

# 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 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):  Concurrent Enrollment  Middle College

**\*\*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 per semester, unless within a CCAP agreement (4 courses for a total of 15 units)**, 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** \_\_\_\_\_  
**Signature of High School Counselor or Principal** \_\_\_\_\_ **Date** \_\_\_\_\_

▼ **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.

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 \_\_\_\_\_  
(Month/Year) (Month/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 are allowed to enroll into **up to 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, 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.
- Forms can be turned into 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 (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.

**Middle College:** Grossmont Middle College High School is a partnership of the Grossmont Union High School District and Grossmont College on the campus of Grossmont College (building 38G) for high school juniors and seniors. Students enrolled in this program specifically should check the “Middle College” box on page 1 of the High School Authorization Form.

## **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).
- **Serving students with disabilities:** Student support services will be provided to high school students by both the College and the High School. 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/](http://www.cuyamaca.edu/services/dsps/) for more information.