

The background features abstract teal shapes: a large curved shape on the top left, a large circular shape on the bottom right, and a small solid circle on the bottom right.

**SAN DIEGO COMMUNITY  
COLLEGE  
DUAL ENROLLMENT**

# WHAT IS DUAL ENROLLMENT?

## College and Career Access Pathways (CCAP)

*vs.*

## Memorandum of Understanding (Site Specific Partnerships)

- 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

- 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



Students must have completed the 10th grade

High school students must satisfy course prerequisites and content requirements

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

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

# WHAT TO EXPECT

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Academic Rigor

Course Syllabi

Self Advocacy

Time Management

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

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- 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 their college class, all inquiries should be directed to the college instructor or the college





# CAMPUS RESOURCES

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

# DISABILITY SUPPORT PROGRAMS AND SERVICES

- 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](http://WWW.SDMIRAMAR.EDU/CAMPUS/DSPS) ● [MIRADSPS@SDCCD.EDU](mailto:MIRADSPS@SDCCD.EDU)

SAN DIEGO  
CITY COLLEGE

SAN DIEGO  
MESA COLLEGE

SAN DIEGO  
MIRAMAR  
COLLEGE

## REQUESTING ACADEMIC ACCOMMODATIONS

### FOR HIGH SCHOOL STUDENTS ENROLLED IN COLLEGE COURSES

#### DSPS CONTACT INFO:

##### City College

L-204  
1313 Park Blvd.  
San Diego, CA 92101  
(619) 388-3513  
[www.sdcity.edu/DSPS](http://www.sdcity.edu/DSPS)  
[CityDSPS@sdccd.edu](mailto:CityDSPS@sdccd.edu)

##### Mesa College

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

##### Miramar College

K1-204  
10440 Black Mountain Road  
San Diego, CA 92126  
(619) 388-7332  
[www.sdmiramar.edu/dsps](http://www.sdmiramar.edu/dsps)  
[miradsps@sdccd.edu](mailto: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](http://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

[apply.sdccd.edu](http://apply.sdccd.edu)

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

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- 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)



**Supplemental Application for Special Part-Time/Joint-Diploma**

Supplemental Application for Dual Enrollment High School Students (Spec... ▼

High school students requesting concurrent enrollment may be admitted as "Special Part-Time" High School Students or "Joint Diploma" High School Students, subject to specific requirements. For more information please visit: <https://www.sdccd.edu/future-students/high-school-students.aspx>.

To search the class schedule, please visit <https://www.sdccd.edu/students/class-search/search.html> for open classes.

**College \***

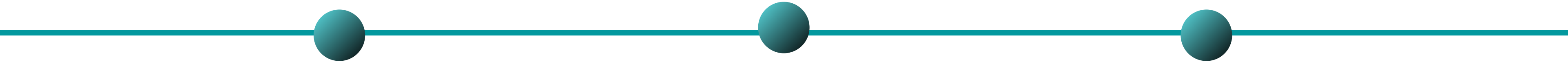
Please select the college you would like to attend.

**Term \***

Please select the term you are registering for.




# TIMELINE FOR 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  
Liaison or designee at your high  
school**

**For additional questions about  
college processes contact  
[ccapmiramara@sdccd.edu](mailto:ccapmiramara@sdccd.edu)**

