



DUAL ENROLLMENT FORM

Student must be enrolled in a high school to be a Dual Enrolled Student

► Students must bring photo identification (ID)

Main Campus – Aptos
6500 Soquel Drive
Aptos, CA 95003
(831) 479-6201
www.Cabrillo.edu

► **This form may be dropped off by someone other than the student, but NO student info will be given to anyone but the student.**

► **This form may also be emailed to webreg@cabrillo.edu with the subject "Concurrent Enrollment," and it will be processed within 2 business days.**

► **We cannot accept faxed forms.**

Watsonville Center
318 Union Street
Watsonville, CA 95076
(831) 786-4701
www.Cabrillo.edu

Steps to take for Dual Enrollment:

1. Complete the online application every term.
2. Complete online orientation and assessment if needed*
3. Submit Dual Enrollment form
4. Once the enrollment form has been processed by Admissions & Records you may register for, add, and drop, approved classes through WebAdvisor on or after your assigned registration day and time.

- **Tuition will be waived for .25 to 11 units but students must pay the mandatory student fees.**
- **When enrolling in more than 11 units, tuition will be required for all units (no high school waiver applies).**
- You may apply for Board of Governor’s Fee Waiver (BOGW) if taking over 11 units and pay mandatory student fees.

Cabrillo College Student ID # _____ Fall 20____ Spring 20____ Summer 20____

Student’s Name: _____ Age _____ Date of Birth _____

Telephone Number(s): _____ (home) _____ (cell)

Name of current High School: _____ Current Grade Level _____

Home School Yes _____ No _____ Name of Home School: _____

MUST BE COMPLETED AND APPROVED BY THE HIGH SCHOOL REPRESENTATIVE

If you wish to restrict the student's hours of attendance at Cabrillo enter section numbers, otherwise leave section areas blank.

The student is approved to register for the following course(s):

Use these columns ONLY if you are restricting student's hours at Cabrillo		Course Name & Number	Units	Principal’s or designee’s signature	For A&R Only
Preferred Section	Alternate Section				

If sections are selected, every attempt will be made to enroll the student in their preferred section of the approved course. When space is not available, alternate sections (days or times) may need to be considered in order to register for the approved course.

**Some courses have required and blocked prerequisites for many math and English classes. Assessment is required for these courses. Please note that completing Cabrillo’s online orientation, the assessment for math, English or ESL and beginning an education plan in Student Planning (WebAdvisor) and having these activities completed by the time registration dates and times are identified by Admissions and Records may provide a concurrently enrolled high school student with an earlier registration date.*

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THE FOLLOWING SIGNATURES ARE REQUIRED REGARDLESS OF THE STUDENT'S AGE

I declare under penalty of perjury that the statements submitted by me in connection with this form are true and correct. All materials submitted by me for purposes of admission become the property of Cabrillo College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal. I certify that I understand that by enrolling in courses at Cabrillo College that the coursework will become part of my overall academic college record which includes my overall GPA. I further understand that my grades (including "W" grades) may affect future Financial Aid. I understand that it is my responsibility to register for the courses that are recommended by my high school principal/counselor as shown above. I also understand that there are particular courses that I, as a high school student, am not allowed to take due to course content.

Student's Signature

Date

I approve of my child taking the above listed course(s) at Cabrillo College. I understand that there are privacy restrictions on my child's records and I will be unable to obtain information or transcripts without their written consent. I understand that my child is required to adhere to the academic standards, rules, and regulations of the College. I understand that no extra supervision is provided for minors before, during or after class. I understand that my son/daughter may be required to participate on field trips as part of the requirements of the course.

Student's Parent/Guardian Signature

Date

I am pleased to recommend the above-named student for enrollment in Cabrillo College courses. I believe they are academically prepared for the scholastically advanced course(s) listed above. This student has availed themselves of all opportunities to enroll in an equivalent course at their district of attendance, per the Education Code, Sections 48800, 48800.5 and 76001(a), (b).

K- 12 Principal's or Designee's Signature

Date

Cabrillo College Counselor's Signature (when taking more than 6 units)

Date

K – 12 Minor Students Statement of Understanding

Semester/Year: _____ Date: _____

Student’s Name: _____ Student ID Number: _____

RIGHTS OF ACCESS: Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children’s student records, regardless of whether the student is under the age of 18. Also, under federal law Section 1232g of Title 20 of the United States Code), there is a general right of parental access to student records, but not for college students, regardless of age. In accordance with this regulation, a student’s college record (including their Cabrillo transcript) will be released to the parents only with the written consent of the minor student.

It is imperative that parents and their minor children understand that, as a Cabrillo student, they are entering a college environment which carries with it certain possible situations, which cannot always be anticipated. The atmosphere of classes reflects a diverse adult student population.

The list below is not meant to create undue concern for parents or the minor students, but only to serve as an advisory so that the minor will have a positive educational experience here at Cabrillo College.

POSSIBLE SITUATIONS:

- All college coursework and grades earned become a permanent part of the student’s official college academic history and transcript.
- Poor grades can affect a student’s academic future in such areas as admission to college/universities, eligibility for financial aid, etc.
- Students must adhere to Cabrillo College’s Student Code of Conduct. All disciplinary incidents become a part of the student’s personal history.
- Students are expected to meet all College deadlines such as dropping by established deadlines, as well as submitting class assignments on time, etc.
- Attendance is required. No one will call if the minor student misses class. It is important for students to adhere to Cabrillo College’s Attendance Policy.
- Students may be exposed to adult language outside of the classroom.
- Poor grades can affect a student’s academic future in such areas as admission to college/universities, eligibility for financial aid, etc.
- Instructors cannot inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time. Instructors are not obligated to sit with a child while he/she waits to be picked up.
- Courses may include frank discussion of sensitive topics and audio-visual presentations may be graphic in the content and/or language.
- Group work, field trips, and/or class presentations may be expected in the class. If required, these activities and assignments will not be modified to accommodate minors.
- Students may have access to brochures such as pregnancy, HIV, sexual harassment, alcohol and drug use. Condoms in vending machines are also available in some male and female restrooms on campus.

I certify that I have read the “K-12 Minor Students Statement of Understanding” and release the student to attend Cabrillo College as a college student for the semester listed above.

Parent/Guardian Signature

Date

Student Signature

Date

DUAL ENROLLMENT FORM

POLICY & GUIDELINES

New Dual Enrollment Policy:

- Students whose age or class level is equal to grades 9-12 may attend Cabrillo College as a special part-time student, a special full-time student or a special summer session student for advanced scholastic or vocational courses in accordance with the following procedures. Dual enrollment students may NOT enroll in 200 level courses, or any basic skills/pre-collegiate courses.
- Students enrolled in K-8 grade districts may attend Cabrillo College for advanced scholastic courses, but only as part-time students. Those courses that are designed for students at that specific grade and age level (academic camps for young students' children's theater, etc.)
- Student's wanting to enroll in a Math or English course, must take the Assessment Test.
- Course prerequisites must be met prior to registering.

Student Responsibilities:

- You must register for approved classes listed on the front of your Dual Enrollment form only. Registering for non-approved classes may result in coursework not being accepted at your high school.
- Dual enrollment students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.
- You are responsible for reviewing and abiding by all academic policies as listed in the Schedule of Classes and College Catalog.
- If you are enrolled in more than 11 units, you are responsible for all fees associated with those courses.
- You are expected to meet all College deadlines such as dropping by established deadlines, as well as submitting any class assignments on time.
- Attendance is required. No one will call if you miss class. It is important for students to adhere to College's Attendance Policy.
- You are required to request that your official Cabrillo College transcript be sent to your current school as needed. This is not an automatic process.
- The student is responsible for purchasing any books or supplies that are required for each course.

Parent or Guardian Information:

- Dual enrollment students are treated like every other college student. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA). Academic information is only released with the written consent of the student.
- Please note: Your child will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the K-12 Minor Student Statement of Understanding form acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off campus.
- All courses taken will be taken for college credit and become a part of the official college record. Poor grades can affect their academic future in such areas as admission to colleges/universities, eligibility for financial aid, eligibility for athletics, and academic probation.
- Parents are not allowed to be present in the classroom unless they are registered for that class.
- Instructors are not responsible to inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time.

Rights of Access:

Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. Also, under federal law Section 1232g of Title 20 of the United States Code), there is a general right of parental access to student records, but not for college students, regardless of age. In accordance with this regulation, a student's college record (including their Cabrillo transcript) will be released to the parents only with the written consent of the minor student.

Students can request official transcripts online and/or view grades on WebAdvisor.