

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT (GCCCD)

## Dual Enrollment Authorization Form for College and Career Access Pathways (CCAP) Courses -For CCAP Classes Held on the High School Campus Only-

### IMPORTANT INFORMATION:

The submission of this form is required only once and is valid throughout the entirety of a student's participation in the CCAP program **with the high school listed below.**

Students may also choose to take college courses offered at the college campuses. However, **additional paperwork will be required.**

<b>For GCCCD Official Use Only</b>
Received Date: _____
Received By: _____

### ▼ THIS SECTION MUST BE COMPLETED BY THE STUDENT ▼

College Attending:  Cuyamaca  Grossmont College GCCCD ID NUMBER: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle Date of Birth (mm-dd-yyyy)

Student Address: \_\_\_\_\_  
Number & Street City/State Zip Code Phone

Current Grade Level (9-12): \_\_\_\_\_ Expected High School Graduation Date: \_\_\_\_\_

High School Currently Attending: \_\_\_\_\_

This authorization form will be effective from: Current Term: \_\_\_\_\_ Year: \_\_\_\_\_

*This authorization is valid throughout my participation in a CCAP program and will remain in effect through my expected high school graduation date listed above.*

### Admissions Regulations:

1. Students may enroll into a maximum of 11 units per term (no more than 4 courses). All fees will be waived.
2. Students must satisfy course prerequisites, placement, and eligibility requirements, if applicable. Proof may be required. Please contact the Counseling Office ([Grossmont](#) or [Cuyamaca](#)) for more information
3. Students will receive college credit for courses, establishing a **permanent academic college record** of grades earned.
4. I understand that courses are subject to all terms and conditions associated with college enrollment. I have read the above Admissions Regulations, and the attached pages of the "College and Career Access Pathways (CCAP) Dual Enrollment Information Sheet" and agree to abide by them.

X \_\_\_\_\_ Date: \_\_\_\_\_

*Student Signature*

### ▼ THIS SECTION MUST BE COMPLETED BY THE HIGH SCHOOL COUNSELOR OR SITE ADMINISTRATOR ▼

I certify and have determined that the above student can 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. State law places a limit on the number of high school students who may enroll in College Exercise Science classes (10%). As required by California Ed Code 48800.5, 76001, 76002, high school student enrollment cannot exceed the 5% limit for total cohort summer enrollment.

Authorized by: \_\_\_\_\_ Phone: \_\_\_\_\_  
Print name and title

X \_\_\_\_\_ Date: \_\_\_\_\_

*High School Counselor or Site Administrator Signature*

▼ **PARENTAL/GUARDIAN SIGNATURE REQUIRED**-▼

**My signature below denotes that I am the parent or legal guardian of the student listed. I understand and accept the following terms, and provide my one-time authorization for my child to enroll in the College and Career Access Pathways (CCAP) Program, for up to 11 units per semester for the duration of their high school enrollment.**

- Students will receive college credit for courses taken at Grossmont or Cuyamaca College, establishing a permanent academic college record of grades earned.
- High schools may determine if college coursework will be used to fulfill high school credit.
- Students **MUST** meet all academic and conduct standards set by the college (see college catalog), as well as the requirements detailed in the “Student Expectations and Responsibilities” listed in the “College and Career Access Pathways (CCAP) Dual Enrollment Information” below.
- Under the Family Rights and Privacy Act (FERPA), college personnel is not authorized to discuss student performance or college record information with parents/legal guardians.
- The right to inspect is limited solely to the student. I understand that in accordance with state & federal law, I will not have the right to access my child’s college records without their written consent or a court order.
- Parents may communicate with the high school staff regarding high school status and records **ONLY**.
- College curriculum and course content will not modified for high school students. However, students with an Individualized Education Program (IEP) or 504 Plan may be eligible to access support services and accommodations through the college. Please note further details in the “College and Career Access Pathways (CCAP) Dual Enrollment Information” below.
- If on the college campus, my minor child/legal ward can receive emergency first aid treatment, if required. They may also receive non-emergency services (first aid, health counseling, etc.) at the Health Services Department at Cuyamaca and Grossmont Colleges.

**X** Date: \_\_\_\_\_

***Parent/Legal Guardian Signature***

▼ **Optional: STUDENT AUTHORIZATION TO RELEASE EDUCATIONAL RECORD** ▼

I, \_\_\_\_\_, \_\_\_\_\_,  
Print Full Name GCCCD Student ID Number

Hereby authorize the Grossmont-Cuyamaca Community College District to release **enrollment information, schedules, and grades** to:

\_\_\_\_\_  
(Name of High School ONLY)

Authorization begins \_\_\_\_\_, \_\_\_\_\_ and is valid throughout my participation in this CCAP program.  
Semester Year

I understand that I (1) have the right **not** to consent to the release of my educational records; (2) have the right to receive a copy of records upon request; (3) and the consent shall remain in effect during my CCAP Program participation, or until revoked by me, in writing, delivered to the Grossmont and Cuyamaca Admissions and Records Office. A revocation shall not affect disclosure previously made by Grossmont or Cuyamaca College before the receipt of written revocation.

**X** \_\_\_\_\_ Date: \_\_\_\_\_

***Student Signature (required)***

**This information is being released subject to the confidentiality provisions of state and federal laws and regulations that 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.**

# College and Career Access Pathways (CCAP) Dual Enrollment Information

Please click on the following Admissions & Records webpages for information regarding enrollment in courses offered at [Grossmont College](#) or [Cuyamaca College](#) campuses.

## Definition of Terms:

**CCAP (College and Career Access Pathways) Courses:** Refer to those courses offered **through/on the high school campus, within the bell schedule (during the normal high school day)**. CCAP courses are closed to the public and are identified within the CCAP Agreement between the college and high school districts.

## Important Information about Dual Enrollment:

- The Dual Enrollment Program allows eligible students to enroll in, and receive credit for, college courses offered through their high school campus.
- CCAP students can enroll into a maximum of **11 units** per term (4 classes).
- Each section of the Dual Enrollment Authorization Form for College and Career Access Pathways (CCAP) Courses must be completed. ○ **Incomplete forms will not be processed.**
- Please email completed forms to:  
Cuyamaca College: [Cuyamaca.Admissions@gcccd.edu](mailto:Cuyamaca.Admissions@gcccd.edu)  
Grossmont College: [Grossmont.Dual@gcccd.edu](mailto:Grossmont.Dual@gcccd.edu)
- CCAP courses are manually added through the Admissions and Records Offices.
- After completion of high school, students who desire to continue with Grossmont and/or Cuyamaca College must submit proof of graduation with the Admissions Office before registering for additional courses.

## Student Information, Expectations, and Responsibilities:

- **Application:** Completion of an Application for Admission is required for new students or returning students who have not enrolled in two (2) consecutive semesters or more.
- If returning after a two semester (or more) absence, please be sure to use your previously created application account to reapply. Please do not create another new account.
- Students are manually enrolled in dual enrollment courses by the Admissions and Records Office, upon receipt of the **Application for Admission**, the **Dual Enrollment Authorization Form for College and Career Access Pathways (CCAP) Courses Form** above.
- **Registration:** CCAP students can enroll into a maximum of **11 units** per term (4 courses).
- **Student Responsibility:** Students taking college classes are expected to take responsibility for their own safety and conduct.
- **Student Code of Conduct:** Students must comply with all district policies, including the Student Code of Conduct (see college catalog) and Student Expectations and Responsibilities outlined here.
- **Course Content and Materials:** The community college is an adult learning environment, with discussion topics and course materials generally designed for adult students. Curriculum, course content, and college processes will not be changed to accommodate high school students.
- **Student Communication and Records:** Students must act independently, on their own behalf, when communicating with their instructors and/or personnel. Under the Family Rights and Privacy Act (FERPA),

college personnel is not authorized to discuss student performance or college record information with parents/legal guardians. Under Section 49061 of the California Education Code, parents/legal guardians of community college students do not have a right to access their child's student records without the written consent of the student, regardless of student age.

- **Academic Standing and College Transcript:** Students enrolling in college courses 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 future financial aid, academic standing, 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 [Academic Calendar](#) of the college websites for deadlines or contact the Admissions & Records Office for questions.
  - Cuyamaca College: [Cuyamaca.Admissions@gcccd.edu](mailto:Cuyamaca.Admissions@gcccd.edu)
  - Grossmont College: [Grossmont.Dual@gcccd.edu](mailto:Grossmont.Dual@gcccd.edu)
- **Fees:** Students' participating in a CCAP Program do not incur costs. Tuition and fees will be waived (Student Representation Fee, Student Health Fee, and Cuyamaca Student Center Fee) as well as textbooks, supply and material fees, and equipment required to participate in CCAP courses.
  - *Students enrolled in CCAP courses may obtain an official college transcript at no cost. Please contact the Admissions & Records Office for details.* Cuyamaca College: [Cuyamaca.Admissions@gcccd.edu](mailto:Cuyamaca.Admissions@gcccd.edu) Grossmont College: [Grossmont.Dual@gcccd.edu](mailto:Grossmont.Dual@gcccd.edu)
- **Services:** Ancillary and support services are provided for all dual enrollment students (e.g. Counseling and Guidance, Placement Assistance, Assessment, Disabled Student Support Services, Library, and Tutoring, etc.).
- **Serving students with disabilities:** Students with an Individualized Education Program (IEP) or 504 Plan taking college courses can access services through the [Accessibility Resource Center](#) (ARC) at Grossmont College or the [Disabled Students Programs & Services](#) (DSPS) at Cuyamaca College. GCCCD provides educational services and access to qualified students with documented disabilities per Title 5 and the Americans with Disabilities Act. The district 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 these programs is confidential.