

◆ FALL 2020 ◆

DUAL ENROLLMENT REGISTRATION CHEAT SHEET

Use this guide to correctly fill out the Dual Enrollment Registration Form



Columbia College CCAP & Middle College Registration Form

STUDENT INFORMATION

Name: _____ Birth Date: _____ SSN: _____
 Phone #: _____ Columbia College Student ID (W#): _____
 High School: _____ Grade Level: _____

Please indicate **ACADEMIC YEAR** in which you are petitioning to enroll (i.e. 2020-2021): **20** - **20**

Course Number (e.g. FIRE 1)	Course Name	Section Number	Units

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 in the course(s) listed and can benefit from advanced scholastic education. (Ed Code 48800(a)) I recommend that the student enroll in the above named course(s) up to 11 units for Middle College and 15 units for CCAP students, not to exceed 4 courses. I have also attached the student's high school transcript.

High School Designee Signature: _____ Date: _____ **SIGN**
 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 CC classes will become 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 67% of course attempted) to maintain eligibility for financial aid when they begin college after high school graduation.
 Student understands that Columbia College will release final grades to their high school.

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: _____ **SIGN**
 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.

Make sure your name, date of birth, and high school name are included here

If you do not have a Columbia Student ID, make sure to include your SSN

Find the section numbers for your desired classes on the college website class search

If your high school designee is unable to sign this form, Columbia College will obtain this approval via email

Student must read & initial ALL items in the student agreement area!

Student must sign here!

Parents must read and initial ALL areas here

Don't forget to include emergency contact information & parent signature here!

PARENT/LEGAL GUARDIAN AGREEMENT

By initialing and signing below the parent/guardian acknowledges they have read and understand the following:
Student records: Ed Code 49061 states that parents of community college students do not have a right to access their children's student records, regardless of whether or not the student is under the age of 18. As such, student records will not be released to parents without written consent of the student. The Family Educational Rights and Privacy Act (FERPA) Authorization for Release of Information can be obtained at the Admissions & Records office.
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. As such, please be aware that discussion topics and course materials are generally designed for adult students. No parent 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: _____ **SIGN**
 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 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 this term.
Register	Register for your class(es) using ConnectColumbia. There is a video on the website with in-depth instructions.
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.
Parking	If you are taking classes on campus and plan to park in the student lot, be sure to purchase your parking permit. There is a link on our website to the third party vendor, Parking Management Bureau.

Office use only: _____



Return completed form to:
KELSEY HALSTEAD AT
halsteadke@yosemite.edu

