. Please be sure to monitor your [DualEnroll](#) account for any student requests that need your attention.

**Midterm Grade Entry Window for Yearlong Courses** | Open Jan. 20 - 24. All grades are entered in [MyUI](#); you can find [directions on entering midterm grades here](#).

**Final Grades for Fall Semester Courses** | Due by noon Jan. 28. All final grades are entered in [MyUI](#); click here for [directions on entering final grades](#).

**Final Grades for Full-Year Courses** | Due by noon June 10 for Full-Year Courses (open for entry May 26).



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