



Dual Enrollment

Handbook
2016-2017

Reedley College Mission

Reedley College, including its centers and sites, provides an accessible educational environment ensuring high-quality innovative learning opportunities supported by services for student success. We offer associate degree programs, career technical education, transfer level and basic skills courses. We instill a passion for learning that will meet the academic, workforce, and personal goals of our diverse population.

Reedley College Vision

Reedley College, including its centers and sites, will be a source of exemplary educational opportunities to foster and cultivate professional, well-prepared individuals who will contribute to our community.

Reedley College Administration

Reedley College President, *Dr. Sandra Caldwell*

Vice President of Instruction, *Mr. Jan Dekker*

Vice President of Student Services, *Dr. Claudia Habib*

Vice President of Administrative Services, *Mrs. Donna Berry*

Dean of Instruction, Division A *Dr. Todd Davis*

- Composition, Literature and Communication, Reading and Foreign Languages, Fine Arts and Social Sciences, and Library

Dean of Instruction, Division B *Mrs. Marie Harris*

- Math, Computer Science, Engineering, Science and Technology, and Health Sciences

Dean of Instruction, Division C, *Mr. David Clark*

- Agriculture and Natural Resources, Business, and Industrial Technology

Dean of Student Services, Reedley College, *Mrs. Michelle Stricker*

Vice President of Madera and Oakhurst Center, *Dr. John Fitzner*

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Dean of Student Services, Madera and Oakhurst Centers, *Leticia Canales*

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I. Overview of Dual Enrollment

What is Dual Enrollment (DuE)?

Dual enrollment allows a Community College campus to form a partnership with local K-12 districts that enables high school students to take a college class at their high school for college credit. The high school student can be awarded both college credits and high school credit for the single course. It also allows qualified high school students to earn college and high school credit while meeting graduation requirements. In dual enrollment, students are enrolled in a college course. They complete whatever assignments would normally be completed as part of the course, and they are given a final grade on a college transcript that looks like any other college student's transcript.

Advantages of Dual Enrollment

By working together we can provide today's students with the opportunity to get a head start on their college careers, save time and money, and offer exposure to the rigors of college coursework. While there are numerous advantages to both the high school and the student participating in DuE it is important to also be aware of that DuE may not be right for everyone.

What are the advantages of DuE for the student?

- It decreases the amount of time a student will spend in college completing general education and/or pre-requisite courses.
- Participation in dual enrollment may ease the transition from high school to college by giving students a sense of what college academics are like.
- Dual enrollment is a cost-efficient way for students to accumulate college credits because courses are taken at no cost to the student through the local high school.

What are the advantages of DuE for the High School?

- By offering DuE courses high schools can increase the scope of their high school curriculum at little to no cost.
- DuE fosters a collaborative environment for both the school and college districts to work together to align secondary and postsecondary coursework so high school students are better prepared to successfully complete college-level work.
- Some high schools may find that students become more motivated in their “regular” courses because they are better able see how high school and college curriculum align.

How is DuE different from programs like AP or IB?

- Advanced Placement (AP) and International Baccalaureate (IB) allows for ***potential*** college credit. In AP and IB, students take high school courses that have rigorous, college-level content, and take an end-of-course exam. If they do well on the exam, some (but not all colleges) will give them credit. In dual enrollment, all students who successfully complete the course will ***always*** get college credit.
- DuE students are able to take a college course and earn college credits immediately upon course completion. There is no comprehensive post-examination required.
- DuE courses are not as limited in scope as AP and IB. Student have the option of taking a wide variety of courses, including career and technical courses.

Is DuE right for everyone?

Dual enrollment is an opportunity to take challenging courses and accelerate educational opportunities. Students who successfully complete dual enrollment courses receive many benefits. However, there are some possible disadvantages that all students must take into account when enrolling in a dual enrollment class.

Possible disadvantages are:

- The amount of work necessary to succeed in college level courses may be much greater than in high school courses.
- Dual enrollment courses become a part of a student's permanent college transcript and could impact eligibility for financial aid and admission to other postsecondary institutions.

- Most dual enrollment classes count towards general education college credits and graduation requirements for high school. If a student fails one of these classes, it can negatively affect their high school **and** college transcripts.
- If a student needs additional support to complete regular general education high school classes adding the additional strain of the college class may not be the best choice.

Resources available to DuE Students at Reedley College:

Reedley College is committed to student success. Our college has a variety of resources to assist DuE students in accomplishing their educational goals.

- ***Tutoring Center:*** The Reedley College Tutorial Center provides individual and small-group tutoring to any student who needs and wants to improve his or her class performance. Their work is aimed at helping students become strong independent learners by working to improve their subject understanding, study skills, and test preparation.
- ***Reading & Writing Center:*** This center helps students become more confident and skilled writers. The Reading and Writing Center aims to have an environment that focuses on ideas of the writer. The Reading and Writing Center aims to offer students resources for all their writing needs.
- ***Math Center:*** The STEM Math Center (MC) is a free tutoring resource available to all Reedley College math students. The services available in the MC are focused on increasing our students' ability to understand and enjoy mathematics. They hope to bridge the gap that keeps our students from pursuing majors and careers in math-related fields.
- ***Computer Lab:*** Located inside the library. The computer lab provides access to a wide range of software applications in support of students' academic goals.
- ***Counseling Office:*** The Reedley College Counseling department provides comprehensive counseling services to assist students towards a successful college experience. Counselors help promote student development and success by coordinating quality services and programs that are focused on students' need.
- ***Disabled Student Programs & Services (DSP&S):*** DSP&S is designed to provide specialized services and accommodations that assist students with documented physical, psychological and learning disabilities reach their maximum potential while achieving their educational goals.

Dual Enrollment vs. High School Enrichment

Students who are currently enrolled in high school but wish to take a college class at the same time are what we refer to as a *Special Admit* students. Reedley College provides two distinct avenues for *Special Admit* students to enroll in college classes: High School Enrichment and Dual Enrollment. The chart below outlines the differences between the two programs.

High School Enrichment (HSE)	Dual Enrollment
<ul style="list-style-type: none"> • <u>Student initiated:</u> The student can initiate their own entrance into HSE, but will need approval of their high school counselor and principal to enroll. • Class(es) will be taken on the Reedley College campus • Open to only Juniors and Seniors with a 2.5 or better GPA. • Students can take class during and/or after regular high school day. • Students will be taking classes with regular admit college students. • Students will not be able to register until the first day of class. 	<ul style="list-style-type: none"> • <u>High School initiated:</u> High school will identify cohort of students taking a Dual Enrollment class. • Class(es) offered at the participating high school campus. • High School determines which students to match with which class. • Students typically only take class during their regular high school day. • Typically, only other high school students will be in the class. • Students will have the opportunity to register ahead of time.

Assembly Bill 288: College and Career Access Pathway Act

AB 288 would authorize the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district to offer or expand dual enrollment opportunities for students who may not already be college bound or are from groups underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career-technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness. The bill outlines the conditions that must be met prior to the adoption of a CCAP partnership.

Benefits of 288

- The bill would authorize specified high school pupils to enroll in up to 15 units per term.
- A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011. No more than four courses per term.
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.
- College courses offered at a high school during the regular school day are limited solely to high school students.

II. How to Request a Dual Enrollment Class

New Course Request Process:

1. Meet with the dual enrollment coordinator to discuss the possibility of offering a new course(s). Be prepared to discuss the following:
 - Does the course you are requesting fit into any existing pathways? (DuE courses that are part of an existing pathway are more likely to be approved.)
 - How will this course supplement or add to existing High School offerings?
 - Do you have any high school instructors who are qualified to teach the course?
 - Who will be your point of contact that will work with Reedley College to facilitate approval and scheduling?
2. Complete a Course Request Form and attach appropriate documentation.
3. The Reedley College dual enrollment coordinator will route the form to the appropriate departments on campus and work with the Division Deans to get the course scheduled. Please do not contact the Division Deans directly.
4. If the course you are requesting requires lab facilities or special equipment a Reedley College faculty may contact you to do an audit of your facilities and/or equipment. Please note this process can take up to 4 weeks.

Course Renewal Process:

1. High Schools are responsible for turning in a *Course Request Form* for each course they would like to offer every semester/year. **You can request multiple sections of the same course on one form but you need a separate form for each course.**
2. The Reedley College dual enrollment coordinator will route the form to the appropriate departments on campus and work with the Division Deans to get the course scheduled. Please do not contact the Division Deans directly.
3. The dual enrollment coordinator will forward the appropriate information to each site once the course is scheduled. Please note this process can take up to 4 weeks.

Deadlines to turn in your Course Request Form(s):

Term offered: Summer/ Fall = **March 15**

Term offered: Spring = **Nov 1**

Teacher Qualifications:

The *Course Request Form* asks the high school to identify if you have a high school instructor who can teach your DuE course. All instructors hired to teach at any Community College in the state of California must meet minimum qualifications as outlined by the California Community Colleges Chancellors Office and go through the SCCCD hiring process. Briefly, this process is as follows: (AR 7211)

- Instructor must have a Master Degree *in the subject to be taught*. (for a complete list of minimum quals please go to:
<http://www.asccc.org/sites/default/files/2014MinimumQualifications.pdf>)
- Instructor must complete a State Center Community College adjunct application. This application can found at:
<http://www.scccd.edu/index.aspx?page=652>
- Once application has been reviewed and vetted for minimum quals the applicant will be called for an interview(s) with the Dean, Department Chair and/or faculty member of the subject to be taught.
- Once the applicant has been approved by the Division Dean, he/she will be able to teach at the high school.
- Once approved to teach, the faculty will receive a contract.

A Note on Bell Schedules and Class Cancellations:

High school bell schedules play an important role in the dual enrollment class scheduling process. Reedley College will keep copies of each high schools bell schedules on file. If changes occur to your official bell schedule please inform the dual enrollment office as soon as possible.

It is the responsibility of the high school to accommodate students if 1) the college course is cancelled for any reason, 2) on days that the course is not scheduled to meet or 3) when college instructor has to cancel a class meeting.

III. Student Application and Registration Process

Student Selection

California *Education Code (EC)* Section 48800 provides that the governing board of a school district may determine which students may benefit from advanced scholastic or vocational work. The governing board may authorize those students, upon recommendation from their principal and with parental consent, to attend a community college as a special part-time student and to enroll in one or more courses offered at the community college level. The purpose of the code is to provide educational enrichment for a limited number of eligible pupils. The educational enrichment opportunity will typically result in a request for concurrent enrollment in courses not currently offered by the approving school.

Application Process and Timeline

All first time dual enrollment students must apply online to Reedley College. They **MUST** access the application link from the Reedley College Website (<http://www.reedleycollege.edu/index.aspx?page=1919>) Students will select Enrichment/Dual Enrollment as the term they are applying for as per the example below:

The screenshot shows a web application interface for enrollment. On the left is a vertical navigation menu with the following items: Introduction, Enrollment Information (highlighted with a yellow arrow), Account/Mailing Information, Personal Information, Education, Citizenship/Military, Residency, and Needs & Interests. The main content area is titled 'Enrollment Information' and contains the following fields:

- Enrollment Information for Reedley College**
- Term Applying For: (highlighted in yellow)
- Intended Major or Program of Study:
- Educational Goal:
- Save button

Upon applying, students will receive an email with the student college ID number. The ID number will be required in order for students to complete the Dual Enrollment Registration Packet.

NOTE: Students who missed two consecutive college semesters (Fall & Spring) will have to reapply to the college.

The DuE application will open on the following dates each year:

If the student is applying to start in the:	The DuE application will open on:
Spring	October 1 st
Summer & Fall	April 1 st

Registration Process and Timeline

A completed registration form is required for all DuE students each semester they wish to enroll in dual enrollment course. Registration forms can be downloaded from our Reedley College website or obtained from the Dual Enrollment Office. This form will require signatures from the High School Principal and Counselor as well as the student and parent/guardian. **Incomplete registration forms will be returned and will not be processed.** It is important for our high school partners to ensure that registration forms are completed before they are turned in to the Dual Enrollment Office to ensure timely processing.

Registration Form Deadlines:

Summer	Fall	Spring
Summer registration forms must be turned in to the dual enrollment office at least two weeks before the course begins.	Fall registration forms must be turned in to the dual enrollment office by the Friday of the week the dual enrollment course begun.	Spring registration forms must be turned in to the dual enrollment office by the end of fall semester.

IV. Responsibilities and Commitments

High School vs. Reedley College Regulations

Differences in Governance

High School: High Schools are governed by the Individuals with Disabilities Education Act (IDEA).

Colleges: Colleges are governed by the ADA and the Rehabilitation Act but not governed by IDEA.

High School: Parents are notified and required by law to give permission for any decisions regarding their son or daughter.

College: The Family Educational Rights and Privacy Act (FERPA) mandates that the College cannot release any information concerning an adult over the age of 18 unless the student has given explicit written permission.

Differences in Responsibility

High School: The school is responsible for the right to education for all children.

College: The student is responsible to choose whether or not to attend College, to demonstrate qualifications for College attendance, and to compete with other adults for classroom seats (when applicable).

High School: The school is responsible for a free disability evaluation and documentation.

College: The student is responsible for providing current documentation of their disability to the college.

High School: The school is responsible for an Individual Educational Plan (IEP) that determines placement and appropriate support services.

College: The student is responsible for planning his/her own education, identifying resources, and requesting reasonable accommodations.

High School: The school is responsible for implementing the IEP, making services available and including them in the schedule.

College: The student is responsible for implementing his/her own academic plan and requesting services each time they are needed.

High School: The school is responsible for fundamental curriculum alterations to allow individualized goals and objectives.

College: The student is responsible for meeting the unaltered fundamental College academic standards, standard course objectives, code of conduct, and program requirements.

High School: The school is responsible to provide personal services such as transportation, mobility between classes, or content tutoring beyond that offered by the regular classes.

College: The student is responsible to provide his/her own personal services to assure his/her own independence and safety.

High School:

The school administrators, teachers and parents advocate for students.

College:

The student is responsible to advocate for him/herself.

Differences in Academic Rigor.

High School: High school teachers provide a lot of assistance with reading and studying.

College: The student is responsible for reading textbooks, memorizing information, applying concepts, studying, thinking critically, and writing on his/her own.

High School: High school teachers provide regular homework.

College: The student is responsible for independent learning such as reviewing notes, or studying outside sources in the library or online. College professors may require only one or two out-of-class assignment per semester.

High School: The school expects students to spend about 2 or 3 hours a day on homework.

College: The student is responsible for studying an additional 3 hours for every hour in a College class. This may mean 6 or more hours of studying per day.

High School: High school teachers give tests on a regular basis.

College: The student is responsible to prepare for fewer opportunities to pass tests. College professors may only give a mid-term and a final test.

Reedley College Policies and Expectations

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administration Regulations implementing this act may be obtained from the Admissions and Records Office. Each student is encouraged to obtain a copy. If you wish to authorize to release your student information concerning your educational and financial records, you must complete the State Center Community College District's FERPA form. (for more information see 2015-16 catalog, p. 48)

College Policy on Cheating And Plagiarism

Students at the Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share responsibility for seeing that their education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences. Please see Disciplinary Procedures in the Student Conduct Standards and Grievance Procedures Handbook available in the Vice-President of Student Services office. (for more information see 2015-16 catalog p. 45)

Permanent Records, Transcripts, and Transcript Requests

Students may direct Reedley College/North Centers to send his/her transcript to other parties by completing a Transcript Request Form. The first two official transcripts requested are free and a \$5.00 fee is required for additional copies. The law authorizes the release of student transcript to other designated parties, for example, institutions from which you have obtained loans to attend school, or offices of the court. If the college is required to provide other parties with students transcript, we will attempt to contact the student prior to providing the information, and we will keep a record of all such inquiries, making the record available to the student upon request.(for more information see 2015-16 catalog, p. 17)

Grades and Grading Policies

Students taking dual enrollment classes are creating a permanent college transcript that can impact future educational opportunities such as admission to impacted programs, scholarships, and eligibility for financial aid. College faculty will NOT have any special grading system for dual enrollment students. Final grades will be posted on Students College transcripts. It is important for the student to know the consequences of a letter grade of D, F or W. Students will follow Reedley college regulations, including drop dates. Students will be allowed to drop the class to avoid a letter grade, but if a student does not drop the class by the drop deadline the student will be given a W (withdrawal).

- **Report of Grades:**

The College does not send report cards to students. During the semester students are highly encouraged to keep a constant communication with their instructor regarding their grades. Final grades will be posted on student Web-Advisor account. Students must check their grades by logging in to their Web-Advisor account. Reedley College will issue final grades on a semester basis. It is important to note that final grades will be issued to the students and not to the parents.

- **Withdrawal from Class:**

Students are strongly encouraged to withdraw from a course if it is likely that they will earn a D or F. A grade of D will not transfer to another college. Grades on transcripts are permanent; they can never be deleted. If a student receives an F in a course and retakes it, both grades will show on the transcript. A withdrawal date is established each semester. The date will be communicated to the high school counselors and all dual-enrolled students. The student may also consult the Reedley College's calendar. Before withdrawing from a course, speak to the instructor to ensure that withdrawal is warranted. Once the student withdraws, he/she must verify it by logging in to his/her Web-Advisors student account and/or with the dual enrollment instructor. It should show a W. If this goes neglected, it could result in an F on the student's transcripts.

Withdrawal from a course or courses shall be authorized through the last day of the ninth week of instruction (or 50 percent of the course, whichever is less). The W will not be used in the calculating a student's grade point average, but it will be used as a factor in progress probation, financial aid and dismissal procedures. A student who remains in a course beyond the withdrawal deadline must be assigned

an evaluative or non-evaluative symbol other than W.

- **I, Incomplete**

The *I*, Incomplete, symbol may be assigned in a course only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time the incomplete, *I*, grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an incomplete, *I*, grade, an instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade symbol to be assigned if the listed conditions are not satisfied within the allotted time period.

An incomplete, *I*, grade will not affect the academic status of a student, but it will affect the progress status. An incomplete, *I*, grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the course instructor. Students may not re-enroll in a course for which they have received an incomplete, *I*, grade during the time that the incomplete, *I*, grade is in effect (*for more information see 2015-16 catalog, pgs. 20-24*)

Other Items That May Be Of Interest

Course Repetition

An open-door college should provide ample opportunity for students to succeed. Since the community college admits students with a diverse range of abilities, aspirations and interests, the college must provide sufficient flexibility in its policies to enable a student to overcome a poor academic record. While the college must have a balance between policy flexibility and the maintenance of academic regulations so as to ensure grade standards throughout the curricula, this flexibility cannot be allowed to abrogate the individual student's educational responsibility. (for more information see 2015-16 catalog, p.25)

Attendance

Students are expected to attend all sessions of classes in which they are enrolled. Excessive absence will jeopardize a student's satisfactory progress in a class. Students may be dropped from class if they fail to attend the first class session of the semester. There are no institutionally approved excused absences for any reason. Only the instructor may excuse an absence.

Instructors are required to take attendance at each class session. Any student who is excessively absent may be dropped from the class as specified in each class syllabus. Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are occurring before 50 percent of the class is expired. Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the Office of Admissions and Records.

It is the students' responsibility to drop any classes they no longer wish to continue. They must not merely stop attending and must not rely on being dropped by others. Students must complete the drop process for themselves. (For more information see 2015-16 catalog, p.19)

Articulation

Articulation is a process of developing formal written agreements that identify courses at one college that are accepted in lieu of specific courses at another college or that fulfill a specific statewide pattern of general education.

Reedley College has developed numerous articulation agreements with California State University and University of California campuses. These agreements may be viewed on the Reedley College website, in the Reedley College Transfer Center, or at www.assist.org. Articulation agreements have also been developed with some California private and out-of-state colleges and universities. These agreements are available on the Reedley College website or in the Reedley College Transfer Center as well. See a counselor for assistance. (For more information see 2015-16 catalog, pgs. 34-38)

Transferrable Courses / DuE Policy

Reedley College courses numbered 1 through 99 are CSU transferable. Reedley College will not have dual enrollment courses that are not transferable to 4 year campus. No basic skills or remediation classes will be offered to high school students under the dual enrollment program. A course numbered 100 or above are not transferable to California State Universities (CSU's) or Universities of California (UC's).



Step 1: STUDENT INFORMATION

Name _____ College Student ID # _____

High School: _____ Grade Level _____

I am submitting this approval form for the following semester and year:

FALL SPRING SUMMER 20__ __ For the _____ Campus
CCC/FCC/RC

Step 2: HIGH SCHOOL APPROVAL

5 Digit Course #	Course Title	Units
38366	Digital Video Production	3
Total		

Please Attach a High School Transcript. Forms without Transcripts will not be processed.

High School Principal / Counselor- by signing below you acknowledge the following:

- I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation in the course(s) listed and can benefit from advanced scholastic education. (Education Code 48800 (a))
- SUMMER ONLY: I certify that I am limiting the number of recommendations to no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session. (Education Code 48800 (d))

High School Principal Signature: _____	Print Name: _____
High School Counselor Signature: _____	Print Name: _____
Date: _____	Contact Phone: _____

For Office Use Only:

Student is participating in an AB 288 pathway (15 unit maximum)

DuE: Application Transcripts Signatures DuE verified: _____

A&R: Registered STMC SPRO/ Dual.HS program Date Entered: _____

By: _____

Step 3: STUDENT AGREEMENT

By signing below you acknowledge you have read and understand the following:

- All SCCC Dual Enrollment students are responsible for complying with the rules and regulations of the college as published in the FCC/RC/CCC catalog(s) and schedule(s) of classes. Please review these rules and regulations with your parent or guardian to ensure you have a successful experience.
- Grades: By participating in a dual enrollment course you are creating a college transcript.** The grade(s) you earn in your SCCC class(es) will become a part of your official college academic record.
- Students participating in Dual enrollment must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 51% of courses attempted) to maintain eligibility for financial aid when they begin college as a post graduate student (after high school graduation).

Please note: The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and college board policy. (References- California Education Code: Sections 48800-48802, 76001, 76300)

Student Signature: _____	Print Name: _____	Date: _____
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Step 4: PARENT AGREEMENT

By signing below you acknowledge you have read and understand the following:

- Student Records:** Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student. (Family Educational Rights and Privacy Act (FERPA) Authorization for Release of Information form may be obtained at Admissions & Records)
- Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA instructors are not required to discuss student performance or other student-related issues with parents.
- Course Content/ Material:** Dual enrollment courses are taught to the rigor of a college course. Students will be using the same textbooks and syllabi as they would if they were taking a class on a college campus. As such, please be aware that discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.
- My son/daughter will receive no special consideration because s/he is a high school student and will be subject to the rules, regulations, and policies of the State Center Community College District.**

YOU MUST <u>SELECT ONE</u> OF THE FOLLOWING:

- | |
|--|
| <ul style="list-style-type: none"><input type="checkbox"/> I authorize SCCC to release my student's final grades to their high school Registrar.<input type="checkbox"/> I DO NOT authorize SCCC to release my student's final grades to their high school Registrar. |
|--|

NOTE: If you opt out, your student's high school may request that your student provide the registrar with an official SCCC transcript before giving credit towards high school requirements/graduation.

Parent/Guardian Signature: _____	Print Name: _____	Date: _____
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Dual Enrollment: Course Request Form

High School / ROP: _____

Date Submitted: _____

Person Requesting Course:

Name: _____

Title: _____

Phone: _____

Email: _____

Please check one: New Course Request Course Renewal

RC Course Requested: _____

High School Equivalent Course (if applicable): _____

Semester course is to be taught: FALL SPRING SUMMER Number of Sections Requested: _____

Course Beginning Date: _____ Course Ending Date: _____

Days Course is to be Taught: _____ Hours: _____ Period: _____ From: _____ am/pm to: _____ am/pm # of students: _____

Days Course is to be Taught: _____ Hours: _____ Period: _____ From: _____ am/pm to: _____ am/pm # of students: _____

Days Course is to be Taught: _____ Hours: _____ Period: _____ From: _____ am/pm to: _____ am/pm # of students: _____

This course is part of an *existing pathway: Yes No

If yes, name of pathway: _____ and targeted grade level _____

***For New Course Request only, please attach pathway**

Do you have a high school teacher that is available to teach this course? Yes No

If yes, please print the following information:

Name: _____

Email: _____

Phone: _____

*Master's Degree in: _____

This person has taught previously for SCCCD:

Yes No **for new instructors please attach transcripts*

Do you need a RC instructor to teach this course?

Yes No

Would you like this course to be a permanent course offering at your school? Yes No Maybe

Are you requesting a specific RC instructor:

Name: _____

For RC Office Use Only: DuE Coordinator Assigned _____ Date Rec'd: _____

Division: A B C MCCC/OCCC Other _____

Routing:

DuE Office ➡ Division/Department ➡ Instructor Assigned/Course Approved ➡ Scheduling ➡ DuE Office Confirmation Date: _____

Instructor Name: _____ New Hire Yes No High School SCCCD

Division Dean: Approved Signature: _____ Date: _____

Section # _____ # _____ # _____