

University of Bridgeport Concurrent University Enrollment (CUE) High School Partner Handbook 2026-2027

126 Park Avenue, Bridgeport CT 06604

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University of Bridgeport Mission

The University of Bridgeport promotes academic excellence, personal responsibility, and commitment to service. Distinctive curricula in an international, culturally diverse supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world.

CUE Welcome

Dear Instructors, Counselors, and Principals,

Welcome to the University of Bridgeport's Concurrent University Enrollment (CUE) Program! UB CUE is proud to collaborate with wonderful faculty from university departments, as well as with dedicated educators and administrators across the state. The success of our students is made possible through the commitment and expertise of the entire UB CUE community.

Our instructors deliver a rigorous academic curriculum, supported by Faculty Associates and high school partners who work together to create a cohesive and enriching learning experience.

The UB CUE staff provides the resources, guidance, and support necessary to ensure a high-quality concurrent enrollment program for all participants.

Here, you will find essential information to support program implementation or expansion, details about partnership expectations, and academic standards required for participation.

Thank you for your valuable contributions to the UB CUE community!

The CUE Team

What is UB CUE?

The University of Bridgeport's Concurrent University Enrollment (CUE) Program offers high school students an exciting opportunity to begin earning college credits while still in high school. Through the UB CUE Program, you can enroll in approved UB courses offered directly at your high school. Upon successful completion, you'll earn academic credit equivalent to the same course taught at the University of Bridgeport.

Each CUE course is part of a designated academic pathway at UB, ensuring the curriculum meets our university's high academic standards. Each course is supported by a UB Faculty Associate who collaborates with your high school teacher (who is certified by UB based on academic credentials and subject matter expertise) to deliver a rigorous college-level learning experience in your classroom.

Students may choose courses from these academic pathways:

- Business
- Engineering
- English
- Health Science
- Social Science

To view a full list of available courses, access resources, or get answers to frequently asked questions, please visit https://www.bridgeport.edu/academics/cue

For additional questions, contact us at cue@bridgeport.edu.

Student Benefits

Courses through the UB CUE Program are offered at a greatly reduced cost compared to the identical course offered at the University of Bridgeport. The UB CUE Program is designed to provide meaningful long-term savings for students and their families.

Explore the potential cost savings below:

UB CUE Course	UB Undergraduate Campus Courses
1 Credit = $50	$1,095
2 Credits = $100	$2,190
3 Credits = $150	$3,285
4 Credits = $200	$4,380

Faculty Benefits

As a UB Adjunct Faculty member, you are eligible to take advantage of the benefits listed below.

	Concurrent University Enrollment (CUE) Program Adjunct Faculty Benefits	
	One Year	One Year +
UB Website/Library	Access to electronic journals, textbooks, and other guides. Reference librarian consultation for searches. Visit: https://library.bridgeport.edu/	
UB Campus Store	10% discount with UB ID Card - In Store Only Located at Wahlstrom Library, Garden Level – 126 Park Avenue, Bridgeport CT 06604 Visit: https://www.bkstr.com/bridgeportstore/home	
UB ID Card	Yes	
Marina Dining Hall	Yes, with ID Located at 374 Linden Avenue, Bridgeport, CT 06604 https://bridgeport.sodexomyway.com/en-us/locations/marina-dining-hall	
Wheeler Recreation Center	Newly renovated gym with weights, machines, and studio, plus an indoor lap pool, with ID. Located at 400 University Ave, Bridgeport, CT 06604 Visit: https://www.ubknights.com/sports/facilities/Wheeler_Recreation_Center	
UB Clinics	Reduced rates at the UB Clinic with UB ID card: • Acupuncture - $15 for first visit, $10 for follow up • Chiropractic - $10 for first visit, $5 for follow up • Dental - $20 for Oral Prophylaxis (teeth cleaning) Located at 60 Lafayette Street, Bridgeport, CT 06604 https://www.bridgeport.edu/ub-clinics/	
Tuition Remission	N/A	25%
Working Advantage	Use personal email & code BRIDGEPORTPERKS Visit: www.workingadvantage.com	
Mutual Security Credit Union	Faculty are welcome to join and take advantage of the services offered by the Mutual Security Credit Union.	

Instructor Application Process

The application process will begin each year in early spring in preparation for the coming academic year. The application will be available on the CUE webpage and emailed to veteran/returning instructors who intend to re-apply. Applicants will send the following items to cue@bridgeport.edu:

1. Completed and signed application
2. Updated resume (if applicable; returning teachers who have provided a resume in the past do not have to send a resume if there are no updates)
3. Transcripts (required for new applicants; returning teachers only need to provide transcripts for any NEW coursework completed since their original application)
4. Updated course syllabus (required each year)

Applications will be reviewed by the Faculty Associate assigned to the course. If the applicant and syllabus are approved, a letter confirming the approval will be sent to the applicant's email address. If the applicant and/or syllabus are denied, an email explaining the denial will be sent to the applicant's email address. If the applicant and/or syllabus are given provisional approval, the applicant will be informed (via email) of any changes that need to be made and resubmitted for further review.

Applicants who are approved to be a CUE instructor will also need to complete a Contract Master Input (CMI) Form so their UB credentials can be created. This includes a UB ID# and UB email address. **Students will not be able to register for CUE courses until all instructors at your high school have submitted their CMI forms and received their UB credentials.**

Instructor Vacancy

If an approved CUE instructor leaves mid-course, the instructor hired to take their place must submit an application as soon as possible for review by the Faculty Associate. If the new instructor is approved as a CUE instructor, the course will continue as an approved CUE course. If the new instructor is NOT approved as a CUE instructor, the course will NOT continue as a CUE course, students will NOT receive UB credit for the course, and students will NOT receive a refund.

Registration Requirements

All high school partners must submit a High School Request Form confirming the CUE courses they will offer, when the courses will run, and the instructor who will teach each course. This information is necessary for the UB Registrar to create accurate course sections, thereby ensuring the timely reporting of grades and transcript availability for CUE students. Students will not be able to register for CUE courses until the High School Request Form has been submitted, and the necessary sections are created.

UB CUE Course Timelines for 2026-27

Fall-Only	August 2026 to January 2027
Spring-Only	January 2027 to June 2027
Full-Year	August 2026 to June 2027

Course Registration Periods

To register for courses based on their start date, please follow the appropriate registration window:

For Fall-Only and Full-Year Courses (beginning in August)	
Registration Opens	September 21, 2026
Registration Closes	October 16, 2026

For Spring-Only Courses (beginning in January)	
Registration Opens	January 19, 2027
Registration Closes	February 19, 2027

Students enroll in their UB CUE courses using the UB online registration system at Bridgeport Dual Enroll . Students are required to complete a registration each year they participate.

- Students are required to register online.
- All registrations must be approved by:
  - A high school site representative (teacher, counselor, and/or principal)
  - A parent/guardian
- Payment information (if applicable) must be entered to complete registration.

Course changes are accepted during the two registration windows. **The University of Bridgeport does not allow retroactive credit,** meaning students must register online for all UB CUE courses they wish to receive credit for by the registration deadlines.

Enrollment/DualEnroll

As a UB CUE instructor, your role is essential in ensuring that students complete the registration process accurately and on time. Below is an overview of the student registration steps, along with instructor-specific responsibilities and guidance.

Student Registration Overview

Students must complete their registration through the UB DualEnroll platform. The registration process includes account creation, application completion, course selection, and payment (if applicable). Below is a summary of what students are required to complete:

1. Create or log into their UB DualEnroll account
   - Students must use a valid email and cell phone number.
   - Students already registered with DualEnroll (e.g., through UConn's ECE) will use the same login.
2. Confirm their account via email or text
   - An activation code or confirmation link will be sent.
3. Complete the online application
   - Includes personal information, citizenship/ethnicity, FERPA acknowledgement, and parent/guardian contact details.
   - Parent/guardian must confirm their permission before the student can proceed.
   - If both a student and their parent/guardian indicate that they qualify for Free/Reduced Lunch, a high school counselor must verify. This will waive payment.

4. Select the UB CUE course(s) offered at your high school
    - Students will use the course search feature to find and select your course.
    - Instructors are responsible for confirming student enrollment in their course.

5. Make payment (if applicable)
    - Students who do not qualify for Free/Reduced Lunch must pay for their course(s).
    - Payment instructions are also available on the DualEnroll portal and Student Handbook.

6. Finalize registration
    - Students receive a confirmation email when registration is complete.

Instructor Responsibilities & Recommendations

As a UB CUE instructor, please take the following steps to support successful registration:

- Announce registration deadlines early and remind students frequently during the registration period.
- Provide students with the correct course title (as it appears in DualEnroll) to prevent enrollment errors.
- Encourage students to complete the process early, especially the parent/guardian confirmation step, which can delay registration.
- Coordinate with your high school counselor to ensure accurate Free/Reduced Lunch status reporting. This affects whether students are prompted to pay.
- Confirm student enrollment when students register for your course on DualEnroll.
- Remind students that payment (if required) must be completed in full before the registration window closes.
- Follow up with students who haven't completed registration by the deadline.
- Encourage them to check their email and DualEnroll portal regularly for updates or missing steps.
- Inform UB CUE if you suspect a student has not completed registration or needs assistance.

Program Fees

By registering for a course(s) through UB CUE, students have a financial obligation to the University of Bridgeport and are subject to billing policies similar to those used for all UB students. For this academic year, **UB CUE Program fees are $50 per registered course credit.** A 3-credit course will be $150 and a 4-credit course will be $200.

Payment

As noted previously, payment is required for applications to be considered complete UNLESS a student qualifies for Free/Reduced Lunch. Without full payment, the application will be considered **incomplete**, and **credit will NOT be granted**.

PLEASE NOTE THAT ALL PAYMENTS ARE NON-REFUNDABLE.

If a student qualifies for Free/Reduced Lunch, they will NOT be prompted to make payment on their DualEnroll application. **School counselors will confirm the students' status.**

Unpaid Balances

Students will not be eligible for UB credit and registration will be canceled if balances go unpaid after the specified course enrollment deadlines stated on page 8.

Students can view the status of their registration by viewing their profile on DualEnroll.

Refunds

Refunds of previously paid fees are not available, so please help ensure that students who do not qualify for Free/Reduced Lunch are paying for the correct number of credits prior to payment.

Program Fee Waivers

Students who apply for the Federal Free/Reduced Lunch Program are eligible for a full program fee waiver.

Eligibility for the Free/Reduced Lunch Program is to be indicated by the student and must be confirmed by a parent/guardian and counselor on DualEnroll.

Grades

When your UB course has concluded, grades will be posted by the Registrar's Office. Student grades/transcripts will be available 2 weeks after high school instructors report them to the CUE Team (more information on page 15).

At the conclusion of the course, instructors will receive their class rosters from the UB CUE Team and will be instructed about how to submit final grades.

NOTE: UB does not permit Seniors to be exempt from final exams or any other course content. The courses conducted in the high school must mirror the courses conducted at UB.

NOTE: Students are graded on an A-F scale, as reported by the instructor. Students may notice that their high school grade and UB grade differ. High school grades are determined by the respective high school, while UB grades are determined by the University of Bridgeport's grading rubric.

For example, your high school might qualify a 97% as an A+, while UB qualifies a 97% as an A. Students' high school transcripts will list their grade as an A+ while their UB transcripts will list their grade as an A.

Withdrawals

Courses not dropped in DualEnroll by **October 16** require a Withdrawal Form to be submitted. Program fees for courses dropped are non-refundable.

Students must submit a Withdrawal Form by **October 30, 2026** for Fall-Only Courses and by **March 5, 2027** for Spring-Only and Full-Year courses. Students do not earn credit for withdrawn courses, nor will the course impact a student's GPA. If a student does not complete and submit a Withdrawal Form by the posted deadline, the instructor should calculate and share the student's grade.

Please note that the UB CUE team does not have access to student grades during the semester. **As the instructor, you are the primary point of contact for monitoring student progress and academic standing.**

A grade is considered failing if a student earns below a C-. If you observe that a student is consistently underperforming or in danger of failing, we strongly encourage you to advise the student to consider withdrawing from the course before the withdrawal deadline to avoid a failing grade on their transcript.

If you need assistance determining whether a student is eligible to withdraw or have questions about the process, please reach out to the UB CUE team.

Course Evaluations

As your course concludes, you will receive an email with instructions to complete an online course evaluation. Your feedback is valuable and helps the program enhance the quality of instruction for future students.

Requesting a Transcript

Students may request an official University of Bridgeport transcript to document credit earned through the UB CUE Program. These transcripts are requested through the Parchment platform and are not sent automatically. Instructors should be aware that students must wait at least two weeks after final grades have been submitted before requesting their transcript, to allow time for processing.

Transcripts are available in digital or hard copy formats for a $10 processing fee, and students will need their UB ID number (available via their DualEnroll account) to complete the request. Students are responsible for ensuring that transcripts are sent to the appropriate institution. They may be advised to check with the receiving school's registrar or website for transcript delivery details.

Importantly, students who did not complete payment for their UB CUE course during the registration period will **not** be able to request a transcript, as no academic record will be generated. Instructors are encouraged to remind students of this policy and to direct them to the UB CUE team if they have questions about transcript availability or payment status.

Instructor Expectations

Each UB CUE course is assigned a Faculty Associate (FA) - a University of Bridgeport faculty member who teaches the same course on campus. As a UB CUE instructor, you will work with your Faculty Associate throughout the academic year. Your FA will reach out to coordinate required elements such as course-specific training, professional development, and a classroom observation/site visit.

This partnership is a vital part of maintaining alignment, academic integrity, and college-level rigor across all UB CUE courses. While Faculty Associates are responsible for ensuring these standards are upheld, it is fully recognized that high school instructors are experienced professionals in their field. Your relationship with your FA should be collegial, respectful, and collaborative, with open dialogue encouraged throughout the semester. Beyond the required check-ins, we strongly encourage ongoing communication and professional connection.