



Admissions & Records Office  
11711 Sand Canyon Road  
Yucaipa, CA. 92399-1799  
P: (909) 389-3372  
Web: www.craftonhills.edu

# High-School Dual-Enrollment Request

STUDENT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ CHC Student ID# \_\_\_\_\_

Telephone \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Grade Level \_\_\_\_\_

Enrollment term: ☐ Spring ☐ Summer ☐ Fall 20 \_\_\_\_\_

- ☐ I intend on enrolling in courses at my High-School campus as part of a partnership program  
☐ I intend on enrolling in courses at Crafton Hills College campus

Have you completed an online admissions application for the term in which you intend to enroll? ☐ Yes ☐ No

Dual Enrollment students MUST submit an application every semester at [www.craftonhills.edu/apply](http://www.craftonhills.edu/apply).

Do you have a cumulative GPA of 2.00 or higher? ☐ Yes ☐ No

Have you completed the 10<sup>th</sup> grade? ☐ Yes ☐ No

If no, please see the Admission of Students Below Grade 11 section on the back page for additional requirements.

PRIMARY COURSES		ALTERNATE COURSES	
COURSE TITLE & NUMBER (i.e. ENGL 101)	UNITS (Max 11)	COURSE TITLE & NUMBER (i.e. MATH 102)	UNITS (Max 11)

- In accordance with Education Code 76001 (d), a dual enrollment student may not enroll in more than 11 units, or the equivalent thereof for summer sessions, per semester
- Students will not be permitted to enroll in courses they have failed in high school
- Students will not be permitted to enroll in courses below 100 level, nor 900 level courses
- Students will not be permitted to enroll in Kinesiology (P.E.) courses\*

\*Refer to the Important Information section on the back page

I understand that the courses requested on this form are for College credit, and that enrollment at CHC creates a permanent record that must be reported to any colleges I apply to in the future. I agree to abide by all rules and regulations set forth in the CHC catalog. I also understand that my enrollment at CHC will be limited to no more than eleven units per semester, pursuant to Education Code 76001, d. I also certify that I have read this entire document, front and back, and understand its contents completely.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

PARENT/GUARDIAN

As the parent / legal guardian of the student; I hereby grant permission for this student to attend classes at Crafton Hills College. I certify that this student has had all required immunizations and will provide their own transportation to and from the college. I acknowledge that my student will be expected to adhere to all college rules of conduct and that some college courses may contain mature subject matter and adults may enroll in courses alongside high school students. **I understand that in accordance with State and Federal law, I will not have the right to access my students' college records without his/her written consent, and that I may not contact their instructors for any information regarding their progress. I acknowledge that Crafton Hills College reserves the right to deny admission to courses.** I also certify that I have read this entire document, front and back, and understand its contents completely.

Parent / Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

HIGH-SCHOOL

Pursuant to Education Code 48800:

- I have reviewed the academic record of the above named student and certify that the student demonstrates adequate preparation in the course(s) listed and can benefit from advanced scholastic or vocational work
- Students who intend on enrolling in summer courses have exhausted all opportunities to enroll in an equivalent course at his or her school of attendance
- SUMMER ONLY:** I am limiting the number of recommendations to no more than five percent of the total number of pupils per grade level who completed the grade immediately prior to the time of the recommendation for this session

I certify that all of the preceding provisions are true and recommend the student for the above listed courses, having met the minimum qualifications for enrollment at Crafton Hills College. I also certify that I have read this entire document, front and back, and understand its contents completely.

\_\_\_\_\_  
Name of High School City and State Telephone Number

\_\_\_\_\_  
Principal or Designee Signature Title Date

The above signature does not ensure automatic approval of this request. Final approvals are made by Crafton Hills College Admissions & Records.

### **Admission of high school students:**

Crafton Hills College may admit high school students who have completed the tenth grade who are capable of benefiting from advanced scholastic courses (i.e., college level), and are seeking educational opportunities not otherwise available to them.

To be eligible, students must have:

- The recommendation of the high school principal or designee
- The consent of a parent or guardian (if student is under age 18)
- Demonstrated adequate preparation in the discipline to be studied
- A cumulative GPA of 2.0 or higher

Students who meet the eligibility requirements, must submit the following each semester:

- [College Application for Admission](#)
- [High School Dual Enrollment Request form \(pdf\)](#)
- [Minors Consent for Medical Treatment and/or Counseling form \(pdf\)](#)

- Official high school transcripts in a sealed envelope

**Note:** Official transcripts must bear the official signature and/or seal of the originating institution, and must be sealed in an envelope by the originating institution. Opened transcripts are considered unofficial and will not be accepted.

All applications will be reviewed by the Director of Admissions & Records or designee. Upon approval, students may register for the approved classes beginning at open registration. Course changes or enrollment in a course without prior approval will result in an administrative withdrawal without refund.

Crafton Hills College may restrict the admission and/or enrollment of high school students during any session based on age, completion of a specific grade level, regulation or demonstrated eligibility for instruction based on the college's placement methods and procedures. All high school students enrolling in college courses must demonstrate the maturity to function effectively on a college campus. The Director of Admissions & Records makes final determination of all students' eligibility for dual enrollment.

*The intent of the Dual Enrollment program is to provide educational enrichment opportunities for a limited number of eligible high school students, rather than to reduce current course requirements of secondary schools, and to help ensure a smoother transition from high school to college for students by providing them with greater exposure to the collegiate atmosphere (California Education Code 48800).*

### **Admission of students below grade 11**

In extraordinary cases, where a student who has not completed the tenth grade demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of that student. Such consideration will be on a course-by-course basis and will be allowed only through the add/drop process, after open registration has been completed.

Students below grade 11 must meet all the requirements of eligibility for Dual Enrollment as well as any departmental recommendations established for the course(s) in which they wish to enroll, as demonstrated by completion of the college placement process.

Students in this category will be bound, as are all other students, by the syllabus of the course. Course content is non-negotiable. Moreover, parents are not permitted to attend classes with their children unless they are registered for the course. The instructor of the course will have the final determination of whether any student below grade 11 will be allowed to enroll in his or her class.

Students who are below grade eleven must receive instructor approval on the first day of class and return the High School Dual Enrollment Authorization Card to the Admissions & Records Office. All adds and drops will be initiated by the student.

### **Homeschool students**

Home-school students must submit a copy of their home-school affidavit as well as official transcripts. The student's parent or guardian will sign in place of the high school principal or designee. In cases where the student is enrolled through a home-school agency, the agency must provide official sealed transcripts signed by the principal or designee.

### **Important Information**

- In accordance with Education Code 76001 (d), a dual enrollment student may not enroll in more than 11 units, or the equivalent thereof for summer sessions, per semester
- Students will not be permitted to enroll in courses they have failed in high school, including courses attempted while enrolled in the dual enrollment program
- Students will not be permitted to enroll in courses below 100 level, nor 900 level courses
- Students will not be permitted to enroll in physical education courses (Kinesiology). "Physical education" is considered by the State Chancellor's Office generally to mean any course bearing Taxonomy of Programs code 0835.00, or any of its sub-codes
- College courses are designed for adult students and adults may be enrolled in these courses alongside high school students
- Course content may be unusually frank in order to deal with scholarly discussions of behavior, artistic, human or other issues
- College courses are taught at a much faster pace and require significantly more independent learning
- College courses completed by high school students carry the full weight of college credit, and will count toward college degrees and/or certificates as outlined in the college catalog. These courses become a part of the students' permanent college record
- It is the high schools exclusive right to determine what, if any, courses will be accepted and how it will be counted towards the students' high school record
- In most cases, the student is responsible for providing grades/transcripts to the high school
- Grades may be accessed online. All regulations regarding transcript requests and fees apply to all students
- Continuation in this program is dependent upon satisfactory academic performance
- Parents/Guardians are not permitted to attend class with the student unless registered for the same class

### **Guidelines for success as a Crafton Hills College student:**

Policy, procedure and course content at Crafton Hills College differ from those at high school. It is the students' responsibility to adhere to all college policies, procedures, and deadlines. Students should be aware of all course add, drop, withdrawal, and refund deadlines (available on students' registration statement). Students are responsible for adds, drops and attendance in their course. If the student stops attending a course but does not drop, they will be issued a grade that will remain on their permanent transcript.

### **Fees**

Pursuant to Education code 76300(f) dual-enrollment students are exempt from paying enrollment fees; however, students are responsible for all other campus fees and book/supply fees. Dual-enrollment students are also exempt from non-resident fees.

### **Access to Student Records**

Once admitted to Crafton Hills College, all student records become property of the College and the student, regardless of age. Student records are administered in accordance with the Family Educational Rights and Privacy Act (F.E.R.P.A.). Subsequently, no information will be disseminated to anyone other than the student. The student may give written permission to release information. However, in no case will information be released or discussed by telephone. Attendance and performance in any class are matters between the student and the instructor only. Parents should be aware that they do not have access to their children's records without a signed release from the child, regardless of age. (Education Code: 40961) To view the entire F.E.R.P.A. text, please visit [www.ed.gov](http://www.ed.gov).