



Columbia College Dual Enrollment Registration Form

STUDENT INFORMATION

Name: _____ Date of Birth: _____ Phone #: _____

Grade Level: _____ High School: _____ Columbia College Student ID W#: _____

Please indicate the **YEAR** you are petitioning to enroll (form due every summer): 20 _____

DUAL ENROLLMENT PROGRAM TYPE (SELECT ALL THAT APPLY)

General Dual Enrollment (Special Admit): CCAP (College & Career Access Pathway):

Middle College/Early College (Sonora & Summerville High Only):

HIGH SCHOOL APPROVAL

High school principal or authorized designee – 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 and may benefit from advanced scholastic education. (Ed Code 48800(a)) I support this student enrolling in up to 11 units (15 units for CCAP), not to exceed 4 courses. I understand this approval will allow the student to enroll in Columbia College courses for the duration of the academic year, and that the college cannot limit enrollment into select classes. A new form will be required every summer term. **I have also attached the student's high school transcript.**

SUMMER ONLY: I certify that I am limiting the number of recommendations to no more than five percent of the total number of students who completed the grade immediately prior to the time of the recommendation for summer session. (Ed Code 48800 (d))

High School Designee Signature: _____ Date: _____ 

Print Name: _____ Contact Phone: _____

STUDENT AGREEMENT

By initialing and signing below the student acknowledges that they have read and understand the following:

_____ All Columbia College dual enrollment students are expected to have the maturity to function effectively on a college campus and comply with the Columbia College Student Code of Conduct. No special arrangements or additional supervision of underage students are available.

_____ **Grades: By participating in a dual enrollment course you are creating a college transcript.** The grade(s) you earn in your Columbia College classes will become part of your official college academic record. The college will submit final grades to the high school upon request from the student or high school administrator.

_____ Students participating in dual enrollment must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 67% of course attempted) to maintain eligibility for financial aid when they begin college after high school graduation.

_____ **Student Records:** The student understands that all academic records (such as unofficial transcripts) are accessible directly through the connectColumbia portal.

The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and board policy. (Ed Code 48800-48802, 76001, 76300)

Student Signature: _____ Date: _____ 

Printed Name: _____

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Accommodations for students with disabilities are by regulation different for college classes than for high school classes. If you are a student with a documented disability (i.e., IEP, 504 plan, etc.) and/or you would like to know about accommodations available for the college course for which you are enrolling please contact Disabled Students Programs and Services (DSPS) at 588-5130.

PARENT/LEGAL GUARDIAN AGREEMENT

By initialing and signing below the parent/guardian acknowledges they have read and understand the following:

- _____ **Contacting Instructors:** Your student is enrolled in a college course and engaged in an adult learning environment. College instructors are generally prohibited by FERPA from discussing student performance or other student-related issues with anyone other than the enrolled student, as opposed to the type of intervention you may be accustomed to at the high school level. We recommend that parents encourage self-advocacy in their student to engage directly with their college faculty member as adult learners. In keeping with FERPA training and experience, if a direct conversation is warranted, a joint meeting with the student, parent(s), and instructor may take place with student permission to discuss their performance with the parent(s) present.
- _____ **Student Records:** Although Board Policy, Ed Code, and FERPA maintain certain provisions for parental access to student records, we suggest parents work closely with their student and high school to stay abreast of the student's academic standing. As noted above, course grades may be provided to the high school upon request. Students also have the ability to view their records through connectColumbia and in many classes through Canvas.
- _____ **Course Content/Material:** Dual enrollment courses are taught to the rigor of a college course. As such, please be aware that discussion topics and course materials are generally designed for adult students. No parental permission will be sought for sensitive material.
- _____ **Students with Disabilities Accommodations:** Parent has read and understands the statement regarding accommodations for disabled students found on the front side of this form.
- _____ **Your student will receive no special consideration because they are a high school student and will be subject to the rules, regulations, and policies of Columbia College.**

Consent for treatment of minors:

- _____ Any registered student under the age of 18 is required to have a parent/guardian sign a consent for medical treatment. Unless revoked by the parent/guardian, this consent will remain in effect while the student remains enrolled in Columbia College, up to the age of 18.
- _____ Parent authorizes medical treatment or personal counseling services by the staff of Columbia College Health Services, as needed.
- _____ This authorization is given in advance of any specific diagnosis, treatment of medical care being required or pursuant to the provisions of Family Code Section 6910-6911 / Section 25.8 of the California Civil Code.

Emergency contact name: _____ Contact #: _____

Relation to student: _____ Student medical conditions: _____

Student's physician: _____ Medical insurance: _____

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____



ENROLLMENT PROCEDURES FOR HIGH SCHOOL STUDENTS	
Apply	New Students must complete the online application. There are instructions for this process on the college website: www.gocolumbia.edu/dualenrollment/highschoolappinstructions.php
Forms	<ul style="list-style-type: none"> Complete this registration form once per year and be sure it has parent and high school signatures Include a copy of your high school transcripts with this form Complete a California College Promise Grant (CCPG) ONLY if you plan to take more than 11 units each term (15 units for CCAP students).
Register	Register for your class(es) using ConnectColumbia. There is a <u>video</u> on the website with in- depth instructions. The college will enroll students into CCAP courses only.
Fees	Although high school students receive free tuition, there may be small fees associated with your registration. You can pay your fees through the connectColumbia portal.
Textbooks	Be sure to look up your class(es) using the Class Search tool on the website and identify the books you will need by clicking on the "books" link to the right of the class listing. CCAP textbooks will be provided by the high school.
Parking	If you are taking classes on campus and plan to park in the student lot, be sure to purchase your parking permit. Please visit http://mycampuspermit.com/ to purchase a permit online.