

Faculty High School Visit Instruction and Guidelines

October 2026

IVC Site Visits

Faculty are eligible to receive a \$200 stipend for visiting high schools participating in their Concurrent Enrollment IVC course.

Stipend funding is available for 1-2 visits per semester, per high school, per section. During these visits, faculty may teach from the high school site, meet individually with students, or participate in other student engagement activities.



To receive the stipend, please complete the Kuali form available in the drop-down menu at snow.edu/ce or by scanning the QR code.

For **travel expenses**, submit a standard TAR form and charge the expenses to the Concurrent Enrollment account (2210). Email the completed TAR directly to Christi.Orme@snow.edu for signature. A signature is not required prior to travel for these visits.

F2F Faculty Observations

Faculty are eligible to receive a \$200 stipend for visiting and observing a high school F2F Concurrent Enrollment teacher.

As a best practice, faculty should plan to visit each F2F teacher once per academic year. These visits provide an opportunity to observe instruction, connect with the high school teacher, and support the Concurrent Enrollment partnership.



To receive the stipend, please complete the Kuali form available in the drop-down menu at snow.edu/ce or by scanning the QR code.

For **travel expenses**, submit a standard TAR form and charge the expenses to the Concurrent Enrollment account (2210). Email the completed TAR directly to Christi.Orme@snow.edu for signature. A signature is not required prior to travel for these visits.