

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## High School/College Credit Dual Enrollment Application Form

### IMPORTANT INFORMATION:

A **new form must be** completed and **submitted each semester** prior to class enrollment. **If** you choose to **attend both** Cuyamaca 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

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 (at HS, inside bell schedule) ☐ Non-CCAP (at HS, outside bell schedule)

**\*\*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 (4 digits)	Units

I **certify** that the above student is currently enrolled in the ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup> grade 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 **11.5 units, unless within a CCAP agreement (4 courses and a total of 15 units per semester)** 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 the aforementioned requirements:

Authorized by (Printed 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 Cuyamaca/ Grossmont 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**.
- College curriculum and course content is not modified for high school students. However, high school students with an Individualized Education Program (IEP) or 504 Plan taking Cuyamaca College courses can access support services and accommodations at the Cuyamaca College Disabled Students Programs and Services (DSPS) Office.
- 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.

X \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent / Legal Guardian Signature**

**▼ AUTHORIZATION TO RELEASE EDUCATIONAL 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 \_\_\_\_\_  
(Month/Year) (Month/Year)

I understand that I (1) further have the right **not** to consent to the release of my educational records; (2) have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect during the designated period of time established above, or 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. 01/2020

# 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 are allowed to enroll into **up to 11.5 units** (8.0 units for summer session). For exclusively CCAP students, up to four classes may be taken, for a total of 15 units within a CCAP program.
- All sections of the attached form must be completed for each semester of attendance until high school graduation. **Incomplete forms will not be processed.** Once graduated, proof of graduation will be required with the Admissions and Records Office.
- Dual Enrollment courses are manually added through the Admissions and Records Office.
- Forms can be submitted to the Admissions and Records Office, faxed to 619-660-4575, or emailed to [ariane\\_ahmadian@gcccd.edu](mailto:ariane_ahmadian@gcccd.edu).

## **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 (outside of normal high school hours), 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, within the CCAP program.
- **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).
- **Serving students with disabilities:** Student support services will be provided to high school students by both the College and the High School, 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 can access services at the 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/](https://www.cuyamaca.edu/services/dsps/) for more information.