



C U Y A M A C A
• C O L L E G E •

High School Dual Enrollment

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 college courses *being offered at the high school site* while they are enrolled in high school. Permission from the high school administrator/counselor and parental approval must be obtained prior to being enrolled in courses.

There are currently **two** types of dual enrollment courses being offered at our local high schools:

CCAP (College and Career Access Pathways): This refers to courses that are being offered at the high school site, *during the high school bell schedule (within the regular high school day)*, and that are closed to the public. These courses would be reserved specifically for high school students attending the hosting high school and would be included on the CCAP agreement/MOU between the High School (District) and GCCCD.

Non-CCAP: This refers to courses that are being offered at the high school site, but *outside of the high school bell schedule (after high school hours)*, and therefore open to the public. These courses would follow the same requirements and restrictions as classes taught on the college campus. These courses are not included on the MOU between the High School (District) and GCCCD.

Current Eligibility Requirements for High School 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. This is per GCCCD board policy. Currently, there is an appeal process to waive these requirements for dual enrollment students specifically.
2. Must be currently enrolled in high school and attending for a full-high school day.

3. Must be determined by the high school Principal, Counselor (or designee) to have the ability to benefit from "advanced scholastic or vocational work."
4. Have a current application for admission on file with Cuyamaca/ Grossmont College.
5. Have written parental approval prior to submitting the "High School College Credit Enrollment Authorization Form" to the Admissions and Records Office.

GENERAL RULES REGARDING COLLEGE DUAL ENROLLMENT

- High school students will attend high school for at least the minimum high school day in order to participate in this program.
- Students must complete an online Application for Admission (application not required if student is continuing from previous semester). Students will be manually enrolled into dual enrollment sections by the Admissions and Records Office once the application, the High School College Credit Authorization Form and an add card are submitted.
- A community college district may allow a special part-time student participating in the dual enrollment **CCAP** Partnership Agreement to enroll into up to a maximum of 15 applicable units, not to exceed 4 courses per term. **Note:** This is different than the current policy of 11.5 units and 2 courses for high school students taking courses **on the college campus**.
- High school students will be held to the same academic and conduct standards as any other student enrolled in a college class. The Cuyamaca and Grossmont college catalogs include more information about conduct. Student Rights and Responsibilities are also outlined there.
- The community college is an adult learning environment. As such, discussion topics and course materials are generally designed for mature students. Curriculum, course content, and college processes will not be changed to accommodate high school students.
- All courses taken are for college credit. Enrollment in the dual enrollment program will establish a permanent college record. As a result, any processes influenced by the students' academic record may be impacted by the students' performance. This may include future eligibility for financial aid, academic standing, etc. Students are responsible to know the deadlines for enrolling, adding, or dropping courses. Instructors are not required to drop students for non-attendance. Courses taken for college credit may be used to meet college program requirements as well as high school graduation requirements. However, determination of high school credit is made solely by the high school.
- Serving students with disabilities: Student support services will be provided by both the College and GUHSD, and will be specified in the Instructional Service Agreement (ISA). High school students with an Individualized Education Program (IEP) or 504 Plan taking Cuyamaca College courses through Dual Enrollment can access services at Cuyamaca College DSPS office. Cuyamaca College provides educational services and access to

qualified students with documented disabilities through the Disabled Students Programs and Services (DSPS) office in accordance with Title 5 and the Americans with Disabilities Act. DSPS seeks to increase opportunities for access, success, and inclusive learning environments to students with disabilities so they may participate fully and equitably in college programs and campus life. Participation in DSPS is confidential. Visit <https://www.cuyamaca.edu/services/dsps/hs-transition.aspx> and www.cuyamaca.edu/services/dsps/ for more information.

- Students enrolled in community college courses must act independently and on their own behalf when communicating with their instructors and/or other college personnel. Under the Family Rights and Privacy Act (FERPA), college instructors and staff may not discuss student performance or college record information with parents/guardians or high school personnel. Under Section 49061 of the California Education Code, parents/guardians of community college students do not have a right to access their children's student records without the written consent of the student. This is regardless of whether the child is under the age of 18. A FERPA release form will be provided to students prior to enrollment in order to release educational information to their high school and/or parents/legal guardians. A separate release is available for parents in the Admissions and Records Office. Both parties must be present with a valid picture ID upon submission.
-

PROCEDURES FOR COURSES OFFERED AT THE HIGH SCHOOL CAMPUS

Plan Ahead

Students and high school liaisons should begin the process for dual enrollment several months before the semester or session of attendance begins. **Please follow the procedures below:**

- Coordinate meetings or discussions between high school liaisons (primary points of contact), the assigned college Dean Liaison and college department chairs to determine desired course offerings. This should occur more than several months in advance of the semester. The earlier the better, if at all possible.
- Once a course list has been established for a particular high school, Deans should send an email to Admissions and Records, CC'ing department chairs, with course names and section numbers once they have been built.
- Once courses are solidified, and line sheets have been submitted by college departments, high school liaisons can work with the Cuyamaca College Admissions and Records Office and the Cuyamaca College Outreach Department for assistance with marketing and outreach efforts.
- High school liaisons should ensure that the High School/College Credit Enrollment Authorization form is completely filled it out prior to submission at the pre-scheduled application workshop or orientation.
- At least one month prior to registration, dual enrollment application workshops and parent/student dual enrollment orientations should be scheduled. During these meetings, college personnel will be able to collect pertinent registration paperwork from students. Flyers for these events can be created by the College and dispersed ahead of time to increase participation.
- Once the student completes all necessary steps: has submitted the college admissions application and has completed the High School College Credit Enrollment Authorization Form and Add Card, the paperwork should be submitted at the application workshop or orientation. If students are unavailable to attend these meetings, completed paperwork should be submitted to the high school liaison to be forwarded to the Cuyamaca College Admissions and Records Office. Once paperwork is received, students will be manually enrolled into dual enrollment courses (both CCAP and Non-CCAP).

- English and Mathematics assessment may be required for students taking English and Mathematics courses while dually enrolled. *Assessment may be completed via assessment exam, multiple measures placement, or other means.* Work with the College Math and English Department Chairs for exceptions.
- Once enrolled, students will receive confirmation of enrollment via email.
- Logistical emails will also be sent from Admissions and Records to all Instructor's with information about specific course deadlines, roster information, add codes, etc.

Students should only register for courses in the subject areas approved on their High School/College Credit Enrollment Authorization form or per prior conversations with their Counselor.

Fees

- In general, enrollment fees (\$46/unit) are waived for all California resident concurrent/dual enrollment high school students. In addition, all miscellaneous student fees (Student Center/Student Rep. /Health Fees) are removed if participating in dual enrollment CCAP and Non-CCAP courses offered *at the high school site ONLY*. Currently, for high school students taking courses at the college sites, miscellaneous student fees are still charged.
- Removal of miscellaneous student fees is currently a manual process and takes time. Students in dual enrollment courses may still receive the automated emails from the College Cashier's Office for several months into the semester asking for payment. Please disregard. If students suspect a discrepancy with their balance, please have them contact the Admissions and Records Office for clarification.

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 non-residency status via email shortly after submitting their application for admission. Furthermore, the Dual Enrollment Specialist will be reaching out to these students specifically to let them know about what documentation will be needed to clear this status. For specific questions about residency, please contact Admissions and Records Residency Specialist, Sandra Ramos at 619-660-4725.

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 student's responsibility to inform the Admissions and Records Office of their intent to**

drop the course before the published deadline dates if they no longer plan to attend. Just as course adds are a manual process, so are drops, so communication with Admissions and Records is essential.

- If students are attending dual enrollment courses but are not on the official roster, instructors need to ensure that they speak with the high school liaison or Cuyamaca College Admissions and Records Office as soon as possible. Students will only be manually enrolled when all paperwork is completed and submitted. If a student is not enrolled, this normally indicates outstanding paperwork.
- Deadline dates can be found on the Cuyamaca College website homepage, under Quick Links> Schedule> click on the current semester on the left hand side> click on “academic calendar” on the upper right hand side for semester length (16 week) deadlines or scroll down to “deadline dates” at the very bottom of the screen for short term (less than 16 weeks) courses.

Please note that short term courses have very different deadlines than semester length 16-week long courses. As a reminder, these deadline dates are sent to students in their registration confirmation email, and are often included in the course syllabus.

Additional Information

If a student wishes to continue their dual enrollment into the next college semester, they must complete new paperwork each and every semester. A new Application for Admission is not required unless a student misses two consecutive terms, in which case their account becomes inactive. 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. The 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 high school student applied for admission or enrolled in college courses, they are eligible to continue their enrollment at Cuyamaca College once graduated. Please have student notify the Admissions and Records Office of graduation so that records can be updated. Our system does not automatically update high school graduation status unless the student reports it.

THE PROCESS: PROCEDURES FOR COURSES OFFERED AT THE HIGH SCHOOL SITE

Course offerings

High Schools will identify subjects they wish to have offered at their sites for the next academic year and should subsequently contact the college Dean Liaison to determine and coordinate course scheduling. As an example, in the past High Schools have used surveys and classroom presentations as a means to determine what courses their students were interested in taking. Courses must enroll at least 30 students, so offerings should have the propensity to fill.

Dean Communications

Once desired courses have been proposed, Dean Liaisons will work with respective Department Chairs and high school contacts to build sections.

- Once courses are set, Deans need to send an email to A&R letting them know what courses will be offered (incl. section numbers) at each high school.
- Once instructors have been determined, and paperwork has been submitted, one on-one meetings between Deans, Department Chairs and instructors can be scheduled to orient them to Dual Enrollment procedures. At this time, information sheets can be exchanged. (pg.16-17)

Course Recruitment

High Schools will recruit students to fill courses. This marketing component may include flyers or classroom presentations, which can be facilitated by the Admissions and Records Office. If marketing materials are desired, please let Admissions & Records know as soon as possible.

College Application Workshops

Cuyamaca will provide an application workshop at the High School campus, if needed/requested.

FALL - April or May

SPRING - November to early December

College Student/Parent Dual Enrollment Orientation

Cuyamaca will provide an orientation at the High School campus to review the program and answer any questions, if needed/requested.

FALL - Late June to early August

SPRING - December or Early January

Required Forms (This is solely for classes offered at the high school site)

- High School/College Credit Enrollment Authorization form provided to high school contacts to send out to students prior to the application workshop.
- Add cards will be given to students during the workshop for manual registration.
- If a student is in the 9th or 10th grade, a high school transcript will also need to be attached.

High School Liaisons to Collect from Students (if not attending a workshop or orientation)

- First, ensure students has completed online application for admission.
- Collect signed and completed High School Authorization form
- Collect signed Add Card
- Print High School Transcripts for 9th and 10th graders and attach

And submit to Cuyamaca Admissions and Records Office

- Required forms will need to be bundled and submitted to Ariane Ahmadian in Cuyamaca's Admissions & Records Office

Course Registration

Students will be registered manually for their courses with the use of the pre-filled Add Cards

Note:

English and Mathematics assessment may be required for students taking English and Mathematics courses while dually enrolled. *Assessment may be completed via assessment exam, multiple measures placement, or other means.* Work with the College Math and/or English Department Chairs for exceptions.

EXPECTATIONS OF THE HIGH SCHOOL SITE

- Identify the top courses that students are interested in taking with Cuyamaca College through polling, scheduling and elective needs, etc. These should be consistent with established pathways
- Promote the courses to your students in advance via: email blasts, PA announcements, flyers, classroom visits, etc. There is a 30 person enrollment minimum to keep classes from being cancelled. Work with the Cuyamaca College Admissions and Records Office or Outreach Department for assistance with marketing materials and efforts
- Once course needs are determined, please reach out to the Cuyamaca Dean Liaison for next steps. The Dean will then work with the Department Chairs to build courses.
- Work with the college Admissions and Records Office Dual Enrollment Specialist to identify appropriate dates for Application Workshops and/or Parent-Student Orientations.
 - A Dual Enrollment Orientation may be held for parents and students in order to provide a more comprehensive overview of the program, requirements and expectations. Please work with Cuyamaca College Admissions & Records Specialist to schedule this at least 3-4 weeks prior to the start of the term. Please see “The Process” (pg. 10-11 of this handbook) for a more in depth timeline.
- If necessary, the High School liaison(s) will collect necessary documents (HS Authorization forms, Add cards, and/or transcripts) to forward to the Cuyamaca Admissions and Records Office.
- 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 and College Department Chair with a copy of the Info Sheet (from this Handbook - pg.16) that includes useful information and details that will promote the instructor’s success.
- Under CCAP agreements, textbook responsibilities are negotiated by the sites. Typically, the high school is responsible to purchase textbooks for their students.
 - For textbook ordering, please work with the Instructor, Course Department Chair and Dean Liaison as early as possible to coordinate on necessary course materials and to

ensure that there is an adequate quantity ordered by the beginning of the course. The Bookstore can be reached at (619-660-4333)

- For Non-CCAP courses, students are responsible for purchasing their own textbooks - however some high schools do opt to purchase them. As mentioned, an email does go out to students outlining this information ahead of time, so be sure to communicate with the Admissions and Records Specialist if the high school plans to purchase them.

EXPECTATIONS OF CUYAMACA COLLEGE AND INSTRUCTORS

Dual Enrollment

- Build and provide college courses at the high school site.
- Provide both application, registration assistance and orientations in the form of workshops. **We ask that there be at least 15 students or more attending the session in order to schedule it.**
- Students will be manually registered into classes and will be monitored throughout the semester.
- Shared spreadsheets will be made available through the Admissions and Records Office to high school liaisons for tracking purposes.
- The visiting Cuyamaca College Instructor will provide each of their high school sites with a copy of the Info Sheet (from this Handbook - pg.17) that includes important information and details that the high school site should know. This includes contact information, course materials, technology and classroom needs, etc.
- If requested by the High School, Cuyamaca can provide further assistance with marketing, such as flyers, classroom visits and additional registration assistance for late adds.
- If hiring a non-GCCCD faculty member, instructors will be given access to the GCCCD network for email purposes. Faculty should use their GCCCD email and not their personal email for all course correspondence.
- Discipline specific registration caps apply to dual enrollment sections. Instructor consent is required before additional students can be added.
- Instructors should follow the guidelines in the faculty handbook, which includes the syllabus requirements, and communicate any absences or changes with their assigned Dean's office. Subs may not be arranged by the Instructor without approval from their Dean's office. Subs must be college employees who meet minimum qualifications-even for exam days.

- Instructors should log into WebAdvisor for rosters, census reporting and grades and must meet all deadlines for course reporting. Please be sure to check your roster regularly to ensure all students attending have been officially added.

Adjunct Faculty Hiring

- Offering sections to high school teachers does indeed violate our CBA if they are offered them ahead of any of our Cuyamaca College adjunct faculty who have re-employment preference for those classes.
- 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 do not enroll at least 30 students, they can be cancelled.**
- The faculty agree to one face to face meeting with the department chair and dean before the classes start, or agree to attend a department meeting.

INFORMATION SHEET: HIGH SCHOOL SITE TO INSTRUCTOR/COLLEGE DEPARTMENT

High School Campus address: _____

Course Being Offered (course number, name): _____

Classroom Number: _____

How Will Instructor Be Able to Access the Classroom: _____

High School Contact Person (Name, Phone number, GCCCD email): _____

After-hours Assistance: _____

Attendance Tracking Procedure: _____

Available technology and access in the classroom. Please explain how the
Instructor is to use the Projector, Computer/Laptop, Wi-Fi, etc.: _____

Additional Notes (Parking, Restrooms, etc.): _____

*Please attach a high school campus map to this form.

INFORMATION SHEET: DEPARTMENT/ INSTRUCTOR TO HIGH SCHOOL SITE

Course Title: _____

Course Section Number: _____

Course Day(s)/Time(s): _____

Instructor Name: _____

Instructor Phone Number: _____

Instructor GCCCD Email: _____

Textbook(s)/Course Materials Being Used: _____

Technology Needs: _____

Classroom Set-Up Needs: _____

Additional Notes (Special Requests/Accommodations/Notifications):

IMPORTANT CONTACTS & WEB LINKS: WHO TO CALL AND FOR WHAT

Cuyamaca College Contacts

- **Ariane Ahmadian**
Admissions & Records Specialist, Title V & Dual Enrollment
Cuyamaca College
619-660-4536
Ariane_Ahmadian@gcccd.edu

Admissions and Records Dual Enrollment Specialist: schedules orientations, provides assistance with marketing, collects all paperwork, and manually enrolls students, works with instructors on roster or enrollment issues, works with high school liaisons on registration and applicable logistics.

- **Jessica Murguia**
Student Success Coordinator (OUTREACH)
Cuyamaca College
619-660-4422
Jessica.Murguia@gcccd.edu

Outreach Coordinator: schedules / conducts application workshops and assists with marketing efforts.

Cuyamaca College Deans overseeing Dual Enrollment

(See page 21 or link below for contact information)

- **Nicole Jones** - Valhalla Instructional Liaison
- **Larry McLemore** - Steele Canyon Instructional Liaison
- **Alicia Munoz** - Granite Hills Instructional Liaison
- **Jesus Miranda** - Mount Miguel and Monte Vista Instructional Liaison.
- **Pam Kersey** -HSHMC, Mater Dei and River Valley Charter Instructional Liaison

Deans, Assistants, Chairs and Coordinators Contact List (see pg. 21)

<http://www.cuyamaca.edu/college-info/administration/oi/chairs.aspx>

High School Primary Contacts

- **Granite Hills High School**
 - TBD

- **HSHMC (Health Sciences High and Middle College)**
 - Aida Allen
Dual Enrollment Program Manager
aallen@hshmc.org

 - Doug Fisher
Dean of Faculty Affairs
dfisher@hshmc.org

 - Marisa Pena
College Support Advisor
mpena@hshmc.org

- **Mater Dei High School**
 - Frank Stingo
VP - Curriculum and Instruction
619-423-2121 x235
fstingo@mdchs.net

- **Monte Vista High School**
 - TBD

- **Mount Miguel High School**
 - TBD

- **River Valley Charter High School**
 - Michelle Ditomaso
Counselor
619-390-2579 x105
Michelle.Ditomaso@rivervalleyhigh.org

- **Steele Canyon High School**
 - Paul Battle
Assistant Principal
619-660-3523
pbattle@schscougars.org
- **Valhalla High School**
 - Sandra White
Counseling, Department Chair
619-593-5348
swhite@guhdsd.net

Forms

High School /College Credit Enrollment Authorization Form

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

Add Card

https://www.cuyamaca.edu/services/admissions/files/faculty-forms/Add_Drop_Card.pdf

Web Links

Useful information for Faculty teaching Cuyamaca College courses:

<http://www.cuyamaca.edu/services/admissions/faculty/default.aspx>

Useful information and Resources for Faculty:

<https://www.cuyamaca.edu/services/admissions/faculty/default.aspx>

Concurrent and Dual Enrollment website:

<https://www.cuyamaca.edu/services/admissions/high-school-students.aspx>



DEANS, ASSISTANTS and CHAIRS AND COORDINATORS

Fall 2018

Division/Departments	Dean Chair/Coordinator	Phone #	Assistant/Disciplines
Arts, Humanities & Social Sciences Division	Alicia Munoz	4674	Admin Asst.: Dalea Kanno
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	Guillermo Colls	4641	ESL
History, Social and Behavioral Sciences	Rachel Jacob-Almeida	4363	Anthropology, History, Psychology, Political Science, Sociology, Social Work
Humanities, Philosophy and Religious Studies	Courtney Hammond	4594	Humanities, Philosophy, and Religious Studies
Kumeyaay Studies	Ethan Banegas	4675	Kumeyaay
Performing Arts	Taylor Smith	4627	Music and Theatre Arts
World Languages	Karla Gutierrez	4360	Arabic, Aramaic, French, Spanish, Italian, Native American Studies, Italian
Career & Technical Education Division	Larry McLemore	4065	Admin Asst.: Vicki VanStone
Auto Technology	Brad McCombs	4267	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	Curt Sharon Jodi Reed Tom Bugzavich	4465 4465 4380	Computer & Info Science, Computer Science, CISCO Graphic Design
CADD Technology and Surveying	Cyrus Saghafi Mary Sessom Pat Newman	4243 4362 4554	CADD Technology Surveying
Child Development	Kristin Zink	4512	Child Development, Education
Environmental Tech	Julie Godfrey	4296	Environmental Health & Safety Management
Ornamental Horticulture	Leah Rottke	4261	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	Pam Kersey	4453	Admin Asst.: Kimberly Gioscia
Exercise Science/Fitness Center	Rob Wojtkowski	4506	Exercise Science
Health Education	Scott Herrin	4044	Health Ed
Mathematical Sciences	Tammi Marshall	4284	Mathematics, Computational Science
Science/Engineering	Kathryn Nette Michelle Garcia	4345 4646	Astronomy, Biology, Chemistry, Engineering, Geography, Geology, Oceanography, Physical Science, Physics

IMPORTANT DATES & DEADLINES

The Cuyamaca College Academic Calendar, which includes semester length deadlines, can be accessed here:

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

Important Dates to Consider

- First day of the semester
- Last day to Add the course
- Last day of Program Adjustment: To Drop a course with NO indication of registration or “W” on transcript.
- Census Date (Short-term courses have different Census Dates)
- Last day to Drop a course **with** a “W” on the transcript
- Last day to apply for Pass/No Pass for a course
- Any observed holidays, winter and/or spring recess
- Last day of the semester

Note: Short Term deadline dates are different than semester length dates

- Short term deadline dates can be found from the homepage. Click on Quick Links> Schedule> Select current semester on upper left hand side> scroll down to the bottom of the page and click on “Deadline Dates”> Short-term class deadlines.

FAQ

- **How long does it take for an online application to go through?**
 - Approximately 24 hours, although this is not exact. We ask that you anticipate up to 48 hours.

- **What is the minimum number of students needed for a course to run?**
 - 30 students is the minimum that we should have enrolled in a course, although over 35 would be optimal depending on the course and negotiated caps. It is important to consider inevitable attrition as well.

- **One of our course sections is running longer than the other, why did that occur?**
 - This is to accommodate all of the required hours for the class over the course of the semester. Depending on the days the section is being offered, it may run into a holiday and the time must still be accounted for.

- **What if one of our High School teachers would like to teach a 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. It is best to already have that in, as it's 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 students taking the classes who have an IEP or 504 Plan. Can they access your Disabled Student Programs & Services while taking these classes?**
 - Yes they can!!! DSPS just needs copies of the student's IEP and a filed release form. At that time, the Cuyamaca DSPS office will schedule an orientation with the student prior to receiving services and will communicate with the high school on accommodation and disability concerns if need be.
 - Getting started with Cuyamaca DSPS:
 - a. Apply on-line for admission to Cuyamaca College at www.cuyamaca.edu

- b. Submit your verification of disability (i.e., IEP, 504 plan, or other medical) to Cuyamaca College DSPS office room A-113
- c. Log into WebAdvisor to complete online orientation
- d. Complete assessment
- e. DSPS will contact you to schedule an initial intake appointment

- **Does FERPA apply to high school students and parents?**

- FERPA, or The Family Educational Rights and Privacy Act states that when a student turns 18 years old, **or enters a postsecondary institution at any age**, the rights under FERPA transfer from the parents to the student. Therefore, any educational information pertaining to post-secondary (college) coursework is protected and cannot be accessed or shared with anyone, including high school staff, other than the student without written consent.
- The High School College Credit Enrollment Authorization Form now includes a FERPA release for the high school. This allows instructional and student services employees to discuss pertinent educational information with high school personnel only. For parents to obtain this information, a separate FERPA release will have to be filled out by the student with the Cuyamaca Admissions and Records Office.

- **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 an application workshop.

- **I have a student who is already enrolled to take a different course at Grossmont College. Their 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 copy of the High School Authorization form to Cuyamaca as well as the Add Card to add the dual enrollment section.

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

- For any new students who would like to be added to a class, prior to the add deadline, make sure that they have applied for admission and that all paperwork

(HSCC Form, Add Card, transcripts - if applicable) gets turned into the Admissions and Records Office for manual enrollment as soon as possible.

- **Are the courses offered on our high school campus ONLY open to our specific high school students or can the general population also enroll?**
 - At this time, only CCAP courses being held at the high school campuses are CLOSED. Students who are at that school and have submitted paperwork will be manually registered. Non-CCAP course offerings at the high school are outside of the high school schedule and are open to the public.

- **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...**
- **And More....**

HIGH SCHOOL COLLEGE CREDIT ENROLLMENT AUTHORIZATION FORM (4 PGS)

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT High School/College Credit Dual Enrollment Application

IMPORTANT INFORMATION:

A new form must be completed and submitted each semester prior to class enrollment. If you choose to attend both Cuyamaca College and Grossmont College, a separate HS/CC Enrollment Authorization Form must be submitted to each college.

For GCCCD Official Use Only
Received Date: _____
Received By: _____

▼ THIS SECTION MUST BE COMPLETED BY THE STUDENT - Please read carefully and sign below ▼

Request attendance for: Cuyamaca College Grossmont College

Year: _____ Semester (mark one): Fall Spring Summer

Student Name: _____
(Please PRINT) Last First Middle GCCCD I.D. Number

Student Address: _____
Number & Street City/State Zip Code Phone

High School Currently Attending: _____
Date of Birth

Are you participating in a Home School program? Yes No Program Offered by: _____

High School Address :(Please provide an address only if you attend a non-public high school (e.g. home school). If homeschooled, please provide a copy of the Affidavit for Homeschooling, filed with the Department of Education, at the time of submitting this form

_____ Number & Street City/State Zip Code

I will only enroll in courses recommended by my high school representative. I understand that these courses are subject to all terms and conditions associated with college enrollment. I have read the attached pages on "Student Expectations and Responsibilities" and agree to abide by them.

X _____ Date: _____
 Student's Signature

▼ THIS SECTION MUST BE COMPLETED BY THE HIGH SCHOOL COUNSELOR OR SITE ADMINISTRATOR ▼

Enrollment Type (check all that apply): CCAP (Dual Enrollment) Non-CCAP (Dual Enrollment) Concurrent Enrollment

**Please see definition of terms on attached info sheet to determine enrollment type.

DESIRED COURSES LIST			
See current GCCCD class schedule for specific course information. Course approval does not guarantee a seat in class.			
Course Title	Course number	Section number	Units

I certify that the above student has completed the 10th grade 11th grade and will be at least 14 years of age at the opening day of the session of attendance. Expected high school graduation date is: _____. I have determined that the above student has the ability to benefit from "advanced scholastic or vocational work" and is attending high school for at least the minimum high school day as defined by Education Code 48800.5-48802 and 76000-76002.

I also understand that students are limited to a maximum of **two (2) courses per semester unless within a CCAP agreement** and that state law places a limit on the number of HS/CC students who may enroll in College Exercise Science classes (10%). As required by California Ed Code 48800.5, 76001, 76002, student enrollment cannot exceed the 5% limit for total cohort summer enrollment. My **signature below certifies** compliance with all of these requirements.

Authorized by (name/ title): _____ Phone: () _____

X _____ Date: _____

Signature of High School Counselor or Principal

▼ PARENTAL SIGNATURE REQUIRED FOR ALL HIGH SCHOOL/COLLEGE CREDIT STUDENTS ▼

My signature below denotes that I am the parent or legal guardian of the student listed above, that I understand and accept the following terms and give my consent for his/her enrollment at Cuyamaca/Grossmont College:

- All classes taken at Grossmont and/or Cuyamaca are for college credit and will be a permanent part of the student's college transcript.
- Each high school may determine if college coursework will be used for high school credit.
- Students **MUST** meet all academic and conduct standards set by the college (see college catalog), as well as the expectations and responsibilities detailed in the pages attached to this form.
- At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student.
- Under the Family Rights and Privacy Act (FERPA), college instructors may not discuss student performance with parents. Parents may communicate with the High School Principals and staff regarding high school status **ONLY**.
- Course content is not modified for high school students.
- I acknowledge that my minor child/legal ward can receive emergency first aid treatment in the event that it is required on District property. I also acknowledge that they may receive non-emergency services (first aid, health counseling) at the Health Services Department at Cuyamaca and Grossmont Colleges.

Parent/Guardian Signature: **X** _____ Date: _____

▼ AUTHORIZATION TO RELEASE EDUCATION RECORD – TO BE COMPLETED BY THE STUDENT (OPTIONAL) ▼

I, _____, _____
 Print Full Name GCCCD Student ID Number

Hereby authorize GCCCD to release the following specific educational records and information:

Enrollment information, schedule and grades

To: _____
 (Name of High School ONLY)

This authorization will be effective beginning _____ through _____
 (Term/Year) (Term/Year)

I understand that I (1) further have the right not to consent to the release of my educational records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, delivered to the Cuyamaca or Grossmont Admissions and Records Office. Any such revocation shall not affect disclosure previously made by Cuyamaca or Grossmont College prior to the receipt of any such written revocation.

X _____ Date: _____
 Signature of Student (required)

This information is being released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

Rev. 08/2017

High School Dual Enrollment Information Cover Sheet (CCAP/NON-CCAP)

(For information on taking classes at Cuyamaca or Grossmont College, please see the Concurrent Enrollment Information Cover Sheet)

Important Information about our Program:

- The High School Dual Enrollment Program allows eligible students to enroll in college courses taking place at their high school site, and earn college credit while simultaneously attending high school.
- Per Board Policy, students must be 14 years of age and have completed the 10th grade prior to the first day of instruction for the semester of registration. Students are allowed to enroll into up to 2 courses per college semester, for a total of 11.5 units (8.0 units for summer session) at this time.
- All sections of the attached form must be completed for each semester of attendance until high school graduation. **Incomplete forms will not be processed.** Add cards must also accompany this form in order to be manually registered. Once graduated, proof of graduation will be required with the Admissions and Records Office.

Definition of Terms:

CCAP (College and Career Access Pathways): This refers to courses that are being offered at the high school site, during the high school bell schedule (during the normal high school day), and that are closed to the public. These courses would be reserved specifically for high school students attending at the hosting high school and would be included on the CCAP agreement/MOU between the High School and GCCCD.

NON-CCAP: This refers to courses that are being offered at the high school site, outside of the high school bell schedule, and open to the public. These courses would follow the same requirements and restrictions as classes taught on the college campus.

Student Information, Expectations and Responsibilities:

- **Application:** Students must complete an online Application for Admission (application not required if student is continuing from previous semester). Students will be manually enrolled into dual enrollment sections by the Admissions and Records Office once the application, this form, and an add card are submitted.
- **Registration:** A community college district may allow a special part-time student participating in the dual enrollment CCAP Partnership Agreement to enroll in up to a maximum of 15 CCAP applicable units, not to exceed 4 courses per term.
- **Student Responsibility:** Minor students taking classes at the Community College are expected to take primary responsibility for their own safety and conduct.
- **Student Code of Conduct:** Students must comply with all policies of the district including the Student Code of Conduct per the Cuyamaca or Grossmont College Catalogs. Student Rights and Responsibilities are also outlined there.
- **Course Content and Materials:** The community college is an adult learning environment. As such, discussion topics and course materials are generally designed for adult students and thus, the atmosphere of classrooms in particular will frequently reflect an adult population. Curriculum, course content, and college processes will not be changed to accommodate high school students.
- **Student Communication and Records:** Students enrolled in community college courses must act independently and on their own behalf when communicating with their instructors and/or other college personnel. Under the Family Rights and Privacy Act (FERPA), college instructors and staff may not discuss student performance or college record information with parents/guardians. Under Section 49061 of the California Education Code, parents/guardians of community college students do not have a right to access their children's student records without the written consent of the student. This is regardless of whether the child is under the age of 18.
- **Academic Standing and the College Transcript:** Minor students enrolling in college courses with the community college are establishing a permanent academic college record. As a result, any processes influenced by the students' academic record may be impacted by the students' performance. This may include eligibility for financial aid, academic standing, etc. Students are responsible to know the deadlines for enrolling, adding, or dropping courses. Instructors are not required to drop students for non-attendance. Please be sure to check the website for deadline date information or contact the Admissions and Records Office for questions.

- *Fees:* High school pupils enrolled in courses offered through a CCAP agreement shall not be assessed or charged a fee as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. High school pupils enrolled in courses offered through the AB 288 CCAP Partnership Agreement and that are properly classified as having “special part-time student” status shall be exempt from the following community college fee requirements: Student Representation Fee, Nonresident Tuition Fee, Transcript Fees, and Course Enrollment Fees.

NOTE: Students enrolled in Non-CCAP courses would not be billed for course enrollment fees, but would still be responsible to pay for all other miscellaneous fees, as well as textbook, supply, and equipment fees needed to participate in the course.

- *Services:* Ancillary and support services are provided for all dual enrollment high school students (e.g. Counseling and Guidance, Placement Assistance, Assessment, Disabled Student Support Services, and Tutoring).

ADD CARD

Print in Ink

Cuyamaca College
Add/Drop Card

ID # _____

Name _____ Phone Number _____
Last First Middle

COURSES TO BE ADDED

Adds processed only if prerequisites have been cleared.

Sect # (ie., 1203)	Subject (ie., BIO 112)	Instructor's Verification			IMPORTANT *Authorization to add this class expires five (5) business days after the add deadline.
		Date First Attended	Instructor's Signature	Date Signed	

COURSES TO BE DROPPED

Section # (ie., 1203)	Subject (ie., BIO 112)	For Veterans Only Date Last Attended	STUDENT'S SIGNATURE <input checked="" type="checkbox"/>

OFFICE USE ONLY: Rec'd by _____ on _____

Cut on dotted line

Add/Drop Card Instructions

- 1) Enter your Student ID number or SSN
- 2) Enter your full name and phone number you can be reached at.
- 3) Put the section number and subject for courses that you wish to add.

Example:

ENGL-120-1304 (1304) College Composition & Reading	Cuyamaca College	08/22/2011-12/19/2011 Lec 1/9/2011 Lecture/Wednesday Laboratory/Studio/Activity V composition course. Prereq (or assessment.)
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ENGL-120 is the course number and 1304 is the section number.

- 4) If you have an add code please attach it to the "Instructor's Verification" box
- 5) If there are courses you wish to drop, please enter them in the appropriate section. You can always drop your classes on WebAdvisor.
- 6) Sign the form and submit it to the Admissions and Records office.