



New Instructor Information

Congratulations on being approved to teach for Utah State University as a Concurrent Enrollment instructor. We are happy to have you join our team!

Here is some useful information to help you in the process:

1. Course Building:
 - a. Each time you teach your course we need to have the following at least 4 weeks beforehand to set it up in our Banner system.
 - i. Begin and end date of the course.
 - ii. Days the course meets (Monday, Tuesday, Wednesday, Thursday, Friday or A/B schedule).
 - iii. Begin and end time of each period.
 - iv. What period the course is taught (1st period, 2nd period, etc.).
2. Registration
 - a. Students go to concurrent.usu.edu to get admitted (get their A-Number) and to register for your course. Please compare your class list you get from your high school with those who have registered with USU (you can see this in our Banner system – follow the steps to enter grades below but click on Class List instead of Final Grades). Students who register late (after the first 12 to 15 days of class) will be charged a \$100 late fee.
3. Grades are due 96 hours after the last day of class. Give the grade the student earned by the end of the term. You can always do a change of grade later. To enter grades:
 - a. Go to <http://www.usu.edu/myusu>
 - b. Click on the “Login to Access (Banner)” link
 - c. Enter your A number in the User ID field
 - d. Enter your Password and click the Login button
 - e. Click on the “Faculty Services” tab at the top of the page
 - f. Click on the “Final Grades” link in the menu
 - g. Select the correct term and click the Submit button
 - h. Choose the appropriate course from the drop down list of courses or enter the CRN
 - i. Select the grade for each student.
 - j. Click the Submit button
4. Incompletes
 - a. Do not give a grade of Incomplete. Give the grade the student currently has in the course. If a change is required, a change of grade form can be filled out.
5. Contacts
 - a. All things concurrent enrollment:
 - i. Yulese Lincoln 435-797-8223 concurrent@usu.edu
 - ii. Toni Gibbons 435-797-0834 toni.gibbons@usu.edu
 - b. Instructional Design and Canvas:
 - i. Center for Innovative Design and Instruction (435) 797-9506 cidi@usu.edu
 - c. Course Evaluations
 - i. Yulese Lincoln 435-797-8223 concurrent@usu.edu