

## **COMMUNITY COLLEGE FOR DUAL CREDIT INSTRUCTORS**

Directions for Entering a Community College for Dual Credit Instructor

If the Dual Credit course is taught by a teacher employed by the high school, use the teacher information in filling out the local package.

If the community college or other higher education partner is providing the teacher of record, then the following instructions should be followed. The counselor or clerk will use the **College, Community College or University code/ssn** in place of the **Teacher's identification number** on the student's schedule in the local district package.

<b>FIRSTNAME</b>	<b>LASTNAME</b>	<b>CODE/SSN</b>
BELHAVEN	UNIVERSITY	250800001
BLUE MOUNTAIN	COLLEGE	700500001
CO LIN	COMM COLLEGE	150300001
COAHOMA	COMM COLLEGE	140300001
EAST MS	COMM COLLEGE	350300001
EAST CENT	COMM COLLEGE	510300001
HINDS	COMM COLLEGE	250300001
HOLMES	COMM COLLEGE	260300001
ITAWAMBA	COMM COLLEGE	290300001
JONES CO	COMM COLLEGE	340300001
MERIDIAN	COMM COLLEGE	380300001
MS DELTA	COMM COLLEGE	670300001
GULF COAS	COMM COLLEGE	660300001
NORTHEAST	COMM COLLEGE	590300001
NORTHWEST	COMM COLLEGE	690300001
PEARL RIV	COMM COLLEGE	550300001
SOUTHWEST	COMM COLLEGE	570300001
ALCORN	UNIVERSITY	110500001
DELTA STA	UNIVERSITY	060500001
JACKSON	UNIVERSITY	250700001
MS WOMEN	UNIVERSITY	440500001
MS STATE	UNIVERSITY	530700001
MS VALLEY	UNIVERSITY	420500001
OLE MISS	UNIVERSITY	360500001
SOUTHERN	UNIVERSITY	180500001
WM CAREY	UNIVERSITY	180700001

Districts will use a code for the educational agency instead of the individual teacher at the college. Again, if the teacher of the dual credit class is employed by the school district, **DO NOT** use the community college code. Use the teacher identification number.

These are the steps to follow for entering the information for the Community College/University in place of the teacher:

**Step 1:** Enter then Query on the SSN for the Community College/University that is teaching the Dual Credit Course.

Mississippi Student Information System  
General/Schedule Employee Entry

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Race	Spanish Latin Origin?	Gender	Birthdate	Years of Experience
COMM COLLE	CO LIN		150-30-0001	Two ...						N	Female	07/10/1956	1

[ Update Employee Information ]

Phone: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ State: \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_

**Enter then Query on the SSN for the Community College/University that is teaching the Dual Credit Course.**

**Step 2:** Days Employed will be the total number of school days for the year or course duration. Contract Employee will be DC for Dural Credit.

Mississippi Student Information System  
General/Schedule Employee Entry

District: 0200 | Name: ALCORN SCHOOL DIST | Last Name: COMM COLLEGE | First Name: CO LIN | MI: | SSN: 150-30-0001 | School Year: 2017-2018

[ Update District Employment Information ]

Major School: 001 | Name: ALCORN SCHOOL DIST

Status: Active | Days Employed: 187 | Contracted Days for After Hours: 0

Title | Bilingual?: N | District Time: 100

Roll Employee: Y | User Defined:

Contract Employee: DC | Receiving check from PERS??:

**Days Employed will be the total number of school days for the year or course duration.**

**Contract Employee will be DC for Dural Credit.**

