

Setting up the SBS Program in your High School

Key objectives to establish a new partnership:

- ❑ The prospective high school will identify the high school official responsible for coordinating the dual-credit program (e.g. a school counselor or college and career coach).
 - This contact will be added to the School-Based Scholars (SBS) program's email distribution list for regular program and student updates.
- ❑ Items to review:
 - School counselors should familiarize themselves with the [School-Based Scholars website](#) and specifically the [FAQ page](#) and the [School Counselor & SBS page](#) of the website for resources, high school/online course offerings, and more.
 - We also provide an overview (with a brief video) for prospective parents/students/partners on the [SBS Program Overview](#) page of our website.

What are the requirements to get into the SBS program?

- Students must be a sophomore*, junior or senior.
 - *Sophomores can only participate in classes at their high school.
 - Freshman and sophomores have the opportunity to participate in classes offered online or on campus, but additional materials are required – for more information please contact the SBS office.
- Students must have an unweighted 3.0 (or higher) GPA.
- Students must meet any course prerequisites.

What courses do we offer?

- ❑ Students have the option to take classes on our campuses, online, or at their high school with a high school-credentialed instructor. Our entire catalog is open to students, provided they meet the pre-requisites for any course.
 - In general, we promote offerings that are NKU's [general education courses](#) because those are the most widely-transferable (at KY public institutions by state law and at non-KY public institutions).
 - We can also explore offering online asynchronous courses reserved specifically for your high school.
- ❑ For students looking into online or on-campus options, we recommend our [dual-credit advising](#) (campus/online courses) website. There, they can learn more about:
 - Connecting with an advisor for campus/online courses.
 - Our Career Exploration Tracks for students looking to explore possible NKU majors. Each track is designed to offer students one course per semester through high school graduation and earn them 12 credit hours (or one semester) towards that degree at NKU.
 - Additional resources for proper course selection.
- ❑ If your high school has a prospective high school teacher who wants to see if they have the credentials to teach a dual-credit course with us at their high school, check out our [Prospective Instructors](#) page for an application.

- We have a wide spectrum of subjects that our instructors teach, but in general they need a master’s degree and 18 hours in a specific content area. If they’re in doubt about their credentials, we like to have them apply anyway so we can get an official word from the department.
- We provide a mandatory faculty development training for them each year (online with a half day virtual PD).
- Additionally, there are opportunities for programs (e.g. [Financial Literacy](#)) for your instructors to get the credentials necessary to teach.

What do students need to do to apply and register?

- Please check out our [Student Applications and Course Registration](#) guide for more information about this process.
 - In general, our process has three pieces:
 - Online application
 - Transcript and ACT Scores
 - Disclosure form

What is the School-Based Scholars program’s timeline?

During the fall semester:

- **August 1 – deadline to apply for the fall semester**
- August – SBS to send “Welcome to the Semester” email to student’s NKU emails
- August – SBS and the counselors to finalize the upcoming spring schedule
- August - Orientation for all SBS students
- September/October – SBS to schedule dates to for counselors to submit their student’s application materials and rosters for the upcoming spring
- October – SBS to create/send mid-term grade report for counselors and notify students who are below a C of their options to improve their grade
- November through December – SBS to register students for classes at their high school and students will register for classes at the Highland Heights, Grant County, or online campuses
- November through December – SBS to provide each school with their student’s registration guides with the instructions to distribute and review with their students
- December - SBS to host a counselor & principal breakfast to learn about updates to our program
- Late Dec/Early January – SBS to create/send final grade report for counselors
- Late Dec/Early January – SBS will verify student’s grades for next semester eligibility, notify those who do not qualify of their options to appeal and remove students from the spring as necessary
- **December 1 – deadline to apply for the upcoming spring semester**

During the spring semester:

- January – SBS to send “Welcome to the Semester” email to student’s NKU emails
- January (early) - Orientation for all SBS students
- **February 15 – deadline for SBS and the counselors to finalize the schedule for the next academic year**
- **February 15 – deadline for prospective high school teachers to submit their application to have their credentials verified for the next school year**

- January/February – SBS will host regular parent night sessions online for prospective students and their parents to learn about the SBS program for the next school year
- February/March – SBS to schedule dates to for counselors to submit their student’s application materials and rosters for the upcoming summer/fall
- March – SBS to create/send mid-term grade report for counselors and notify students who are below a C of their options to improve their grade
- April/May - SBS to register students for classes at their high school and students will register for classes at the Highland Heights, Grant County, or online campuses
- April/May – SBS to provide each school with their student’s registration guides with the instructions to distribute and review with their students
- May – SBS to create/send final grade report for counselors
- May – SBS will verify student’s grades for next semester eligibility, notify those who do not qualify of their options to appeal and remove students from the spring as necessary
- **May 1 – deadline for students to apply for the summer semester**
- **May/June – MOA Agreements will be sent out to participating schools/school districts for the upcoming year.**