



Concurrent Enrollment:

Basics of Taking Community College Courses





1.

General Information





General Information

- » Please see our [Central Guide to Community College Concurrent Enrollment Programs.](#) Includes eligibility requirements for all colleges plus links to their High School Enrichment programs, concurrent enrollment forms, and class guides.

General Information

- » Students may take a minimum of 15* -20 high school credits per semester if concurrently enrolled.
- » Some college classes can fulfill high school graduation requirements!
- » Students can take **a maximum of 11 community college units** per semester.
- » If your student is considering attending a private 4 -year university after HS, please contact the admissions office at the college to check the policy on college classes taken while in HS



General Information

- » The high school counselor will review the community college course and determine:
 - ◇ If the course is a-g approved
 - ◇ How the course will count towards HS graduation requirements
 - ◇ If the course will be awarded an extra GPA point



Conversion Chart

Community College Credits	High School Credits
1 credit	2.5 credits
1.5 – 2.5 credits	5 credits
3 credits or more	10 credits

** If a student is awarded less than 1 credit at the community college, then we will issue the same amount of credit in high school. For example, if a student completes 0.5 credits at a community college, then we will award 0.5 credits on the high school transcript.*



2.

Concurrent Enrollment Process





Concurrent Enrollment Process:

Student Steps



- » Student downloads the concurrent enrollment form off of the community college website
- » Student submits the concurrent enrollment form to the high school counselor- please leave the High School info. section blank (school name, address, Counselor/ Principal name, etc.
- » Student enrolls in the courses at the community college
- » Student submits proof of enrollment to the high school counselor
- » After grades have been posted to the community college transcript, the student sends in official transcripts to the Records Department



Concurrent Enrollment Process:

High School Counselor Steps



- » Counselor evaluates community college course (how courses will count on the high school transcript).
- » Counselor signs concurrent enrollment form and forwards to Records (if needed) for seal and official transcript.
- » Counselor sends email with course evaluation and signed form to family and HST.
- » Counselor adds course to the schedule after proof of enrollment is received and notifies the HST
- » Counseling department updates the grade on the high school transcript after official community college transcript is received



Concurrent Enrollment Process:

HST Steps



- » HST works with family in obtaining concurrent enrollment information (i.e. enrollment form and proof of enrollment)
- » **Concurrent Enrollment Guides for most community colleges available in the HST handbook** Section 2.21 (new)
- » HST sends out a MA addendum after the counselor has received proof of enrollment
- » HST collects work samples throughout the semester
- » HST enters the grade onto the progress report
- » HST enters an “Incomplete” onto the semester report card



3.

Tips for Students



BIOLOGY

(Natural Sciences Division)

BIOL 002 ANIMAL BIOLOGY

4 units

Major zoological principles, both invertebrate and vertebrate. Animal development, form and function, natural history and economic relationship to human society. Total of 54 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L, A, P

BIOL 003 HUMAN BIOLOGY

4 units

Introduction to structures, functions and processes of the human body systems and diseases of those systems; human genetics and human evolution. Includes microscope work, and the study of models, computer applications and case studies. Total of 54 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC credit limitations. See counselor.

Grade Mode: L, A, P

BIOL 004 PLANT BIOLOGY

4 units

Basic botanical principles; plant evolution and diversity, the cell, photosynthesis, respiration, reproduction, heredity, ecology, and importance of plants to humans. Total of 54 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC credit limitations. See counselor.

Grade Mode: L, A, P



Selecting Courses

The **course catalog** is a great way for students to start researching what course they are interested in.

Students can also consult with their Inspire counselor about which course they should take.



A series of parallel diagonal bars in shades of blue and orange, located in the top-left corner of the slide.

Selecting Courses

Remember, community college courses will start the college transcript.

If this is the student's first time taking a community college course, then they should consider taking an easier elective first.

Students should balance their schedule with core and elective courses.

A series of parallel diagonal bars in shades of blue and orange, located in the bottom-right corner of the slide.

Add/Drop Deadlines

Students should also pay attention to the community college's add/drop deadline. Deadlines will vary.

Calculate Deadlines for Classes that Meet Less Than Full Term

Description	Calculation
Last date to drop with a refund	10% of class meeting times
Last date to add	20% of class meeting times
Last date to drop a class without a W (Census Date)	20% of class meeting times
Last date to apply for pass/no pass	30% of class meeting times
Last date to withdraw with a W	75% of class meeting times
<i>If the class meets for 10 meetings or less, the class must be dropped prior to start of class to be eligible for a refund.</i>	

Community College Class Schedules

Students should check the community college **class schedule** for course availability.











Popular courses fill up very quickly, so please start the concurrent enrollment process early on in the semester.

Students should select a few back-up courses just in case their first choice is full.

Community College Class Schedules

CLASS SCHEDULE

Search Criteria										
* Semester										
Spring 2019										
* Class Type										
Regular & Online										
* Class Status										
Open & Closed										
Subject										
Accounting										
Administration Of Justice										
American Sign Language										
Anthropology										
Arabic										
Art										
Art History										
Astronomy										
Automotive Technology										
Biological Sciences										

Query Results - Spring 2019 Class List as of 02/19/2019 10:05 PM										
Course Name	Course Title	Section	Status	Schedule 	Campus	Location 	Instructor	Begin-End Week	Begin-End Date	Books
ANATMY 1	General Human Anatomy	1099	OPEN	MW 7:30 a.m.-10:35 a.m.	Main	SCI 224 	KANJANAPANGKA J	1 - 18	02/11 - 06/10	
ANATMY 1	General Human Anatomy	1099	OPEN	ARRANGE-1HR	Main	SCI 245 	-	1 - 18	02/11 - 06/10	
ANATMY 1	General Human Anatomy	1100	CLOSED	TTh 7:30 a.m.-10:35 a.m.	Main	SCI 220 	ZIV N B	1 - 18	02/12 - 06/11	
ANATMY 1	General Human	1100	CLOSED	ARRANGE-1HR	Main	SCI 245 	ZIV N B	1 - 18	02/12 -	



4.


Proof of Enrollment



Proof of Enrollment


Proof of enrollment can be a screenshot of the student's college dashboard as long as all the necessary information is included.

Community colleges can also provide the student with a **registration receipt / enrollment verification**, this is a great way to provide proof of enrollment.



Proof of Enrollment

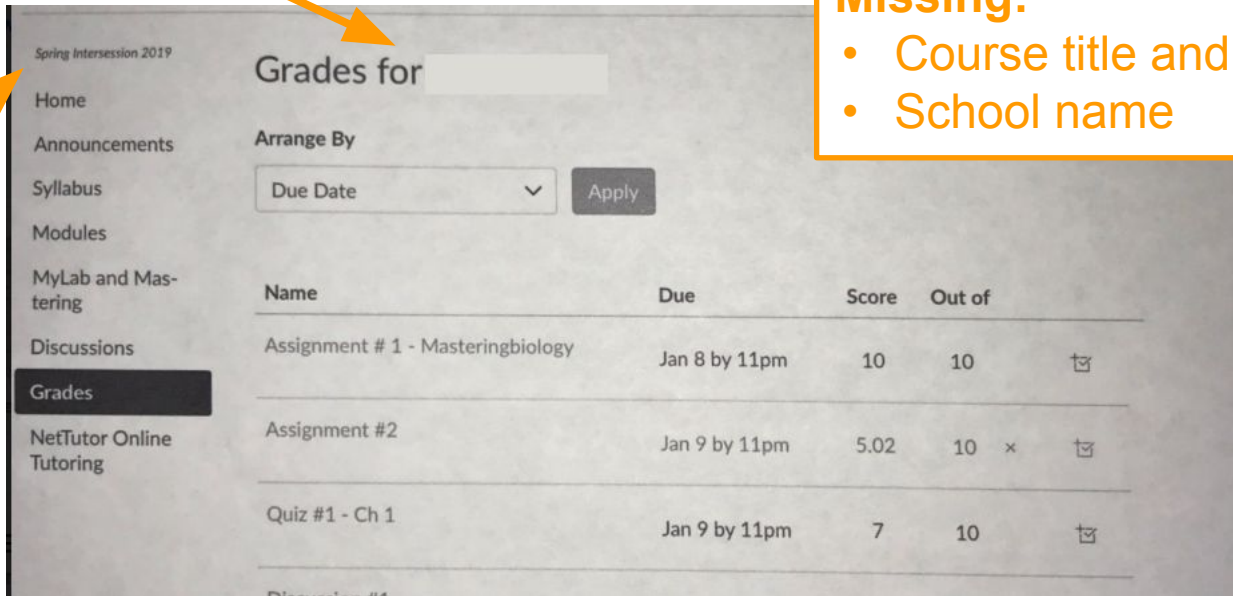
Proper proof of enrollment needs to contain:

- » Student's name
 - » College name
 - » Semester and year
 - » Course name, code, and credits
- 
- Decorative graphic element consisting of several parallel diagonal bars in shades of blue and orange, located in the bottom-right corner of the slide.

Unacceptable Proof:

Student name

Semester
and year



Spring Intercession 2019

Home

Announcements

Syllabus

Modules

MyLab and Mastering

Discussions

Grades

NetTutor Online Tutoring

Grades for [Redacted Student Name]

Arrange By

Due Date ▾

Name	Due	Score	Out of	
Assignment # 1 - Masteringbiology	Jan 8 by 11pm	10	10	
Assignment #2	Jan 9 by 11pm	5.02	10 ×	
Quiz #1 - Ch 1	Jan 9 by 11pm	7	10	

Missing:

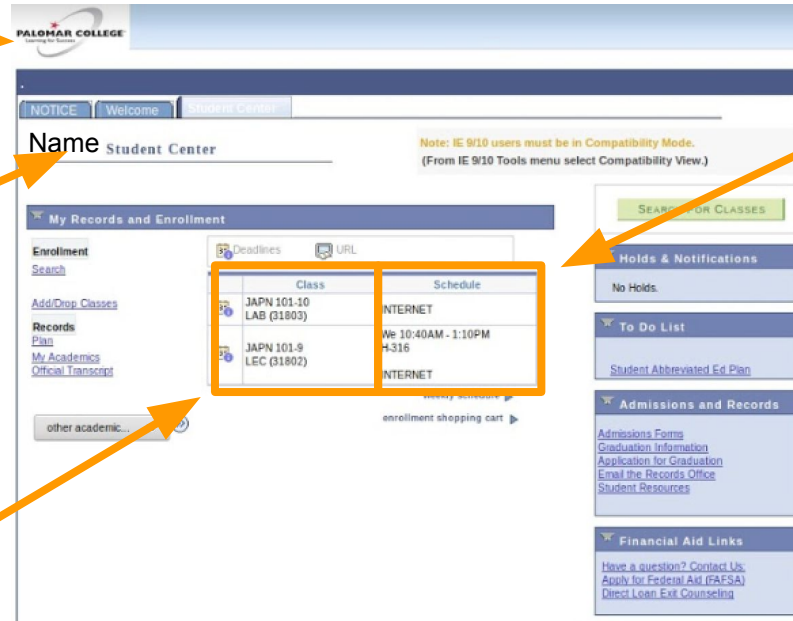
- Course title and code
- School name

Acceptable Proof:

College name

Student name

Course title and code



The screenshot shows the Palomar College Student Center interface. At the top, the college name and logo are visible. Below the navigation bar, the student's name is displayed. The main content area is titled "My Records and Enrollment" and contains a table of enrolled classes. A table with two columns, "Class" and "Schedule", lists the following courses:

Class	Schedule
JAPN 101-10 LAB (31803)	INTERNET
JAPN 101-9 LEC (31802)	We 10:40AM - 1:10PM #316
	INTERNET

Other elements visible include a "SEARCH FOR CLASSES" button, a "Holds & Notifications" section, a "To Do List", and various links for admissions, records, and financial aid.

Indicates that course is for the current school year



Perfect Proof:

Enrollment Verification / Registration Receipt Sample

College name

Student name

Semester and year

Course title, code, credits

SANTA MONICA COLLEGE
1900 Pico Boulevard Santa Monica, California 90405
Phone: 310.434.4380 URL: www.smc.edu

30-JUL-18

PRINTED COPY PRINTED COPY

Page number 1

Student Name		Birthdate		Student Number				
Name	Description	Units Attmpt	Units Compl	Grade Note	Grade Points	GP Bal	GPA	Trans Code
Spring 2018								
ART	20A DRAWING I	3.0	3.0	A	12.0			uc csu aa lab
Semester Total		3.0	3.0		12.0	6.0	4.00	
Summer 2018 (Work in Progress)								
JAPAN	1 ELEMENTARY	5.0	0/0		0.0			
Cumulative Total		3.0	3.0		12.0	6.0	4.00	
SMC Total		3.0	3.0		12.0	6.0	4.00	
Non-SMC Total		0.0	0.0		0.0	0.0	0.00	
AA Total		3.0	3.0		12.0	6.0	4.00	
CSU Total		3.0	3.0		12.0	6.0	4.00	
UC Total		3.0	3.0		12.0	6.0	4.00	

End of Transcript

PRINTED COPY PRINTED COPY

1929



5.

Work Samples




Work Samples

Community college work samples will need to be turned in during each Learning Period.

Notes can be used as work samples if professors are unwilling to release quiz/test questions.

At least 2 graded work samples per semester will need to be submitted and uploaded.



Work Samples

For questions regarding work samples, please reach out to your RC or HSSC Denise Voth.

Teacher Name Student Name Human Biology
2/20/19 2/20/19 100%

Osmosis: the ^{diffusion} ~~movement~~ of water across a plasma membrane.

Water always moves towards higher concentrations of solute.

Solute has a lower concentration of water

$\frac{10}{10}$

Tonicity: A measure of a solution's ability to pull water into it.

Isotonic solution = two solutions that have equal tonicity (iso) - equal

Hypertonic - greater than body's tonicity

Hypotonic - less than body's tonicity

Osmotic Pressure: a measure of the strength of the pulling power. (units of pressure - mmHg)
↳ measured in ↑

* glucose is too big to go through the membrane:

^{passive transport} Facilitated diffusion: molecule that needs help to pass the membrane

glucose is either used right away or stored as glycogen



6.

Grades



Grades

Regularly communicate with the HST and high school counselor about progress in community college courses.

Students can show HSTs their community college dashboard for updated grade reports.

HSTs will enter community college grades onto the progress report.

Grades

HSTs will verify that grades for the Progress Reports are accurate to the best of their ability.

HSTs will enter an “Incomplete” onto the semester report card. Don’t worry, this will be updated!

The counseling team will verify the community college grades once the official transcript is received and update the high school transcript.



7.

Official Transcripts





Official Transcripts

Students who withdraw early, apply to colleges, and apply to scholarships will need accurate transcripts.

In order to keep high school transcripts updated and accurate, families will need to send official transcripts to the Records Department once the community college course is completed.

Records Department

- » Official transcripts can be mailed to:
Attn: Records – CC Transcripts
Yosemite Valley Charter School
Monarch River Academy
1781 E Fir Ste 101
Fresno, CA 93720

OR

- » Official transcripts can be emailed to:
Records@inspireschools.org



8.

Reminders





Turnaround Time

- Concurrent Enrollment forms may take 3 – 5 business days to process.
- Remember, you may experience a delay during peak enrollment times (beginning of fall and spring semesters).
- Currently, Records is only in the office on Wednesdays.

Thank you for your patience!

Communication

Families should keep in constant communication with their HST and counselor about progress in the college class.

If a course is dropped, please notify the HST and counselor immediately so that schedules can be updated.



Thank You!!!

Please refer to your high school counselor if you have any questions about community college courses.

