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SPRING SEMESTER MIDTERM GRADES

If you are teaching **Spring Semester courses**, the window to enter optional midterm grades opens **April 7!** You will have through **April 11** to enter midterm grades in **MyUI** for Spring courses. 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 submit a withdraw request (see below).

Final grades for yearlong courses will be entered at the end of the Spring Semester.

Questions? Contact Dual Credit Administrative Coordinator Katy Riebold at 208-885-4074 or kriebold@uidaho.edu.

Withdrawal Process for Spring Semester

The withdrawal deadline for Spring Semester courses is **April 25, 2025**. Typically, students must request a withdraw on the *Status* page in their [DualEnroll](#) account and have the request approved by their high school counselor prior to the April 25 deadline. Unfortunately, right now there is an issue with the DualEnroll withdraw workflow. DualEnroll Support is actively working to resolve it and get a fix pushed out before the April 25 Spring Semester withdraw deadline.

In the meantime, if you have any students who are withdrawing from a Spring Semester course, please follow these steps to process a withdraw:

- Instruct the student email their high school counselor indicating which class they wish to withdraw from.
- The counselor will forward the email from the student to Katy Riebold at kriebold@uidaho.edu indicating their approval or denial of the request.
- Katy will work with the Registrar's Office to manually process any approved withdrawals prior to the deadline.

The Dual Credit Office will keep you posted on updates as they come through. Thank you for your understanding!

BE SURE TO KEEP YOUR ACCOUNT ACTIVE

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 to 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. 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.

SPRING MOUs HAVE BEEN SENT

Spring 2025 Memorandums of Understanding (MOUs) have been sent! 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.





If you have not already done so, please sign as soon as possible; completion reminders with instructions and a link for signing will be sent this week.

ADDING CARDS TO MYUI DASHBOARD

DID YOU KNOW? You can add cards to your MyUI dashboard for easy access throughout the year to rosters, grade entry, overrides, and more! Use the *Main Menu* link (the three horizontal lines) in the upper left corner of your [MyUI](#) account. Then click "Discover" then search for available cards with "Find Cards." **Be sure to click the ribbon in the upper right corner of the card to pin it to your dashboard.**


The *My Classes* card has links to your rosters "Class List" and the "Registration Override" menu.




My Classes

-  **Class List**
View your class rosters and waitlists
-  **Download all my sections**
Download all your sections for reference later
-  **Week at a glance**
View your schedule of classes for the week
-  **Registration Overrides**
Clear any registration related items for your students

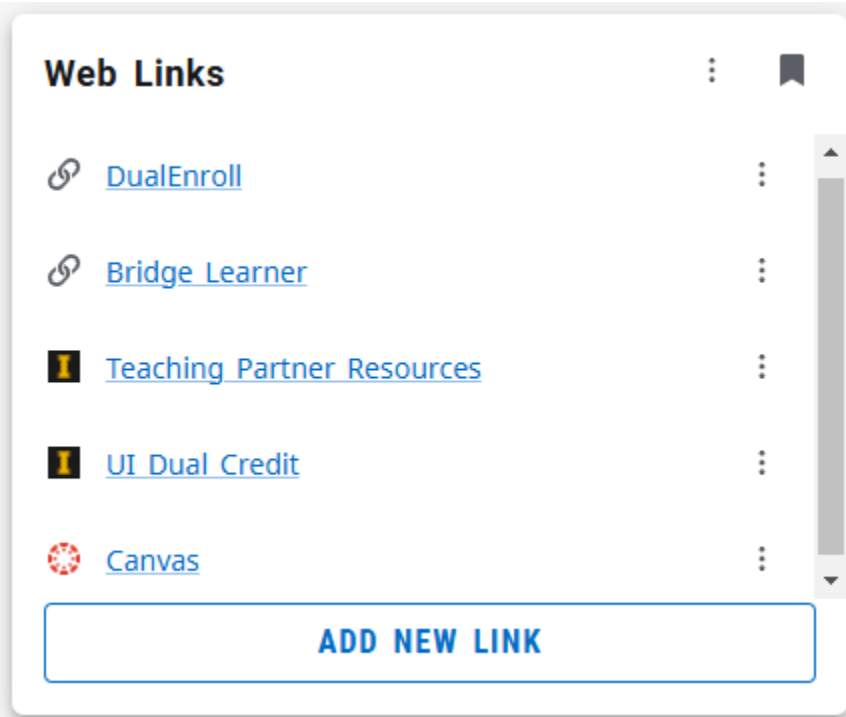
The *Grade Entry* card has a link to the "Midterm and Final Grade Entry" menus.

Grade Entry



-  **Early Progress Grades**
-  **Midterm and Final Grade Entry**
-  **Grade Change and Grade Completion...**

The *Web Links* card allows you to add and name links for quick reference. Consider adding: [DualEnroll](#) and the [Bridge Learner Platform](#)!



Four-Digit Course Numbers

The University of Idaho will be transitioning to four-digit course numbers for Fall Semester 2025. Zeros will be added to the end of most UI courses (e.g. PSYC 215 = 2150, PSYC 325 = 3250), except for state standard numbered general education classes which will have the first digit repeated (e.g. PSYC 101 = 1101, COMM 101 = 1101).

You can review the [course numbering for your courses HERE](#).

The Dual Credit Office will be following up with more information as it becomes available.

CALL FOR BOOK CHAPTERS ON RHETORICAL LISTENING

Have you ever chosen to self-censor when difficult topics arise in your high school or college classroom? Have your students chosen to remain silent? Co-editors Jessica Rivera-Mueller (Utah State University) and Krista Ratcliffe (Arizona State University) are calling for proposals for chapters in their new title *Teaching and Learning with Rhetorical Listening: Alternatives to Self-Censorship and Silence in High School and College Classrooms*.

From the Call for Proposal: "We invite teachers as well as teams of educators, administrators, and/or students to write about ways of incorporating rhetorical listening into their teaching and/or learning. Rhetorical listening is a theory and set of pedagogical tactics that encourage teachers and students to hear – and negotiate – multiple perspectives on difficult topics (1999, 2006, 2022). For this collection, we are interested in what worked when using rhetorical listening as well as what did not and, just as importantly, what was (or could be) done differently."

Chapter proposals are due **May 1, 2025**.

Learn more in the [Call for Book Chapters](#) here or email jessica.riveramueller@usu.edu or krista.ratcliffe@asu.edu.

Meet our...

FACULTY LIASONS



University of Idaho
Dual Credit

Carol Billing, Ph.D.

University of Idaho Department
of Curriculum and Instruction

Asst. Professor, Clinical Faculty

Oversees Career and Technical Education
(CTE) courses with a focus on Business
and Marketing Education

Years as UI Faculty Liaison: Since 2022

Fun Facts: She has taught in Idaho since
2008 in community colleges and at U of I.
She enjoys working with her two retired
geldings (in their 20s), one she has owned
since he was a yearling!



*"I am passionate about CTE, particularly in fostering skills that help
students transition from education to the workplace." - Carol*

IMPORTANT DATES and EVENTS

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>.

University of Idaho cohosts IATLC Spring Conference

The University of Idaho is cohosting the Idaho Association of Teachers of Language and Culture (IATLC) Spring Conference **April 4 - 5** on the UI Moscow campus. All Idaho teachers are encouraged to attend! This year's theme is "Reaching New Heights with the Power of the IPA (Integrated Performance Assessment)." [Click HERE](#) for more information and to register!



IATLC SPRING CONFERENCE

**REACHING NEW HEIGHTS
WITH THE POWER OF THE IPA
(INTEGRATED PERFORMANCE
ASSESSMENT)**

**Join 2025 Idaho Teacher of the Year
and Keynote Speaker Emily Blackburn
for a two part Integrated Performance
Assessment workshop**

- Learn how IPA's work to assess and promote proficiency
- Break down the components of an IPA for interpretive, interpersonal and presentational communication
- Discover tools to build your own IPA
- IPA building time

University of Idaho, Moscow
April 4, 3-8PM www.iatlc.org
April 5, 8-4PM



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Register High School Students for April's EXPO



Idaho high school students are invited to apply for VIP membership at the College of Engineering's nationally recognized Engineering Design EXPO. Students will earn an all-expenses-paid visit to the Moscow campus **April 24-25**. [Learn more and apply HERE](#). Students will engage in activities alongside current Vandal Engineering and Computer Science student mentors, learn about student life at U of I, and network with professional engineers, faculty, and other students.

Attend CSI's Dual Credit Teaching Partner Conference



The College of Southern Idaho is hosting a summer conference for their Dual Credit teaching partners and they have opened it up to other institution partners as well! The CSI 2025 Summer Conference will be held **June 3-4** on the CSI campus in Twin Falls, Idaho.

Professional development continuing education credit is being offered through CSI and NNU which can be applied toward state teacher recertification requirements and can also satisfy UI Dual Credit annual PD requirements if you agree that it's applicable.

CLICK HERE for more information on registration, scheduling, and speakers. (Discipline-specific breakout sessions will be held on day two of the conference.)

Spring Semester 2025 DATES AND DEADLINES: 2/10/25 - 6/6/25

Summer Registration | Opens March 31

Midterm Grades Due | Due by April 11 (open for entry April 7).

Late Registration Petition Deadline | April 11

Fall 2025 Registration | Opens for online and on-campus courses April 18 at 3 p.m.

Withdrawal Deadline Without A Refund (Advanced Opportunities and Self-Pay) | April 25

Advanced Opportunities Verification Deadline | May 9

Advanced Opportunities Submission Deadline | May 16

Final Grades for Spring Semester Courses | Due by noon June 10 (open for entry May 26). 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).



University of Idaho
Dual Credit

Dual Credit Program
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