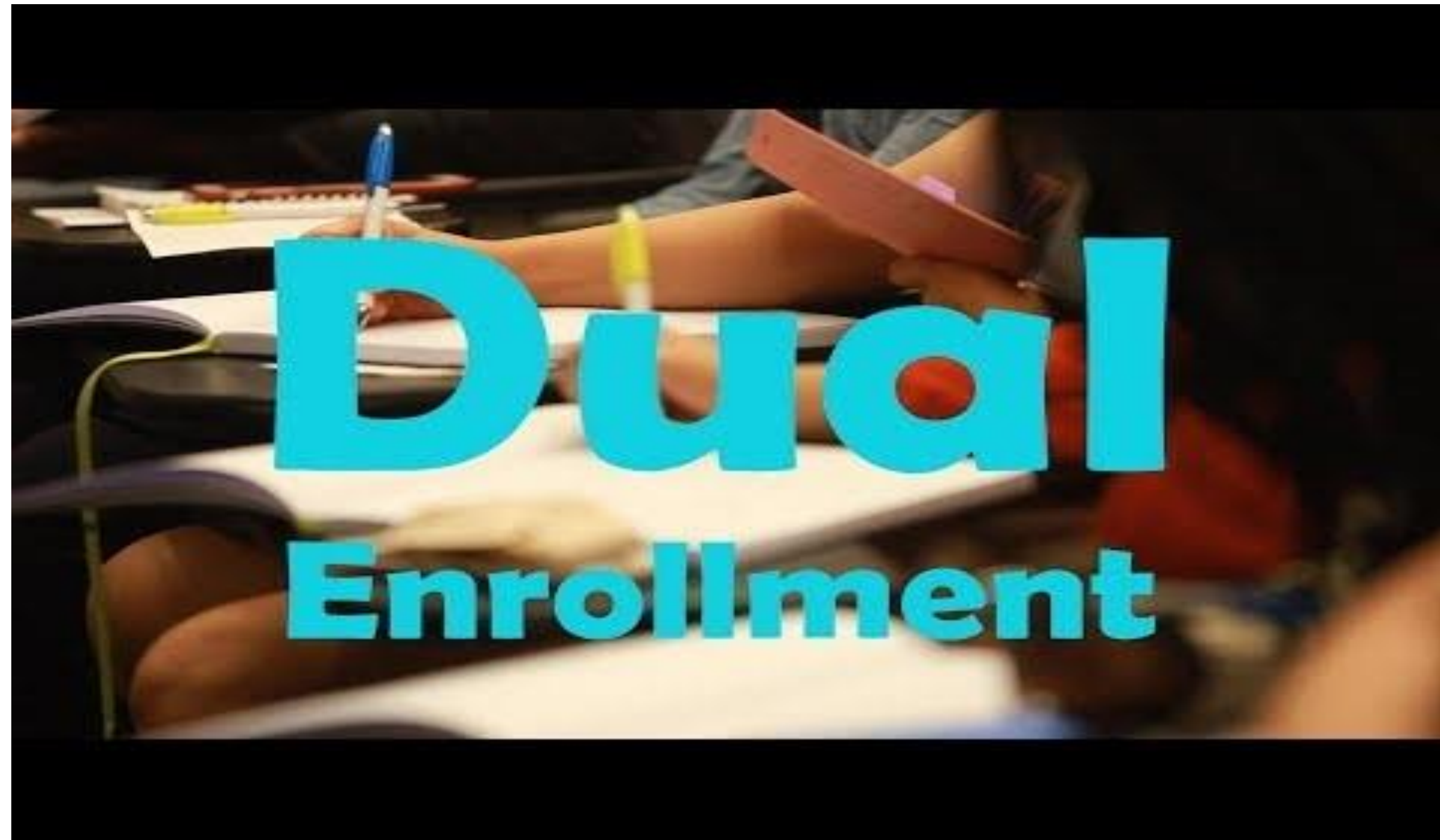


College and Career Access Pathways (CCAP)



SAN DIEGO
COMMUNITY COLLEGE
DISTRICT



What is Dual Enrollment?

College and Career Access Pathways (CCAP)

- Part of regular high school day
- Courses taught by college professor at high school campus
- Credits applied to high school graduation and college degree
- Tuition free to students and include textbooks costs

VS.

Memorandum of Understanding (Site Specific Partnerships)

- Designated course sections at the college campus, with seats saved for partnering high schools
- Times will vary and might be outside of the high school bell schedule
- Credits still apply to high school graduation and college degree
- Tuition free to students and include textbooks costs
- Others fee apply for courses on campus: Health, Parking, Student representation

Benefits



Complete college course work tuition free, continues on to Promise



Reduce the time to complete a college degree



Earn credit towards high school graduation and experience college level courses , weighted HS GPA

Eligibility

1.

Students must have completed the 10th grade

2.

High school students must satisfy course prerequisites and content requirements

3.

Have approval from high school counselor and administration, parent/guardian

4.

Meet minimum high school GPA of 2.5 or higher, 3.0 recommended

What to Expect



- Academic Rigor
- Self Advocacy
- Time Management
- Course Syllabi
- Transcript Impact
- Grades become a part of a student's official permanent college record
- Receiving a W/D/F in a college class as a high school student may have financial aid implications & will result in being disqualified from the college program

FERPA

- In accordance with the California Education Code and Family Educational Rights and Privacy Act of 1974 (FERPA), parents of students taking college classes, regardless of age, do not have a right to access their student's record without written permission from the student
- FERPA applies regardless of where the course is taught, at the college campus and/or the high school site
- College class instructors are not required to communicate with parents, even with permission of the student
- If a student has a concern about thier college class, all inquiries should be directed to the college instructor or the college

On Campus Resources




- General College Counseling for educational and career planning, including transfer
- Tutorial Services
- Library and Technology services



Disability Support Programs and Services (DSPS)

- Identify individual accommodations
- High School accommodations for educational plans
- Utilize appropriate disability management strategies
- Understand legal rights and responsibilities
 - Students that have High School IEP's and 504's don't translate to college level services
 - Will need to apply separately and have DSPS formal intake

www.sdmiramar.edu/campus/dsps
619.388.7312



REQUESTING ACADEMIC ACCOMMODATIONS

FOR HIGH SCHOOL STUDENTS ENROLLED IN COLLEGE COURSES

DSPS CONTACT INFO:

City College
L-206
1313 Park Blvd.
San Diego, CA 92101
(619) 388-3513
www.sdcity.edu/DSPS
CityDSPS@sdccd.edu

Mesa College
14-405
7250 Mesa College Drive
San Diego, CA 92111
(619) 388-2780
www.sdmesa.edu/dsps
mesadsps@sdccd.edu

Miramar College
K1-204
10440 Black Mountain Road
San Diego, CA 92126
(619) 388-7312
www.sdmiramar.edu/dsps
miradsps@sdccd.edu

WHAT ARE ACADEMIC ACCOMMODATIONS?

Academic accommodations authorized by Disability Support Programs and Services (DSPS) are designed to enable students to participate in general activities, programs and classes offered by the college. Accommodations are determined on an individual basis with a DSPS Counselor.

WHAT TYPES OF ACCOMMODATIONS MIGHT BE PROVIDED?

Some examples include but are not limited to:

Extra time on tests and quizzes	Ability to record lectures
Use of Assistive Technology	Interpreting
Breaks as needed	Alternate Media

HOW DO I APPLY FOR SERVICES?

Application material is available through your College Liaison or online at the college websites included on this flyer.

1. Complete the DSPS Application for Services, to the best of your ability.
2. Verification of Disability can be provided using one of the following:
 - a. Most recent School District documentation (IEP or 504 Plan)
 - b. Documentation from your Medical Provider or Clinician
 - c. Completed and signed DSPS Verification of Disability form.

The DSPS Application for Services and Verification of Disability need to be provided to the DSPS office at the college campus you are enrolled.

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION MATERIAL?

Once all of your application material is received and reviewed, the DSPS office will contact you to schedule an intake appointment.

For students enrolled in courses meeting at your high school, DSPS will offer to coordinate the intake appointment at your high school site.

For students enrolled in courses meeting at the college, your intake appointment will take place at the college DSPS office.

I HAVE AN IEP OR 504 PLAN. WILL I BE AUTHORIZED FOR THE SAME ACCOMMODATIONS I RECEIVE IN MY HIGH SCHOOL CLASSES?

It depends upon what the requested or recommended accommodations might be. How you request, use and schedule accommodations will probably be different and need to be discussed with a DSPS counselor first, during your intake appointment. Many accommodations such as receiving extended time on a test require students schedule their request in advance, or it may not be provided. Students should apply for services as early as possible, as accommodations can require time to coordinate. More information regarding some differences with accommodations between high school and postsecondary institutions/colleges can be found on the back of this page and/or at the Department of Education's Office of Civil Rights page: www2.ed.gov/about/offices/list/ocr/transition.html.

Course Selection

- Courses offered vary depending on site
- Consult with high school counselor for available selection and guidance toward the appropriate courses
- Dates and meeting schedules are pre-determined

Steps to enroll

1. Apply to the California Community College system
2. Complete, Review and Submit
 - You will get an account number, CCCID. This is the statewide application system, your CCCID is not your college ID.
3. Click Continue to advance to apply to the college.



California
Community
Colleges

OpenCCC

To continue to a California Community College secure web application, **please sign in or create a new account.**

Sign In

Forgot?

Username

- Enter OpenCCC Username -



Password

- Enter OpenCCC Password -



Sign In

Create a New Account

A Service Of The

California Community Colleges Chancellor's Office

[Help](#)

[Terms of Use](#)

[Accessibility](#)

[Privacy Policy](#)

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is:

Next Step

Continue to a Secure CCC Application

Continue



Supplemental Application

- Use your new college ID number through SDCCD to complete supplemental application. DocuSign is a web portal that allows students and parents to electronically complete and sign enrollment documents. [DocuSign Video Guide](#)
- New, first time CCAP students and parents will need to complete the DocuSign enrollment documents
- Students taking courses at the college will need to complete a paper form each semester

Courses at the College Campus (MOU)

San Diego Community College District Supplemental Application and Certification of Special Part-Time High School Student		PARENT/GUARDIAN PERMISSION FOR MINOR CHILD TO ENROLL IN A COLLEGE CLASS (to be completed by the Parent/Guardian)																																									
Student ID Number: _____	<input type="checkbox"/> City <input type="checkbox"/> Mesa <input type="checkbox"/> Miramar <input type="checkbox"/> ECC <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20_____	I grant permission for my child, _____, to (Student's Name) enroll in the indicated class(es) listed herein during the: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year 20_____																																									
	Name: _____ Student ID Number: _____ (PRINT) Last First MI	Indicate College: <input type="checkbox"/> City <input type="checkbox"/> Mesa <input type="checkbox"/> Miramar <input type="checkbox"/> ECC																																									
Current Grade Level: _____ Expected High School Graduation Date: _____	<ul style="list-style-type: none">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.I understand that students attending classes on the college campuses are guests and must comply with all policies of the District including the Student Code of Conduct (Board of Trustees Policy, BP 3100). Students who violate District policies will be subject to removal.I have received and read the <i>Important Facts of Concurrent Enrollment</i>.Note that some private institutions may not grant college credit if the student also received high school credit for the same course.																																										
Admission Regulations: <ul style="list-style-type: none">Students must have completed the 10th grade.Students may enroll in fewer than 12 units and have their enrollment fees waived.Partnership agreements may have alternative or other specific enrollment guidelines.High school students must satisfy course prerequisites and eligibility requirements. Proof required – contact the college for information.Physical education activity classes will not be permitted for enrollment.The course must be advanced scholastic or technical (college degree applicable). Contact the college Admissions Office for details.Students will be given college credit for all courses. Grades will be part of the student's permanent college record.I have received and read the <i>Important Facts of Concurrent Enrollment</i>.	Parent/Guardian Name: _____ (PRINT) Last First MI Signature: _____ Date: _____																																										
Academic Standing Rules: <ul style="list-style-type: none">Students must maintain a 2.0 grade point average each semester in all college work.Students must not receive a "W", "I" and "NP" in any college semester or the student will be academically disqualified.A special part-time student whose grade point average falls below a 2.0, or who does not complete 60% of all units attempted will not be permitted to re-enroll.	MINOR'S AUTHORIZATION CONSENT FOR MEDICAL TREATMENT (to be completed by the Parent/Guardian) <ul style="list-style-type: none">In cases of illness, injury or life threatening emergencies, I hereby authorize San Diego City, Mesa and/or Miramar College Student Health Services staff to assess and treat my child.Permission is also granted to provide a referral to an outside physician and facility, if deemed necessary by health care providers.This permission does not cover special elective procedures requiring local anesthesia (suturing, biopsy, toenail removal). Parent/guardian will be contacted via telephone, and sent consent form for permission to perform these procedures.Per state law, parental permission is NOT required in cases of treatment of sexually transmitted disease and contraception (birth control).Nominal fees may be charged for laboratory, pharmacy, and special procedures deemed necessary by health care providers at the college Student Health Services. Payment of these fees will be required at the time services are received.I authorize the college to provide medical treatment to my child in case of emergencies.																																										
I have read the Admission Regulations and Academic Standing Rules stated above and understand the eligibility requirements thereof.	Parent/Guardian Name: _____ (PRINT) Last First MI Parent/Guardian Signature: _____ Date: _____																																										
Student Signature: _____ Date: _____	ACCESS TO STUDENT RECORDS (to be completed by the student)																																										
HIGH SCHOOL CERTIFICATION (to be completed by the high school) <ul style="list-style-type: none">This is to certify that _____ at: _____ high school has (Student's Name) (Name of High School) my recommendation to attend community college based upon their ability to benefit from advanced scholastic work in accordance with California Education Code Section 48800.5.The above student is approved to attend the course listed below with the San Diego Community College District during the: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20_____	I, _____, hereby authorize access to all of my academic records (Student Name) maintained by the San Diego Community College District to the following school/person/organization listed below: <ul style="list-style-type: none"><input type="checkbox"/> School/District: _____<input type="checkbox"/> Parent/Guardian: _____<input type="checkbox"/> Organization/Other Third Party Designee: _____																																										
<table border="1"><thead><tr><th rowspan="2">Course Number</th><th rowspan="2">Course Reference Number (CRN)</th><th rowspan="2">Subject Area</th><th rowspan="2">Units</th><th colspan="7">Class Meets</th></tr><tr><th>Hours (Begin/End)</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> <ul style="list-style-type: none">I certify that the course is not available at the school of attendance.I certify that any ADA for this student is claimed in accordance with the law.I certify that in conformity with California Education Code, no more than 5% of this student's class is participating in concurrent summer enrollment at a community college.I certify that this student's enrollment is consistent with the admission regulations above.	Course Number	Course Reference Number (CRN)	Subject Area	Units	Class Meets							Hours (Begin/End)	M	T	W	Th	F	S																							This authorization will be effective beginning: _____ through: _____ (Term) (Term) Student Signature: _____ Date: _____		
Course Number					Course Reference Number (CRN)	Subject Area	Units	Class Meets																																			
	Hours (Begin/End)	M	T	W				Th	F	S																																	
Principal/Vice Principal Name: _____ Date: _____ (PRINT) Last First Principal/Vice Principal Signature: _____ School Telephone: (_____) _____	Distribution: Campus Admissions Office; Original sent to District Record Office at end of term SS-PTHS 06/2019																																										

Timeline for Fall 2020 Courses

- All forms (DocuSign and/or physical forms) must be submitted by the date set by your school
- Changes are subject to high school counselor liaison approval and must meet deadlines
- Be mindful of your college course start date

Questions & Concerns

Primary contact is your college professor

For additional questions about college processes contact

Miramar:

ccapmiramar@sdccd.edu