



Dual Enrollment for RUSD Students: A College Partnership Program



Fall, 2016 – Student Checklist

- Pay attention to RUSD automated dialer messages, high school websites, and flyers in the Counseling Center for any updates or changes to the Dual Enrollment for RUSD Students Partnership Program.
- Visit the [RUSD Dual Enrollment Partnership Information](#) site for updated Partnership Program information and important dates
- Visit the [Crafton Hills/RUSD Partnership site](#) to complete the *Fall 2016 Interest Form*.
- Attend the *Crafton Hills College Information and Application Session* on Saturday, June 25th from 10:00-1:00 PM at CHC in Room LRC 226.
 - Parents and students should both attend
 - Students will complete the online Crafton Hills College *Application for Admission*
 - Students will receive information for how to register for the courses
 - Students will receive additional paperwork:
 - ★ *High School Concurrent Enrollment Form*
 - ★ *Minors Consent for Medical Treatment and/or Counseling Form*
- Obtain a *signed high school transcript* and have the *High School Concurrent Enrollment Form* signed by a high school administrator or counselor
 - Students will need to visit their home high school to obtain copies of transcripts and to have the enrollment paperwork signed
 - Should school officials be unavailable during the summer months, students may visit the RUSD District Office at 20 W. Lugonia Avenue; students should direct their inquiries to Karen Houston in Student Attendance or Stephanie Lock in Assessment and Student Data.
- Submit paperwork and transcripts to CHC during a paperwork collection day.
 - Students may turn-in their enrollment paperwork as follows:
 - ★ REVHS – June 28, 2016 – Career Center – 1:00-3:00 PM
 - ★ RUSD District Office – June 29, 2016 – Studio – 1:00-3:00 PM
 - ★ CHC – June 30 – July 14, 2016 – Admissions Office – 10:00-1:00 PM
 - Paperwork turn-in is done on a drop-in basis, anytime during the times as listed
 - **All enrollment paperwork must be turned in by July 14, 2016**
- Students will receive login information for WebAdvisor when they officially complete the CHC Application for Admission. This login information will be needed for course registration, which begins online on **July 23, 2016**.
- Students will receive notification of their confirmed enrollment or of their placement on a waiting list, if the course reaches capacity.
- Students will be placed on waiting lists until a determination is made as to whether additional sections can be created; students will be notified if new sections are available and/or if a spot in an open course section becomes available.
- Students should attend the first class meeting; if the class is at capacity, absent students' spots will be given to students on the waiting list, and students will be dropped from the course. If the enrollment is too low, the class may be cancelled.
- Students should practice self-advocacy by communicating directly with the course instructor regarding any concerns about attendance, grades, dropping a class, tutoring options, or any other course questions or concerns.
- If there are additional concerns or questions, students may contact Dr. Stephanie Lock, Assistant Principal on Special Projects, College and Career Pathways, at the Redlands Unified School District Office at (909) 307-5300, or by email: stephanie_lock@redlands.k12.ca.us