

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

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 the CCAP program.
- All sections of the High School Authorization Form must be completed for each semester of attendance, prior to registration, 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 .

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/ for more information.