



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.

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

Have you completed the 10th grade? Yes No
If no, please see the section entitled Admission of Students Below Grade 11 on the back page for additional requirements.

REQUESTED 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 there of 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

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 are capable of benefiting from advanced scholastic courses and are seeking educational opportunities not otherwise available to them. All applications will be reviewed by the Admissions & Records office. Upon approval, students may register for approved classes during open registration. **Crafton Hills College may restrict the admission and 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 assessment methods and procedures.** All high school students enrolling in college courses must have a release of liability and the maturity to function effectively on a college campus. This form **MUST** be filled out completely, be accompanied by sealed official transcripts and be delivered in person by the student with photo identification. Omission of any of these steps may result in this request being denied

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 eleven wishing to enroll in courses must meet all of the requirements as well as any pre-requisites or departmental recommendations established for the course(s) in which they wish to enroll, as demonstrated by completion of the college assessment process. Students in this category will be bound, as are all other students, by the syllabus of the course. Course content is non-negotiable. The instructor of the course will have the final determination of whether any student below grade eleven will be allowed to enroll in his or her class.

Homeschool students

You must submit a copy of your homeschool affidavit as well as official transcripts. Your parent or guardian will sign in place of the high school principal or designee.

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 and procedures. Students should be aware of all course add, drop, withdrawal, and refund deadlines. Students are responsible for adds, drops and attendance in their course. If you stop attending a course but do not drop, you will be issued a grade that will remain on your transcript.

Pre-requisite requirements:

When a course possesses a pre-requisite requirement it is required that a student enrolling into the course to possess a certain degree of pre-existing knowledge of a subject in order to be successful in the course. All students must meet all established course pre-requisites. Pre-requisite requirements must be cleared prior to a student receiving approval to enroll into a course. Pre-requisites are cleared in the Counseling Department.

Course registration

All registration at Crafton Hills College is done online. High School students must register during the open registration period. 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. As a high school student all adds must be approved by the Admissions and Records office prior to registration into the course.

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 accepted into 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 (FERPA). 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.**

Important Information

- State laws and regulations govern admission of high school students; the type of courses permitted & the number of students are limited
- 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
- Grades are not automatically sent to the high school
- Grades may be accessed online at www.craftonhills.edu. All regulations regarding transcript request 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

Before submitting this form, you must:

- Complete High School Dual Enrollment Request form
- Complete Minors Consent for Medical Treatment and/or Counseling Form (Only required for courses taken AT Crafton Hills College Campus.)
- Include sealed official high school transcripts

The intent of the CHC 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).

THIS APPLICATION WILL NOT BE ACCEPTED IF IT IS ALTERED IN ANY WAY