

CUYAMACA COLLEGE

**High School
Dual Enrollment**



CUYAMACA
COLLEGE

Site & Instructor Handbook

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www.cuyamaca.edu

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What is Dual Enrollment?

Dual Enrollment

The Grossmont/Cuyamaca Community College District will provide opportunities for students to enroll in courses at Cuyamaca College or Grossmont College while they are enrolled in high school. Permission from the high school administrator and parental approval must be obtained prior to filing an Application for Admission.

Eligibility of Students

To be eligible for dual enrollment, students:

1. Must have completed the tenth grade and be at least 14 years of age at the opening day of the session of attendance.
2. Must be currently enrolled in high school.
3. Must be determined by the high school principal (or designee) to have the ability to benefit from "advanced scholastic or vocational work."
4. Have written parental approval prior to filing a college Application for Admission.

Prospective students who do not meet all these criteria will not be accepted for college admission. An appeal process is available through the Admissions and Records Office at Cuyamaca College.

General Rules Regarding College Enrollment

High school students will be held to the same academic and conduct standards as any other college student enrolled in the class. Access to specific courses may be limited by space availability and/or course prerequisites. (See college catalog and class schedule for specific information.)

- High school students will attend high school for at least the minimum high school day.
- High School/College Credit (HS/CC) students may enroll for either day or extended day courses but are limited to two courses per term. State law places a limit on the number of HS/CC students who may enroll in Exercise Science classes.
- All classes taken at Cuyamaca College are for college credit. Enrollment in the HS/CC program will establish a permanent college record. Courses taken for college credit may be used to meet high school graduation requirements; however, this determination is made solely by the high school district.

High school students will need to provide transportation to and from the college, purchase a parking permit (if needed) and the required books and supplies for the college course(s).

Procedures for courses offered on the Cuyamaca Campus

Plan Ahead

Students should begin the process for dual enrollment at least one month before the semester or session of attendance. To enroll dually at the college, follow these procedures:

- Meet with your high school counselor or designee to:
 - Develop an educational program plan relating to the instructional program at the college, and
 - Select appropriate courses after the required prerequisites have been met (if applicable).
- Complete the High School/College Credit Enrollment Authorization form available on-line, at the college Admissions and Records Office or the high school counselor's office.
- Obtain your high school counselor or designee signature AND your parent's or guardian's signature on the High School/College Credit Enrollment Authorization form.
- Complete an Application for Admission to Cuyamaca College.
- Present the application (or Signature Page if you apply on-line) and High School/College Credit Enrollment Authorization forms to the Admissions and Records Office at Cuyamaca College.
- English and mathematics assessment is required for students taking English and mathematics courses.
- Counseling services will be provided during the orientation session prior to the beginning of each semester.
- Internet registration is available using WebAdvisor.

Students may only register for courses in the subject areas approved on their High School/College Credit Enrollment Authorization form.

Fees

Enrollment fees are waived for California resident HS/CC students. HS/CC, however, students are responsible for paying several additional fees including: the Health Fee, Student Center Fee, and Student Representation Fee. Please be sure to have students check this balance on their WebAdvisor account under "Payment Detail" on the main student menu. If they suspect a discrepancy on their balance, please have them contact the Admissions and Records Office. Parking permits and Student Benefit Cards are optional for all students. **UPDATE: Students are currently being waived of the Student/Health Fees- however, this does not apply to non-resident students.**

Please note: Non-Resident tuition, if applicable, will be charged to students who do not meet CA residency requirements. These students should receive notification of this status via email shortly after submitting their application. For questions about residency, please contact Admissions and Records.

Federal financial aid is not available to high school students. (See the class schedule for specific information.)

Procedures for courses offered on the Cuyamaca Campus (Cont.)

Class Attendance

Students must be present for the first class meeting or the instructor may drop them. In addition, the instructor may drop a student for excessive absences. However, it is always the students responsibility to drop the course before the published deadline date if they no longer plan to attend. These deadline dates can be found on the Cuyamaca College website homepage, under Quick Links> Schedule.

Additional Information

If a student wishes to continue their dual enrollment into the next college semester, they must complete a new High School/College Credit Enrollment Authorization form. A new Application for Admission is not required. Courses taken for college credit may be used to meet high school graduation requirements. An official college transcript should be requested by the student and sent to the high school for graduation evaluation. Spring semester classes typically end in early June; therefore, grades may not be available until mid-June. Please consider this fact when making plans for high school graduation. **After high school graduation:** If a student has been enrolled in the HS/CC program, they are eligible to continue their enrollment at Cuyamaca College. Please have them notify the Admissions and Records Office of the graduation so that records can be updated.

The Process

Procedures for courses offered at a High School site

- *Course Offerings:* High Schools will identify courses they wish to have offered at their sites.
 - FALL - April
 - SPRING - September
- *Course Recruitment:* High Schools will recruit students to fill courses.
- *College Application Enrollment:* Cuyamaca will provide an application workshop at the High School campus, if needed.
 - FALL - May
 - SPRING - October
- *Required forms:*
 - High School/College Credit Enrollment Authorization form provided at application workshop
 - *In the FALL semester - Add cards will be given to students as well for manual registration
- *High School Counselors to collect from students:*
 - Signed and completed High School Authorization forms
 - Add cards (in the fall, and any late adds for fall or spring)
 - ** 10th Grade students will need their high school transcripts printed
- *To be submitted to Cuyamaca:* Required forms will need to be bundled and submitted to Admissions and Records. Please see additional note below regarding 10th Grade students.
- *Course registration:*
 - FALL - Students will be registered manually for their courses with use of Add Cards
 - SPRING - Internet registration is available using WebAdvisor.

Students may only register for courses in the subject areas approved on their High School/College Credit Enrollment Authorization form.

NOTE: English and mathematics assessment is required for students taking English and mathematics courses.

For 10th Grade Students:

Please identify your 10th grade students early as they have an added step to complete. Bundle all 10th High School Authorization Forms, along with their high school transcripts and add cards. This batch of students will need to be submitted to our Petitions Committee in order to be approved to take courses through Dual Enrollment. By bundling all the students, the committee will be able to go thru them all in one sitting in time for registration. Please be aware that the Petitions Committee meets on Tuesdays.

Expectations of the High School site

- Identify the top courses that students are interested in taking through Cuyamaca College
- Promote the courses to your students via various methods, such as email blasts, PA announcements, flyers, classroom visits, etc.
- Work with the college to identify appropriate dates for Application Workshops and/or Registration Help.
- High School contact person will collect necessary documents (HS Authorization forms, Add cards, and/or transcripts) to forward to the appropriate Cuyamaca contact person.
- A classroom location will be provided on site at the high school for the instructor to use during the designated course time.
- Provide each visiting Cuyamaca Instructor with a copy of the Info Sheet (from this Handbook) that includes useful information and details that will promote the instructor's success.
- Students are responsible for purchasing their own textbooks - however, some high schools do opt to purchase them for their students.

Expectations of Cuyamaca College & Instructors

- Provide college credit courses at the high school site.
- Provide both application and registration assistance in the form of workshops
- Students will be manually registered in their class for the fall semester only, with the intention that students will be able to register themselves using WebAdvisor in the spring semester.
- The visiting Cuyamaca Instructor will provide each of their high school sites with a copy of the Info Sheet (from this Handbook) that includes important information and details the site should know.
- If requested by the High School, we can provide some further assistance in marketing to the students, such as classroom visits and additional registration assistance for late adds.
- Cuyamaca Instructors - Please be prepared to provide Add Codes to Ari in A&R in the fall when there is manual registration for the students into your courses.

Adjunct Faculty Hiring

- Offering sections to qualified high school instructors does not violate Cuyamaca's reemployment rights policy as spelled out in the CBA.
- The faculty agree to complete all of the paperwork to get into the GCCCD HR system **before** sections are put into our schedule;
- Everyone understands that if the classes don't enroll at least 20 students, they will be cancelled;
- The faculty agree to one face to face meeting with the department chair and dean before the classes start.

Information Sheet Site to Instructor

High School Campus location: _____

Course being offered: _____

Classroom number: _____

How will instructor be able to access the classroom: _____

Point of contact person (Name, Number, Email): _____

After-hours Assistance: _____

Attendance Tracking Procedure: _____

Technology access in the classroom (Projector, Computer/Laptop, Wi-Fi):

Additional notes (parking, restrooms, etc.): _____

Information Sheet Instructor to Site

Course Title: _____

Course Section Number: _____

Course Day/Time: _____

Instructor Name: _____

Instructor Phone Number: _____

Instructor Email: _____

Textbook being used: _____

Additional notes (Special Requests/Accommodations/Notifications):

Important Contacts & Web Links

Nicole Jones, M.S.
Acting Dean, Counseling Services
Cuyamaca College
619-644-4427
Nicole.Jones@gcccd.edu

My-Linh Nguyen, Ph.D
SSSP Coordinator/Counselor
Cuyamaca College
619-644-4208
My-Linh.Nguyen@gcccd.edu

Ariane Ahmadian
Admissions & Records Assistant, Senior
Cuyamaca College
(619) 660-4536
Ariane_Ahmadian@gcccd.edu

Jessica Murguia
Interim Student Success Coordinator (OUTREACH)
Cuyamaca College
619.660.4422
Jessica.Murguia@gcccd.edu

High School /College Credit Enrollment Authorization
<http://www.cuyamaca.edu/services/admissions/files/forms-page/High%20School%20-%20College%20Credit%20Enrollment%20Authorization.pdf>

Add Card
<http://www.cuyamaca.edu/services/admissions/files/faculty-forms/Add Drop Card.pdf>

WebAdvisor
<https://wa.gcccd.edu/>

WebAdvisor Tutorial:
https://www.youtube.com/watch?v=vUETXr-TXNY&feature=youtu.be&list=PL8ZC_MqTCLia3h7z7yyXY3sRg6r2umXqd



DEANS, ASSISTANTS and CHAIRS AND COORDINATORS

Spring 2016

Division/Departments	Dean Chair/Coordinator	Phone #	Assistant/Disciplines
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Arts, Humanities & Social Sciences Division	Pat Setzer	4674	Admin Asst.: Teresa Greenhalgh
Art	Marie Ramos	4255	Art
American Sign Language	Dorian Yanke	619 567-7166	ASL
Communication	Nancy Jennings	4319	Communication
English	Lauren Halsted	4022	English & Reading
English as a Second Language	Alicia Munoz	4230	ESL
History, Social and Behavioral Sciences	Peter Utgaard	4367	Anthropology, History, Psychology, Political Science, Sociology, Social Work
Humanities, Philosophy and Religious Studies	Courtney Hammond	4594	Humanities, Philosophy, and Religious Studies
Performing Arts	Taylor Smith	4627	Music and Theatre Arts
World Languages	Patricia Santana	4507	Arabic, Aramaic, French, Spanish, Italian, Native American Studies, Italian

Career & Technical Education Division	Kate Alder	4065	Admin Asst.: Cheryl Alvarez
Auto Technology	Chris Branton	4213	Auto Tech, Electronics Tech, Ford ASSET, GM ASEP
Business and Professional Studies	Mary Sessom Pat Newman	4362 4554	Business, Economics, Real Estate, Paralegal BOT
CIS and Graphic Design	Jodi Reed Curt Sharon Tim Buckles	4465 4374 4380	Computer & Info Science, Computer Science, CISCO Graphic Design
CADD Technology and Surveying	Cyrus Saghafi	4243	CADD Technology, Surveying
Child Development	Kristin Zink	4512	Child Development, Education
Environmental Tech	David Ivester	660-7454 X3084	Environmental Health & Safety Management
Ornamental Horticulture	Don Schultz	4023	OH
Water & Wastewater Tech	Joe Young	4792	WWTR

Learning & Technology Resources Division	Kerry Kilber Rebman	4405	Admin Asst.: Nancy Asbury
Library	Jeri Edelen	4423	Library

Math, Science & Engineering Division	Donna Riley	4452	Admin Asst.: Kimberly Gioscia
Exercise Science/Health Education Fitness Center	Donna Riley Patrick Thiss	4504 4518	Exercise Science, Health Ed
Mathematical Sciences	Tammi Marshall	4284	Mathematics, Computational Science
Science/Engineering	Kathryn Nette	4345	Astronomy, Biology, Chemistry, Engineering, Geography, Geology, Oceanography, Physical Science, Physics

Important Dates & Deadlines

The Cuyamaca College Academic Calendar can be accessed here:

<http://www.cuyamaca.edu/current-students/academic-calendars/default.aspx>

Important dates to consider include:

- First day of the semester
- Last day to Add the course
- Last day of Program Adjustment: To Drop a course with NO RECORD on transcript.
- Last day to Drop a course with a "W" on transcript
- Any observed holidays, winter and/or spring recess
- Last day of the semester

FAQ

- **How long does it take for an online application to go through?**

- Approximately 24 - 48 hours.

- **What is the minimum number of students needed in order for the course to run?**

- 20 students

- **One of my students is getting charged for non-resident fees. What do they do?**

- Enrollment fees are waived for high school students, but if they applied and based on questions answered on the application, the system flagged them as non-resident, we cannot waive those fees.

These students will need to contact the Admissions and Records office, and Sandra Ramos the Residency Specialist, in particular, to attempt to clear that. She can be reached at 619-660-4725.

- **One of our course sections is running longer than the other, why did that occur?**

- This is to accommodate all the required hours for the class over the course of the semester.

Depending on the days the section is being offered, it may have run into a holiday and the time must still be accounted for.

- **What if one of our High School teachers would like to teach the Cuyamaca College course?**

- To be considered for teaching with Cuyamaca College, a person would first and foremost need to have their applications into the Adjunct Instructor Pool through our district. Its best to already have that in there as its good for one year once submitted. Although the Cuyamaca College course may be offered on your high school campus, it does not give anyone a right to assignment for teaching the course.

- **We have a couple of students taking the classes who have an IEP. Can they access your Disabled Student Programs & Services while taking these classes?**

- Yes they can!!! DSPS just needs copies of the student's IEPs, and then they will need to come in for an orientation prior to receiving services.

- **What will students need prior to applying to Cuyamaca College?**

- Students should be instructed beforehand to have their SSN# or Alien Registration Number (if either are applicable) when they come to the application workshop.

- **I have a student who is already enrolled to take a different course at Grossmont college. His application and HSCC form is already on file there. Do you need another form or is that sufficient?**

- The student would need to submit another High School Authorization form for Cuyamaca and if needed, the Add Card as well. Please do be aware of the course limits as a whole.

- **Courses have started but I have a student who wants to add the course, how do we go about this?**

- Fall: For any new students added to the class, make sure that they have applied and have submitted the HS Authorization Form. From there, they simply need to fill out an add card and submit it to Admissions and Records.

- Spring: Students may obtain an Add code from the instructor and use that to register themselves online via WebAdvisor.

- **Are the courses offered on our high school campus ONLY open to our specific high school students or can the general population can also enroll?**

- At this time, the courses being held at high school campuses are CLOSED. Only students who are at that school and have submitted paperwork will be registered. We are still have logistical discussions to see about how to best to handle this, since we really want to make sure the students on those campuses are really getting the first opportunities to register for those courses. If this changes in the future, we will update the high school sites.

- **Can international and undocumented students participate in dual enrollment?**

- Both international and undocumented students can enroll in dual enrollment courses, but may be required to pay nonresident fees. One of the requirements of AB 540 (Dream Act) is (undocumented) students must have graduated from a California high school or have obtained the equivalent. Students who are still attending high school are not yet qualified for the benefits of AB 540.

- **How will Family Educational Rights and Privacy Act (FERPA) affect data sharing and information that can be given to parents?**

- Under FERPA, when a high school student enrolls in a college course, his/her rights are transferred from his/her parents/guardians to the individual student. Secondary and postsecondary partners are allowed to share student information with each other if a student is enrolled at both the high school and college. However, parents and guardians of students under 18 years of age retain the rights to high school data and therefore, parents should be allowed access to any student information sent by the college to the high school without the student's consent.

- **How is dual credit awarded?**

- Credit for a college course is awarded through a college transcript after successful completion of the course. If the college course meets a high school graduation requirement, the high school may award high school credit (at their discrepancy) after successful completion of the college course.

- **More...**

- More...