DUAL ENROLLMENT PROGRAMS

What is Dual Enrollment? Previously identified as "special admit" students, Dual Enrollment applies to high school students concurrently enrolling in community college courses. As of Fall 2015, Cuesta offers two Dual Enrollment programs for high school students: **CCAP Program** and **Enrichment Program**.

- **CCAP Program:** Under a College and Career Access Pathways (CCAP) formal agreement, Cuesta has partnered with school districts in San Luis Obispo County to schedule courses on high school campuses during the regular school day. Established by Assembly Bill 288, Section 76004 of the Education Code, CCAP Track courses have additional enrollment/reporting requirements and are closed to the public. The admission and registration process for CCAP courses is administered by Cuesta staff.
- **Enrichment Program:** Available to any high school student, who in the opinion of their school principal, would benefit from "advanced scholastic" or "vocational" college coursework offered at any Cuesta campus or online published in the online Class Finder schedule. Qualified students on their own accord, apply and register under Cuesta's Enrichment Program.

DUAL ENROLLMENT REQUIREMENTS

- All high school students must submit an online OpenCCC admission application to be admitted to Cuesta.
- Authorization required from student's Principal (or pre-authorized designee) and parent/guardian.
- All course co-requisite and prerequisite requirements must be met.
- Students are assigned plus/minus grading symbols based on a 4.0 grade point scale under Cuesta's grading policies and an academic record/transcript is established.
- Disclosure of student information/records governed by FERPA, regardless of student's age.
- It is the student's responsibility to adhere to instructor's attendance policy or drop course(s) within deadlines.

DUAL ENROLLMENT RESTRICTIONS

- Enrollment in Kinesiology (physical education) activity courses is not allowed.
- Maximum enrollment limit of 11.0 credits for spring/fall terms and 9.0 credits for summer.
- Ineligible for early priority to register.
- Designated courses are restricted by age as of the start of the term.
- Ineligible for financial aid.

CCAP Agreement Program	Enrichment Program

• Student must submit OpenCCC application when beginning program and reapply if absent two or more terms.
• Approved CCAP Agreement Petition submitted by school district when beginning program.
    ○ Summer restriction not applicable – no CCAP courses scheduled during summer
• *All registration fees waived.
• Course closed to public and scheduled on high school campus during regular school days.
• Registration processed by Cuesta staff.
• Course drop deadlines vary by high school – student refers to instructor of course or login to myCuesta portal *Student Registration Services* and click on "My Class Schedule/Receipt" to see their course drop deadlines.
• Course meetings/holidays follow high school's calendar.
• Textbook(s) and course supplies provided by high school.
	• Student submit OpenCCC application <u>each</u> term student wishes to enroll at Cuesta.
	• Student submits approved Permit to Enroll.
	    ○ Summer restriction: No more than 5% of pupils who completed grade prior may be recommended by Principal
	• Enrollment fee and Student Representation fee waived. Student responsible for paying following fees, if applicable:
	    ○ *Nonresident Fee
	    ○ Course material fee
	    ○ Student Center fee (SLO Campus)
	    ○ Health Center (SLO or NCC Campus)
	    ○ Parking permit
	    ○ Cuesta Student ID Card
	• Open enrollment for Cuesta courses published in online Class Finder.
	• Student registers online via myCuesta portal.
	• Course drop/refund deadlines published in online Class Finder and follow Cuesta's Student Planning Calendar or students' myCuesta "Class Schedule/Receipt."
	• Course meetings/holidays follow Cuesta's Student Planning Calendar.
	• Textbook(s) and course supplies purchased by student.

Foreign exchange students with an F1/M1 Visa are not eligible for nonresident tuition fee waiver.

What is FERPA? The Federal Education Rights and Privacy Act (FERPA) affords students who enter a postsecondary institution, at any age, the right to provide written consent before Cuesta may disclose information from student's education records. Under FERPA, all college coursework which includes academic information, including grades, may only be released to the student only – regardless of age. All Dual Enrollment students, under the CCAP or Enrichment Program, are governed by FERPA and academic information is not released to parents without the written consent of the student.

Where can I find Cuesta's Student Planning Calendar for Cuesta course deadlines? Go to the Cuesta web site at www.cuesta.edu – click on "Calendars" at the top of the website. The direct link is: http://www.cuesta.edu/student/documents/admissions_records/studentcalendar.pdf

Will Cuesta classes count for both high school and college credit? Please check with your high school counselor for the amount of high school credit you will receive. If the course is Cuesta degree applicable and/or transferable to the CSU or UC system, it will provide college credit.

How do I find co-requisite/prerequisite course information?   Information is posted in the Cuesta College Catalog for the course and in the online Class Finder if the course is offered for the term.

How can I find courses with age-restrictions for Dual Enrollment students? Courses are posted at Enrichment Student Program web page: https://www.cuesta.edu/student/documents/admissions_records/agelimit.pdf

How do Dual Enrollment students participate in the Cuesta Promise Scholarship Program? All graduates from San Luis Obispo County high schools, including students who receive their GED or are home-schooled, must attend Cuesta College the fall semester immediately following their completion of high school to qualify. Beginning November 1, students submit a Fall Semester OpenCCC application online to update their status from a Dual Enrollment to First-Time College student then follow the steps to complete the Cuesta Promise application process.

What is the Cuesta Promise Scholarship Program? The Cuesta Promise is a scholarship program for San Luis Obispo County high school graduates to attend Cuesta fee-free for two years. For more information: https://www.cuesta.edu/admissionsaid/cuestapromise/index.html

Will Dual Enrollment courses and grades effect participation in Cuesta Promise Scholarship Program? No, as long as students complete the steps for the Promise Scholarship by the deadline, Dual Enrollment grades will not effect Promise Scholarship eligibility.

Poor academic performance will have an effect on the student's Academic Standing under the following conditions:

- Two terms of less than a 2.0 cumulative Cuesta GPA known as Academic Probation
- Two terms of where the percentage of credits enrolled, but not completed, exceeds *50%* for grade entries of "W-withdrawal," "I-incomplete", or "NP-no pass" known as Progress Probation

If a Dual Enrollment student is placed on two terms of Academic or Progress Probation (or a combination of either), the student will lose the benefit of early Promise priority to register. In addition, the student will need to complete a Back on Track Workshop for reinstatement to attend the fall term.

Will Dual Enrollment coursework effect future financial aid eligibility?

While grades and the number of completed/attempted units may affect eligibility for state and federal financial aids, students who have issues can file an appeal to have their eligibility reinstated.