



2019-2020  
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**The Teaching and Learning  
Pathway for  
Aspiring Educators**

**Student Information Guide**

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## Welcome from Interim Dean Amy Lingo

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We are excited that you are considering a career as a teacher! Being a teacher is one of the most rewarding and fulfilling jobs you may ever have, and our faculty at the College of Education and Human Development are passionate about their work with Pre-K-12 schools and preparing new teachers.

The Teaching and Learning Pathway for Aspiring Educators, or Dual Credit Program, provides a unique opportunity for you to explore and learn about the teaching profession. You will spend time in a classroom with experienced teachers who will mentor you as theory is put to practice. You will learn what the life and work of real teachers working with real students is like! Students in this dual credit program earn up to 12 credit hours towards a university bachelor's degree in teaching while in high school, which gives you a jump start on college. The Pathway also allows you to save on tuition and get an early start on your career.

While in the Pathway, you will learn about teaching styles, laws impacting schools, creating a classroom community, using technology in teaching, assessing student learning, working with students from diverse groups and much more. As a teacher, you will never stop learning. Your students will look to you as a leader and mentor in the classroom. I was a middle school teacher beginning a career with the university. My students and I learned from each other every day as we worked through new lesson plans and navigated the daily life and challenges of middle school. Teaching is an impactful career, and we hope you will be a part of the next generation of teachers who do so much to make our world a better place. We need your passion and commitment in the wonderful profession of teaching. We would like for you to continue your academic career at U of L. It is truly a great place for you to learn and explore the possibilities of your future.

We are here to assist you. I wish you the best in your academic career and look forward to seeing you in our college very soon. Please contact us if you have any questions about U of L, teaching as a career, or the Pathway.

Sincerely,

Amy Shearer Lingo, Ed.D.  
Interim Dean and Professor, College of Education and Human Development  
[amy.lingo@louisville.edu](mailto:amy.lingo@louisville.edu)  
502-852-0563

## What is the Teaching and Learning Pathway?

The University of Louisville (UofL), College of Education and Human Development's (CEHD) Teaching and Learning Pathway provides high school students an opportunity to enroll in college-level classes that introduces them to the field of teacher education.

Students in the Pathway have opportunities to observe and work with children in classrooms while learning about teaching styles, context of education (yesterday and today), laws impacting schools, creating classroom community, technology as it relates to teaching, organization and management, assessing student learning, instructional strategies, addressing the needs of diverse learners, and much more.

While in grades 9 through 12, students can complete 4 classes, or 12 credit hours, that will apply toward a bachelor's degree in Early Elementary Education or Middle and Secondary Education at the University of Louisville. In addition, the first course, EDTP 201, The Teaching Profession, will also meet a UofL general education requirement in the social and behavioral science area.

The Teaching and Learning Pathway is intended to familiarize students to teaching as a profession, AND to jump start students' college education at a very economical, low-cost rate of tuition, sustainably lower than current tuition rates at higher education institutions in Kentucky and in other states. See information about the tuition costs on page 4. Students will be able to explore teaching as a career before graduating from high school.

The University of Louisville is accredited by the Southern Association of Colleges and Universities, which means the credit you earn here could be transferrable to other accredited colleges and universities both locally and nationally. The courses may be able to count toward meeting a similar course requirement or an elective in an education program at another accredited institution.

Talk with your guidance counselor to determine if this program is right for you and to make sure you meet the admissions requirements. You should also speak with your parent/guardian about taking dual credit courses.



*"My thoughts during the first class of the U of L Teaching and Learning Pathway program were on the fence about if I even wanted to become a teacher or not. After being introduced to the teaching world, by the middle of the second class, my mind had been made. I love being in a classroom environment and working with students; this is the career I want to pursue and I absolutely cannot wait!"*

*-Haley Burks, Senior, Bullitt East High School*

## Admission Requirements

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All students (freshmen through senior) must complete the University of Louisville online Non-Degree Student Application\*, High School Visitor (Select ED as college). Preferred applicants will submit their application by November 15<sup>th</sup> for the spring semester and by April 30<sup>th</sup> for the fall semester. Applicants submitting their application after the announced application deadline can still be considered for admission IF there is space in the course AND all admission credentials are received a week before classes begin.

To be eligible for the High School Dual Credit program, ALL students must meet the following requirements:

- a) 2.5 or above GPA\*\*
- b) 17 or above ACT Composite Score **OR** a Reading MAP (Measures of Academic Progress) score of 223 or above **OR** a score of 18 on the CERT for 9<sup>th</sup> and 10<sup>th</sup> graders or 20 for 11<sup>th</sup> and 12<sup>th</sup> graders.\*\* (if juniors plan to take the ACT in Spring, they may be admitted without the ACT if GPA is 2.5 or above and the instructor indicates in writing that the student is capable of being successful in a college-level course.
- c) A recommendation from their school's dual credit course instructor endorsed by their guidance counselor (form on back of this Guide)
- d) Parent/Student Financial Agreement form signed by the parent and the student (form on back of this Guide)
- e) An official transcript from their high school (if a freshman does not have grades recorded on a high school transcript, the first semester grades may be submitted by the school counselor)
- f) 90% attendance rate

\* **University of Louisville application fees will be waived for all Dual Credit students.**

\*\* If a sophomore or freshmen has not completed either the ACT, MAP, CERT or does not have a 2.5 or above GPA, the student can be considered for an exception by the CEHD Standards and Admissions Committee IF the appropriate school official writes a letter of support and gives a rationale as why the student would be successful in completing college-level courses.

## Cost

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### Course Fees

Students earning credit through the UofL Dual Credit Teaching and Learning Pathway receive a considerable discount. The cost for one dual credit course is one-third of Kentucky Community and Technical College in-state tuition rate per credit hour. In the Fall 2019 – Spring 2020 academic year, this cost is \$58 per credit hour with no additional fees. In comparison, the 2019-2020 cost for UofL on-campus in-state students was \$498 per credit hour, so dual credit courses are offered at a great savings to high school students. Application fees for all Dual Credit students are waived.

Students will receive an electronic bill for their course within a few days of registration. It is important for students to check their University of Louisville email account because billing is sent only online. **If awarded a KHEAA scholarship, students are not responsible for tuition payment.**

Tuition and fees are due on, or before, the designated due date for the semester. See tuition due dates here: [louisville.edu/bursar/payment](http://louisville.edu/bursar/payment)

- Payment may be made by cash, check, money order, charge card (MasterCard, Visa, or Discover), e-check, or financial aid credit online, by mail, or in-person at bursar's office.
- **Failure to fully settle financial obligations may result in student holds on accounts and financial penalties. This can prevent students from requesting transcript transfers or from enrolling in future UofL courses. For more information, see [Late Fees](#)**

For questions regarding student billing, contact the Bursar's Office:

[www.louisville.edu/bursar](http://www.louisville.edu/bursar) or 502-852-6503

### Course Fees for Withdrawal or Failure

If a student withdraws (see: Course Enrollment and Withdrawal Policy) or receives a failing grade (F) in a dual credit course, the student is still responsible for the course tuition fee. The exception is students awarded either the KHEAA Dual Credit Scholarship or KHEAA Work Ready Dual Credit Scholarship; these students will not be required to pay any fees. See below for details on each.

## KHEAA Dual Credit Scholarship

If an 11<sup>th</sup> or 12<sup>th</sup> grade student is awarded the KHEAA Dual Credit Scholarship through KHEAA, the award will pay for up to two courses; a lecture with lab counts as 1 course for scholarship purposes. If a student has exhausted their scholarship or is not awarded any scholarship this year, they will be required to pay the above fees.

**It is the student's responsibility to apply for the scholarship through KHEAA. Applying and register for a dual credit course at UofL is not the same as applying for this scholarship.** KHEAA may have deadlines. For more information see [KHEAA Dual Credit Scholarship](#).

## KHEAA Work Ready Dual Credit Scholarship

High school students of any grade level may apply for the KHEAA Work Ready KY Scholarship. If awarded, the scholarship will pay for two courses per year **if they qualify as Career and Technical Education coursework** (The Teaching and Learning Pathway does qualify as Career and Technical Education course.) It is the student's responsibility to apply for the scholarship through KHEAA. Applying and registering for a dual credit course at UofL is not the same as applying for this scholarship. KHEAA may have deadlines. For more information, see: [KHEAA Work Ready Dual Credit Scholarship](#).

## Course Enrollment and Withdrawal Policy

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### Enrolling in a Dual Credit Course

Fall/Year-Long Courses: The last day to add a fall semester or year-long dual credit course is **September 15**; all paperwork relating to student applications must be received by this date.

Spring Courses: The last day to add a spring semester dual credit course is **January 24**; all paperwork relating to student applications must be received by this date.



## Dropping vs. Withdrawing

To **drop** a dual credit course means a student no longer wishes to enroll in the course. The course will not appear on their transcript and no fees will be charged to their account. A drop must be initiated before the drop deadlines below; **otherwise, it is a withdrawal**. If a student wishes to drop a dual credit course, it is imperative they talk with their instructor and guidance counselor about this decision.

To **withdraw** from a dual credit course means a student no longer wishes to participate in the course, but the drop deadline has passed. Reasons for withdrawal may be course performance or moving out of the high school. To withdraw from a course, a student must do so before the withdrawal deadlines below. When a student withdraws from a dual credit course, the course appears on their UofL transcript with a W (for withdrawn). **It should be noted that students are still responsible for course tuition fees for withdrawn courses, with the exception of students who have received either the KHEAA Dual Credit or Work Ready Dual Credit Scholarship.**

## Drop Deadlines

To drop the course, students should complete the Drop/Withdrawal form attached in the Forms section at the end of these guidelines and follow the directions to submit the form. See page 14.

- **Fall & Year-Long Courses Deadline to Drop**  
The last date to drop a fall semester or year-long dual credit course is **October 1**
- **Spring Courses Deadline to Drop**  
The last date to drop a spring semester dual credit course is **February 1**

## Withdrawal Deadlines

To withdraw from a course, a student should complete the Drop/Withdrawal form attached in the Forms section at the end of these guidelines and follow the directions to submit the form.

- **Fall Courses Deadline to Withdraw:**  
The last date to withdraw from a fall semester dual credit course is **October 18**
- **Year-long Courses Deadline to Withdraw:**  
The last date to withdraw from a year-long dual credit course is **December 6**
- **Spring Courses Deadline to Withdraw:**  
The last date to withdraw from a spring semester dual credit course is **March 6**

## **Application Procedures**

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***\*\*See separate document for application procedures:  
louisville.edu/education/dual-credit\*\****

After successfully submitting your online application, please *request that your teacher or guidance counselor email the following documents* to Janet Spence, [janet@louisville.edu](mailto:janet@louisville.edu):

- Your **official transcript**
- Your **test scores**
- **Academic and Financial Policy Parent/Student Agreement Form**, signed by you and your parent (*copy in back of this guide*)
- **Recommendation Form**, signed by the dual credit instructor and your high school guidance counselor (*copy in back of this guide*)

## Steps After Admission

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After a student has been notified via their personal email address that they have been admitted, they should follow these steps:

### 1. Activate UofL account

- a. Students should activate their UofL account, which will include access to their UofL email accounts, ULink (web portal for grades, registration, billing) and Blackboard (course portal). For steps to activate, visit: [Activate Account](#)
- b. Take note that students will use a single userid/password combination to access all of these accounts. They are required to change these passwords routinely, so it is in their best interest to check their UofL email often.

### 2. Check registration

- a. Registration is **not** automatic after application. Once registered, the DC coordinator will notify teachers directly. Teachers, please notify your students, at which point they can follow these steps to check their registration.
- b. Sign into ULink: <https://www.ulink.louisville.edu/>
- c. Click on the Student Center tab at the top
- d. In the Registration box, select “My Class Schedule”
- e. If dual credit course(s) are not listed, inform the instructor. The instructor will contact UofL’s DC Coordinator to inquire on the student’s behalf.

### 3. Check UofL Tuition Account and Pay Bill

**NOTE:** If a student is awarded a KHEAA Scholarship for their dual credit course, they can skip this step.

- a. Sign onto Ulink: <https://www.ulink.louisville.edu/>
- b. Click on the Student Services Tab at the top of the page
- c. Look for Tuition/Fees/Payment Options
- d. Click on Account to view bill
- e. Click on Make a Payment to pay bill

### 4. Obtain UofL Cardinal Card (ID card)

**NOTE:** Students must be registered (see Step 2) in order to obtain their Cardinal Card.

- a. Go to the UofL’s Cardinal Card Office in person (Houchens Building, Room LL05)
- b. What to bring: Student ID Number (located in the admission email notification, or on ULink), Photo ID, [Completed Cardinal Card Agreement \(pdf\)](#)
- c. The Cardinal Card ID will allow students to use on-campus printing, purchase student athletic tickets (if enrolled in seven credit hours or more), access library resources, Writing Center, or ride TARC free of charge.
- d. Want more information? See [www.louisville.edu/cardinalcard](http://www.louisville.edu/cardinalcard)

## Helpful UofL Links and Phone Numbers

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| <ul style="list-style-type: none"> <li>• Main UofL Webpage<br/><a href="http://louisville.edu">louisville.edu</a></li> <li>• Admissions Office<br/><a href="http://louisville.edu/admissions">louisville.edu/admissions</a><br/>502/852-6531</li> <li>• Assistance with Paying Bill: Bursar's Office<br/><a href="http://louisville.edu/bursar">louisville.edu/bursar</a><br/>502/852-6503</li> <li>• Assistance with email: UofL Help Desk<br/><a href="http://louisville.edu/it/helpdesk">louisville.edu/it/helpdesk</a><br/>502/852-7997</li> <li>• Assistance obtaining ID: Cardinal Card Office<br/><a href="http://louisville.edu/cardinalcard">louisville.edu/cardinalcard</a><br/>502/852-7520</li> <li>• Campus Parking<br/><a href="http://louisville.edu/parking">louisville.edu/parking</a><br/>502/852-PARK (7520)</li> </ul> | <ul style="list-style-type: none"> <li>• College of Education &amp; Human Development<br/>Dual Credit Contact: Janet Spence<br/><a href="mailto:janet@louisville.edu">janet@louisville.edu</a><br/>502/852-4356</li> <li>• Registrar's Office<br/><a href="http://louisville.edu/registrar">louisville.edu/registrar</a><br/>502/852-6522</li> <li>• Tuition Remission<br/><a href="http://louisville.edu/hr/benefits/education">louisville.edu/hr/benefits/education</a><br/>502/852-2964</li> </ul> <p style="text-align: center;"><i>Available for dependent children of regular status UofL employees at .80 FTE or above for dual credit courses counting toward a first undergraduate degree.</i></p> <ul style="list-style-type: none"> <li>• ULink: UofL Help Desk<br/><a href="http://ulink.louisville.edu">ulink.louisville.edu</a><br/>502/852-7997</li> </ul> |
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## Forms

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Tear out the next two forms, complete them, obtain signatures and submit them to your dual credit instructor or counselor.

Use the last form on page 14 if you need to drop/withdraw from your course.

- Academic/Financial Policy Student/Parent Agreement  
*(your signature and your parents are required on this form)*
- Recommendation Form  
*(signed by you, your course instructor and high school guidance counselor)*
- Drop/Withdrawal Form

**UofL Academic and Financial Policy Student/Parent Agreement**  
**College of Education and Human Development Teaching and Learning Pathway**

By signing this agreement, I acknowledge my understanding that I am enrolled in a college-level course and that I am subject to the policies of the University and my work will be graded according to the same standards applied to college students enrolled in the course.

All University of Louisville academic courses will become a part of the student’s permanent record. Only students have access to their own college grades and records in accordance with FERPA legislation. In addition, I understand that all communications from the university concerning grades, student billing and other information will be sent directly to the **student’s official UofL email address**.

Pass/Fail is not an option for a student taking a dual credit course. Students should review course descriptions and prerequisites to ensure that they are prepared to succeed in this course(s).

I understand that if I withdraw from the course(s) at my high school, I must also submit a drop request form to the dual credit program director. The effective withdrawal date is the date on which the withdrawal is processed in the Student Records System. This date is used in calculating any applicable tuition reduction.

Please note that there are financial costs incurred with this program. Some fees may be paid by Kentucky Dual Credit Scholarship for juniors and seniors; check with KHEAA for more information. Please review the Bursar’s STUDENT FAQ at [louisville.edu/bursar](http://louisville.edu/bursar) for the steps needed to set up your PIN, allowing for the reviewing of your student account, remit an electronic payment and also have your parents or authorized person to receive an email notification for student account updates.

Students whose accounts are not paid by the established semester deadlines may be subject to financial penalties and may have a financial hold placed on their records. Students placed on financial hold become ineligible for further registration and transcripts will not be released until the student account is paid in full. A late payment fee of \$100.00 may be assessed when student accounts are not paid by the last day to drop/add for the semester.

A return payment fee of \$25.00 may be assessed when payment is not honored by the bank on which it was drawn. If restitution is not made within 10 days of notification, the student may be subject to financial penalties and/or legal action.

Students who participate in the free and reduced lunch program must provide documentation when they submit their registration forms at the beginning of the semester. It is the student’s responsibility to verify that their course fees and any financial adjustments are correct. UofL will not clear course fees retroactively.

Individuals who do not make satisfactory payment arrangements on their past due accounts may have their accounts placed with a billing service. If not paid through the billing service, the unpaid account may be forwarded to a collection agency. It is the policy of the University that unpaid accounts will be assessed the costs and expenses of collection, including attorney fees. Feel free to contact the UofL Bursar Office via email [Bursar@louisville.edu](mailto:Bursar@louisville.edu) if you have additional questions.

The below undersigned acknowledges and/or agrees and will comply with the noted above terms of this agreement.

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Student’s High School

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Student’s Date of Birth

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Parent’s Email



**Teaching and Learning Pathway  
Recommendation Form**

**Applicant Section**

Applicant's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address: Number and Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's Home Phone (Preferred: Y/N) \_\_\_\_\_ Applicant's Cell Phone (Preferred: Y/N) \_\_\_\_\_

Applicant's Home Email (Preferred: Y/N) \_\_\_\_\_ Applicant's School Email (Preferred: Y/N) \_\_\_\_\_

Name of Current School \_\_\_\_\_ Name of Guidance Counselor \_\_\_\_\_

**Parent/Guardian Section**

Parent/Guardian's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address: Number and Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (Preferred: Y/N) \_\_\_\_\_ Cell Phone (Preferred: Y/N) \_\_\_\_\_ Work Phone (Preferred: Y/N) \_\_\_\_\_

Home Email (Preferred: Y/N) \_\_\_\_\_ Work Email (Preferred: Y/N) \_\_\_\_\_

**Guidance Counselor Section**

Provide current available information, initial each line and then sign in the signature section at the end of this form.

GPA (minimum 2.5): \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_

11<sup>th</sup> and 12<sup>th</sup> grade ACT Score (minimum 17): \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_

9<sup>th</sup> and 10<sup>th</sup> grade MAP Reading Score (minimum 223): \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_

Has the student met 90% attendance minimum? Yes \_\_\_\_\_ No \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_





## Dual Credit Drop/Withdrawal Form

Please read the **Course Add and Withdrawal Policy** in this Student Information Guide for details on the difference between a drop and a withdrawal and for deadlines for each.

Print, complete, scan, and return form by email to:

Jeanne Guerrero

[Jeanne.Guerrero@louisville.edu](mailto:Jeanne.Guerrero@louisville.edu)

AND copy

Janet Spence

[Janet@louisville.edu](mailto:Janet@louisville.edu)

**Please print clearly.**

Circle one:            DROP                            WITHDRAWAL

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

UofL Student ID Number: \_\_\_\_\_

High School: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Course Number & Section: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

