



Dual Enrollment

UPDATED 2025-2026 Dual Enrollment/CCAP Academic Year Scheduling Timeline

As of 2/4/2025

Timeline	Task	Person Responsible
Friday, 9/27	Send All Faculty Designees Course Evaluations/Determination for Renewal Process and Timeline	Associate Director
Friday, 10/25	Deadline: Course Request List Due Summer 2025 Innovation/Enrichment Sections	Dual Enrollment Coordinators
Friday, 10/25	Deadline: Course Request List Due Cuesta Led Priority/Placeholding Cuesta Led Sections	Dual Enrollment Coordinators
Friday, 11/8	Deadline: Submit Summer Enrichment Course Requests and Fall/Spring Course Request to Division Chairs	Associate Director
Friday, 11/15	Deadline: HS Teacher Led (Fall Only) Course Evaluation Paperwork Due to Dual Enrollment Office	Faculty Designees
Friday, 1/24	Deadline: Course Request List Due HS Teacher Led Courses and Remaining Cuesta Led Sections	Dual Enrollment Coordinators
Monday, 1/27	Send Next Steps/Timeline to Division Chairs re: 25-26 Scheduling	Associate Director
Friday, 2/7	Deadline: Send HS Teacher Led and Priority #2 Cuesta Led Requests to Division Chairs; Request Confirmation on Faculty Designees for Curriculum Review/New Course Requests	Associate Director
Late-January	Deadline for Division Chairs for Cuesta Led Assignments: Final Draft Due for Summer 2025 Faculty Assignments	Office of Instruction
Late-February	Deadline for Division Chairs for Cuesta Led Assignments: Final Draft Due for Fall 2025 Faculty Assignments	Office of Instruction
Friday, 2/21	Deadline: Faculty Designee Confirmation for Curriculum Reviews for New HS Teacher Led Course Requests	Division Chairs/Deans
Friday 2/21 - Friday, 3/14	For New HS Teacher Led Course Requests: Connect Faculty Designees with Potential Dual Enrollment Teacher to conduct Curriculum Review	Associate Director/ Faculty Designee/ Potential Dual Enrollment HS Teacher
Friday, 1/24 - Friday, 4/11	For Cuesta Led Requests: Coordinate Cuesta-Led New Course Collaboration Meetings	Associate Director
Friday, 3/14	Deadline for New HS Teacher Led Course Requests: Faculty Designees to Finalize and Submit Curriculum Review Docs.	Faculty Designee/ Potential Dual Enrollment HS Teacher
Friday, 4/11	Deadline: HS Teacher Led (Fall/Yr Round and Spring Only) Course Evaluation Paperwork Due to Dual Enrollment Office	Faculty Designees
Early May	Send Dual Enrollment Coordinators Final 2025-2026 Dual Enrollment/CCAP Course List for Review	Associate Director/ Dual Enrollment Coordinators
Friday, 5/16	Final Date to Finalize Next Academic Year Course Offerings; Submit Course List to June BOT Meeting	Associate Director

Timeline	Task	Person Responsible
Monday, 5/19	Send Communication to Returning Teachers re: 2025-2026 Instructor Agreement	Associate Director
Thursday, 5/22	(Optional) Meet and Greet w/ Dual Enrollment Office: New High School Dual Enrollment Teachers	Associate Director; New Dual Enrollment Teachers
Friday, 5/30	Deadline: Returning 2025-2026 High School Teachers Instructor Agreement Due	High School Teachers
Early June	Facilitate Sending CCAP Course list to High School District Board of Trustees for approval	Dual Enrollment Coordinators
Friday, 6/7	Deadline: Submit Bell Schedules, Instructional Calendars, Master Schedules to Dual Enrollment Office	Dual Enrollment Coordinators
June - August	Work with IT, Enrollment, Instructional Specialists on Building of HS Teacher Led Course Schedule	Associate Director
<i>TBD Mid-August</i>	<i>New Dual Enrollment Teacher Orientation: High School Teacher Led Model</i>	<i>Associate Director</i>
<i>TBD Mid-August</i>	<i>New Dual Enrollment Teacher Orientation: High School Teacher Led Model</i>	<i>Associate Director</i>
Mid- September	Deadline for Division Chairs for Cuesta Led Assignments: Final Draft Due for Spring 2026 Faculty Assignments	Office of Instruction