



CERRITOS COLLEGE DUAL ENROLLMENT APPLICATION

SECTION I: STUDENT INFORMATION

Semester: Fall Spring Summer Year: _____

Name: _____ Cerritos College Student ID: _____

Date of Birth: _____ Phone Number: _____ E-Mail: _____

Middle/High School (HS) of Attendance: _____

Grade Level: K-8th 9th 10th 11th 12th Expected HS Graduation Date: _____
For summer enter the grade you will enter in September.

Student Signature: _____ Date: _____

SECTION II: PRINCIPAL OR DESIGNEE RECOMMENDATION

I certify that the above named student is academically qualified for the course(s) and would benefit from advanced scholastic or vocational coursework listed below. The student is currently attending accredited private or public school and has district approval to enroll in classes at Cerritos College as long as they do not conflict with the school session and will not cause the school to exceed the 5% limit per grade level for summer.

Course Name (ex. MATH 112): _____ Class Number: _____ Units: _____

Course Name (ex. ENGL 100): _____ Class Number: _____ Units: _____

Note: K-10th grade students are permitted to enroll in 4 units for fall and spring semesters and 4 units for summer. You will need to obtain the Cerritos College Instructor's signature for the above courses. They will need to sign the under section IV: College Approvals.

11th and 12th grade students are permitted to enroll in up to 2 classes (8-9 units) for fall and spring semesters and 7 units for summer. Exceptions can be made by contacting the Dean of Admissions, Records & Services.

Authorized Signature: _____ Date: _____

SECTION III: PARENT/GUARDIAN CONSENT

Cerritos Community College District assumes no responsibility for the supervision of minor students outside of the classroom setting. All college coursework is governed by the Family Education Rights and Privacy Act (FERPA), which prohibits release of academic information. I understand that I will not have access to my child's academic records (including, but not limited to grades and transcripts) without his/her written con-sent - regardless of age. I have read and understand the expectations and responsibilities in the Dual Enrollment Application.

Parent/Guardian Signature: _____ Date: _____

SECTION IV: COLLEGE APPROVAL(S) for K-10th GRADE STUDENTS

Faculty Name and Signature #1: _____ Date: _____

Faculty Name and Signature #2: _____ Date: _____

CERRITOS COLLEGE DUAL ENROLLMENT APPLICATION

Dual Enrollment Application Information for Students, School Principal/Designee and Parent/Guardian. By signing this Dual Enrollment Application, you acknowledge the following:

- A. This program is designed for K-12 students seeking advanced scholastic courses. Cerritos College defines advanced scholastic as:
 - a. Courses meeting Cerritos College requirements for an Associate in Arts Degree, excluding remedial English and math courses.
 - b. Courses that are transferrable to four-year institution (ex. ENGL 100, MATH 140, etc.)
 - c. Vocational courses below 100 level may be taken (ex. COS 50, WELD 52, etc.).

- B. Students shall receive college credit for the community college courses that they successfully complete.

- C. Students may not enroll in pre-collegiate courses (1-99) or physical education courses. Cerritos College has determined that non-transferable and physical education courses are the types of courses that would not be considered "advanced scholastic"
 - a. Auditing a course is the only other option for a student to take a physical education course. Auditing allows the student to participate but they will not receive college credit. Audit fees are not covered by the Dual Enrollment program.

- D. Students may only enroll in courses not available to the student within their school district.

- E. Students may not enroll in a college course to alleviate a high school deficiency. For instance, students who failed a course in high school may not retake it at Cerritos College.

- F. Dual Enrollment students do not receive priority enrollment status. There are no exceptions.

- G. Students that have previously enrolled and dropped their courses and/or have received substandard grades and/or have not made satisfactory progress will not be allowed to continue in the Dual Enrollment Program.

- H. Content in some courses may not be suitable for minors. Cerritos College reserves the right and has the responsibility to restrict dual enrollment if it is determined that the student does not have the ability to benefit from enrollment or for reasons of health and safety, appropriateness of the course, preparedness of the students or college policy.

- I. Completion of the Self-Report Tool (SRT) is an admissions requirement for all Dual Enrollment students regardless of the college coursework the student wishes to enroll in.
 - a. It is the student's responsibility to meet with complete requests for pre-requisite clearances prior to attempting to enroll in classes.

- J. Students must apply for Dual Enrollment every semester.

- K. Students are subject to the Cerritos College Student Code of Conduct.

CERRITOS COLLEGE DUAL ENROLLMENT APPLICATION

Fall/Spring Semester Steps to Getting Started for K-10th grade Dual Enrollment students:

1. **Apply to Cerritos College online at www.cerritos.edu/apply**
 - a. Your Cerritos College student number will be emailed to you within 48 hours.
2. **Complete the Self Report Tool (SRT) on My Cerritos student portal.**
3. **Complete the New Student Orientation. For more information visit the Cerritos College Counseling website.**
4. **Download, read and complete the Dual Enrollment Application.**

Student – Read and sign Section I of the application. Make sure to include the course information. You may request to enroll in up to 4 units for fall and spring semesters.

Principal/Designee – Read the entire application and sign Section II.

Parent/Guardian – Read the entire application and sign Section III.

5. **Contact the Cerritos College faculty member teaching the course you are interested in enrolling for permission to enroll.** If they approve, obtain their signature under Section IV of the Dual Enrollment application.
6. **Submit the completed Dual Enrollment Application with all signatures to dualenrollment@cerritos.edu**
7. **Receive an email notification about the status of your application within three business days.**
8. **Enroll in classes on My Cerritos student portal.**
9. **Pay your fees online on My Cerritos student portal.**

Special Instructions for Dual Enrollment in the Summer:

For the summer session a maximum of 5% of the total number of students enrolled at the school's grade level is allowed. Principals are asked to certify this requirement using the Summer Session Certification Form.

The middle or high school you are attending must also complete the **Summer Session Certification Form** in order for your Dual Enrollment application to be considered complete. Plan ahead and begin collecting signatures and forms in January or February for summer enrollment. Enrollment for summer begins in April.

CERRITOS COLLEGE DUAL ENROLLMENT APPLICATION

Fall/Spring Semester Steps to Getting Started for 11th - 12th grade Dual Enrollment students:

1. **Apply to Cerritos College online at www.cerritos.edu/apply**
 - a. Your Cerritos College student number will be emailed to you within 48 hours.
2. **Complete the Self Report Tool (SRT) on My Cerritos student portal.**
3. **Complete the New Student Orientation. For more information visit the Cerritos College Counseling website.**
4. **Download, read and complete the Dual Enrollment Application.**

Student – Read and sign Section I of the application. Make sure to include the course information.

Principal/Designee – Read the entire application and sign Section II.

Parent/Guardian – Read the entire application and sign Section III.
5. **Submit the completed Dual Enrollment Application with all signatures to dualenrollment@cerritos.edu**
6. **Receive an email notification about the status of your application within three business days.**
7. **Enroll in classes on My Cerritos student portal.**
8. **Pay your fees online on My Cerritos student portal.**

Special Instructions for Dual Enrollment in the Summer:

The middle or high school you are attending must also complete the **Summer Session Certification Form** in order for your Dual Enrollment application to be considered complete. Plan ahead and begin collecting signatures and forms in January or February for summer enrollment. Enrollment for summer begins in April.

Cerritos College Office Use Only

CCAP Non-CCAP Unit Limit Equation Variable SRT/GPT Student Group

Processed By: _____

Date Form Processed: _____