CUYAMACA COLLEGE

High School
Dual Enrollment

CUYAMACA
· C O L L E G E ·

Site & Instructor Handbook

900 Rancho San Diego Parkway
El Cajon, California 92019
619-660-4000

www.cuyamaca.edu

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Appendix

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 _____ ob—tained prior to being enrolled in courses.

There are currently **2** 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 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 Pprincipal, Ccounselor (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 or Grossmont College.

5. Have written parental approval prior to ~~filing a college Application for Admission.~~submitting the "High School College Credit Enrollment Authorization Form" to the Admissions and Records Office.

General Rules Regarding College 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 ~~ma-terials~~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
  - re—quirements as well as high school graduation requirements. However, determination of high school credit is made solely by the high school.

- 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.

Procedures for courses offered on 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 ~~instructional Dean~~liaison, and college department chairs to determine course offerings. This should occur more than several months in advance of the semester. The earlier the better, if at all_–possible.
- Once courses are solidified, high school liaisons can work with the Cuyamaca College Admissions and Records Office and the Cuyamaca College Outreach Department for assistance with marketing 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 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 is required for students taking English and mathematics courses while dually enrolled unless prerequisites can be cleared by another 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

- Enrollment and all other miscellaneous fees (Student Center/Student Rep./Health Fees) are waived for California resident dual enrollment students. However, all student 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 fees are still charged.

- Removal of fees is currently a manual process and takes time. Students in dual enrollment courses may still receive the automated balance emails from the College Cashier's Office for several months into the semester. 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 status via email shortly after submitting their application. For questions about residency, please contact Admissions and Records Residency

Procedures for courses offered on the High School Campus (Continued)

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 deadlines or scroll down to "deadline dates" at the very bottom of the screen for short term courses.

- **Please note that short term courses have very different deadlines than semester length 16-week long courses.**

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 or enrolled in college courses, they are eligible to continue their enrollment at Cuyamaca College once graduated. Please have them 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. If students attempt to register for classes as a college student and haven't updated this status, they will be blocked from enrolling.

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Commented [PK1]: I would leave out the 16 week wording since the length of the courses varies by school.

The Process

Procedures for courses offered at the High School site

- *Course Offerings:* High Schools will identify courses they wish to have offered at their sites for the academic year and subsequently , And contact the college liaison to determine and coordinate courses.ask for the courses?

  - February/Charters, March or April/GUHSD
- *Course Recruitment:* High Schools will recruit students to fill courses. This marketing component may include flyers or class presentations, which can be facilitated by Cuyamaca College.
- *College Application workshops:* Cuyamaca will provide an application workshop at the High School campus, if needed/requested.

  FALL - April or May

  SPRING - October or Early November
- *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 May or early August

  SPRING - December or Early January
- *Required Forms:*

  High School/College Credit Enrollment Authorization form provided at application workshop
  Add cards will be given to students as well for manual registration. This is solely for classes offered AT the high school campus.
- *High School liaisons to Collect* from Students if not attending a workshop or orientation:

  -First, ensure student has completed online application for admission.

  -Collect Signed and completed High School Authorization forms

  -Collect signed Add cards

And submit to Cuyamaca:

- Required forms will need to be bundled and submitted to Ariane Ahmadian in Cuyamaca's Admissions and Records Office.
- *Course Registration:*

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

NOTE: English and mathematics assessment is required for students taking English and mathematics courses, unless otherwise approved by the English and/or Math department.

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 25 person enrollment minimum to keep classes from being cancelled.** Work with the Cuyamaca College Admissions and Records Office or Outreach for assistance with marketing.

- Work with the college Outreach Department to identify appropriate dates for Application Workshops and/or Registration Help.

- 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 and Records to schedule this.

- The High School liaison (s) 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 and College Department Chair with a copy of the Info Sheet (from this Handbook) 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 College Department and assigned Dean as soon as possible to coordinate on necessary course materials and to ensure that there is an adequate quantity ordered by the beginning of the course.

- 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.

Expectations of
Cuyamaca College & Instructors

- Provide college courses at the high school site.

- Provide both application , registration assistance and orientations in the form of workshops . **There is a 20 student minimum to schedule these.**

- Students will be manually registered into classes and will be monitored throughout the semester.

- Shared spreadsheets will be made available to high school liaisons for tracking purposes.

- 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 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 in 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.

- Discipline specific registration caps apply to dual enrollment sections. Instructor consent is required be-fore additional students can be added.

- Instructors should fFollow 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 lLog into WebAdvisor forWebadvisor for rosters, census reporting and grades and must m. Meet all deadlines for course reporting.

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Adjunct Faculty Hiring

- Offering sections to high school teachers *does indeed* violate our CBA if they are offered them ~~class sections~~ 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 25 students, they will be** ~~can~~**cancelled.** ~~celled.~~

- 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
HS Site to Instructor and 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~~ GCCCD e~~E~~mail):
_____

_____

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 GCCCDgcccd Email: _____

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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 Assistant, Senior
Cuyamaca College
619-660-4536
Ariane_Ahmadian@gcccd.edu

-Admissions and Records Dual Enrollment Specialist: schedules orientations, provides assistance with marketing, collects all paperwork, ~~manually~~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 14 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 ,~~Assistants, Chairs and Coordinators Contact List (see pg. 14)
http://www.cuyamaca.edu/college-info/administration/oi/chairs.aspx

High School primary contacts:

Granite Hills High School:

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:

Monte Vista High School:

Mount Miguel High School:

River Valley Charter High School:
Michelle Ditomaso
Counselor
619-390-2579 x 105
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@guhsd.net

Important Contacts & Web Links, Continued

Forms:

High School /College Credit Enrollment Authorization Form
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

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

DIVISION
DEANS
&
INSTRUCTIONAL CHAIRS
Fall 2017

DIVISION/DEPARTMENT	DEAN/ DEPARTMENT CHAIR, EMAIL	PHONE #	ASSISTANT/ DISCIPLINE
Arts, Humanities & Social Sciences	**Alicia Muñoz, Interim Dean :** Alicia.Munoz@gcccd.edu	619-660- 4674	**Admin Asst.:**
Art	Marie Ramos: Marie.Ramos@gcccd.edu	619-660-4255	Art
American Sign Language	Dorian Yanke: Dorian.Yanke@gcccd.edu	619 567-7166	ASL
Communication	Lauren Halsted: Lauren.Halsted@gcccd.edu	619-660-4022	Communication
English	Lauren Halsted: Lauren.Halsted@gcccd.edu	619-660-4022	English & Reading
English as a Second Language	Guillermo Colls: Guillermo.Colls@gcccd.edu	619-660-4641	ESL
History, Social and Behavioral Sciences	Peter Utgaard: Peter.Utgaard@gcccd.edu	619-660-4367	Anthropology, History, Psychology, Political Science, Sociology, Social Work
Humanities, Philosophy & Religious Studies	Courtney Hammond: Courtney.Hammond@gcccd.edu	619-660-4594	Humanities, Philosophy, and Religious Studies
Performing Arts	Taylor Smith: Taylor.Smith@gcccd.edu	619-660-4627	Music and Theatre Arts
World Languages	Patricia Santana: Patricia.Santana@gcccd.edu	619-660-4507	Arabic, Aramaic, French, Spanish, Italian, Native American Studies, Italian

Career & Technical Education	**Larry McLemore: Larry.McLemore@gcccd.edu**	619-660-4065	**Admin Asst.: Cheryl Alvarez**
Auto Technology	Brad McCombs: Brad.McCombs@gcccd.edu	619-660-4267	Auto Tech, Electronics Tech, Ford ASSET, GM ASEP
Business and Professional Studies	Mary Sassom- Mary.Sassom@gcccd.edu Pat Newman- Pat.Newman@gcccd.edu	619-660-4362 619-660-4554	Business, Economics, Real Estate, Paralegal, BOT, Entrepreneurship
CIS and Graphic Design	Curt Sharon: Curtis.Sharon@gcccd.edu George Dowden: George_Dowden@gcccd.edu	619-660-4374	Computer & Info Science, Computer Science Graphic Design
CADD Technology and Surveying	Cyrus Saghafi: Cyrus.Saghafi@gcccd.edu	619-660-4243	CADD Technology, Surveying
Child Development	Kristin Zink: Kristin.Zink@gcccd.edu	619-660-4512	Child Development, Education
Environmental Tech	Julie Godfrey: Julie.Godfrey@gcccd.edu	619-660-4296	Environmental Health & Safety
Ornamental Horticulture	Don Schultz: Donald.Schultz@gcccd.edu	619-660-4023	OH
Water & Wastewater Tech	Joe Young: Joseph.Young@gcccd.edu	619-660-4792	WWTR

Learning & Technology Resources	**Kerry Kilber Rebman:** Kerry.KilberRebman@gcccd.edu	619-660-4405	**Admin Asst.: Nancy Asbury**
Library	Jeri Edelen: Jeri.Edelen@gcccd.edu	619-660-4423	Library

Math, Science & Engineering	**Pam Kersey: Pam.Kersey@gcccd.edu**	619-660-4453	**Admin Asst.: Kimberly Gioscia**
Exercise Science/Health Education	Rob Wojtkowski- Rob.Wojtkowski@gcccd.edu Scott Herrin: Scott.Herrin@gcccd.edu	619-660-4506 619-660-4044	Exercise Science & Fitness Center Health
Mathematical Sciences	Tammi Marshall: Tammi.Marshall@gcccd.edu	619-660-4284	Mathematics, Computational Science
Science/Engineering	Kathryn Nette: Kathryn.Nette@gcccd.edu	619-660-4345	Astronomy, Biology, Chemistry, Engineering, Geography, Geology, Oceanography, Physical Science, Physics

Important Dates & Deadlines

The Cuyamaca College Academic Calendar, with include semester length deadlines, 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 indication of registra–tion 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

- 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 bot-

  tom 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?**

  - 20 25 students in the absolute minimum that we should have enrolled in a course, although over

  30 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 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 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 IEP, and then they will need to come to

  Cuyamaca for an orientation prior to receiving services.

- 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 can-not be accessed or shared with anyone, including high school staff, other, other than the

  student without written consent.

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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 High School Authorization form to Cuyamaca and if As well as the Add Card.

- **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 and Add Card) gets turned into the Admissions and Records Office for manual enrollment ASAP.

- **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...**

High School College Credit Enrollment Authorization Form (4 pages):

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.

~~What will students need prior to applying to Cuyamaca College?~~

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- 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 and Add Card) gets turned into the Admissions and Records Office for manual enrollment ASAP.

- 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...

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: _____

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

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*

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

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

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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 <u>at Cuyamaca or Grossmont College</u>, 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. <u>Once graduated, proof of graduation will be required with the Admissions and Records Office.</u>

Definition of Terms:

CCAP (College and Career Access Pathways): This refers to courses that are being offered <u>at the high school site,</u> **<u>during the high school bell schedule (during the normal high school day),</u>** 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 <u>at the high school site,</u> **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).

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)	Date First Attended	Instructor's Verification		IMPORTANT
			Instructor's Signature	Date Signed	*Authorization to add this class expires five (5) business days after the add deadline.

COURSES TO BE DROPPED

Section # (ie., 1203)	Subject (ie., BIO 112)	For Veterans Only Date Last Attended	
			STUDENT'S SIGNATURE **X** _____
			OFFICE USE ONLY: Rcv'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 /19/2011 Lecture Wednesda Laboratory/Studio/Activity W composition course. Prereq or assessment.) |

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 Verfication" 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.

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.

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Ialso 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 EdCode 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

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

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:

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  - 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:* ✂ — _____   Date: _____

ᴛ AUTHORIZATION TO RELEASE EDUCATION RECORD - TO BE COMPLETED BY THE STUDENT (OPTIONAL) ᴛ

! _____   _____

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

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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. 0812017

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)

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- 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.

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- *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.
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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.

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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).

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101 COURSES TO BE ADDED

Last   First   Middle

Adds processed only if prerequisites have been cleared.

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

COURSES TO BE DROPPED

ie_ '110112

		ii;,__ 121		sruoerrs SIGNATURE "
				OFFICE USE ONLY: Rdll lly " "

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Cut on dotted lin

Add/Drop Card Instructions

1)
2)
3)

Hnt,,, ,nur   S   ID immber ot SSN

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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 Verfication" 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.