

# 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 or home-school*). **If homeschooled, please provide a copy of the Affidavit for Homeschooling, filed with the CA Department of Education, at the time of submitting this form. An updated affidavit is required every new year if a student continues to attend.**

\_\_\_\_\_  
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 (4 digits)	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 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**.
- 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.**

# High School Concurrent Enrollment Information Cover Sheet

(For information on classes being taught at the high school sites, please see the **Dual Enrollment Info Sheet**)

## **Important Information about our Program:**

- The High School College Concurrent Enrollment Program allows eligible students to enroll in college courses located at **Cuyamaca or Grossmont College** and earn college credit while simultaneously attending high school. The purpose of this program is to provide advanced scholastic, educational enrichment opportunities for a limited number of eligible students as defined in California Education Code, Section 48800 and 76002.
- Per Board Policy, students must be at least **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.** 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 (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, 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.

**Concurrent Enrollment Courses:** This is referring to normal college courses offered at the college campus outside of the high school bell schedule. High school students are required to attend a full high school day before taking college courses.

## **Student Information, Expectations and Responsibilities:**

- **Application:** Students must complete an online Application for Admission (application not required if student is continuing from previous semester). Acceptance of the Application for Admission and this form do not guarantee enrollment in the class. Students must go through the enrollment process and are subject to all requirements including but not limited to: pre-requisites, co-requisites, audition and other enrollment restrictions.
- **Homeschooled Students:** Home schooled students must provide a copy of an Affidavit for Home Schooling, filed with the Department of Education, at the time of submitting this form. These are good on file for up to one year.

- ***Student Responsibility:*** Minor students taking classes at the Community College are expected to take primary responsibility for their own safety and conduct. No supervision is provided while on the college campus. The community college campus is an open campus and is an adult learning environment.
- ***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 the campus in general, and 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 at the community college campus 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, ability to transfer, 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:*** Tuition fees are waived for part-time high school students registered in GCCCD courses. However, students are still subject to all other fees: health fee, student center fee and when applicable, non-resident fees. Fees are due at the time of enrollment. Failure to pay may result in being dropped from the class (es).
- ***Services:*** Ancillary and support services are provided for all concurrent enrollment high school students (e.g. Counseling and Guidance, Placement Assistance, Assessment, Disabled Student Support Services, and Tutoring).

# 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). For exclusively CCAP students, up to four classes may be taken.
- 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.

## 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.
- **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).