



High School Dual Enrollment Approval Form

The intent of the SBCC 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 also 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).

PART A: STUDENT INFORMATION

NAME: _____ BIRTH DATE: _____
SBCC ID (i.e. K00123456): _____ OR SSN: _____

PART B: STUDENT SCHOOL INFORMATION

- I am submitting this approval form for the following semester and year: FALL SPRING SUMMER 20__
- I am currently enrolled at the following public or private high school: _____ Grade _____
- I am an eligible 9-12 grade home school student enrolled at: _____
(Note: A copy of the Home School Affidavit **MUST** be attached to this form. Every person, firm, association, partnership, or corporation offering or conducting a full-time day or boarding school at the elementary or high school level must file an Affidavit (California Education Code Section 33190).

PART C: HIGH SCHOOL APPROVAL

See Schedule of Classes for specific course information. Registration is subject to course enrollment caps.			
APPROVED COURSES		ALTERNATE COURSES	
COURSE TITLE & NUMBER (i.e. BIO 100)	UNITS (9 MAX)*	COURSE TITLE & NUMBER	UNITS (9 MAX)*
1.		1.	
2.		2.	
3.		3.	
* High School seniors may register in (12 units max.). Please note those that exceed 11.9 units will be assessed full tuition.			
As Principal or Designee: 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 and vocational education at SBCC.			
SUMMER ONLY: I certify that I am limiting the number of recommendations to no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session.			
_____	_____	_____	
Signature of Principal / High School Counselor	Date	School/Office Telephone Number	
SIGNATURE OF JUNIOR HIGH PRINCIPAL/COUNSELOR REQUIRED FOR INCOMING 9th GRADE STUDENTS:			
_____	_____	_____	
Signature of Principal / Junior High School Counselor	Date	School/Office Telephone Number	

For Office Use Only:		
Banner Student ID: _____	SBCC Admissions & Records Signature _____	Date _____

PART D: STUDENT AGREEMENT

The college has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and college board policy. Please review the program policies below to ensure you have a successful experience at SBCC. (References- California Education Code: Sections 48800-48802, 76001, 76300)

- Maximum Units:** Santa Barbara City College allows eligible 9th – 12th grade students to register in a *maximum* of 9.0 college units during the fall and spring semesters (Seniors a maximum of 12.0 units) in order to enrich their educational experience. **Students may submit the Petition: Dual Enrollment Request for Maximum Unit Exception to the Dual Enrollment office for consideration to exceed unit limit (go to <http://sbcc.edu/dualenrollment/forms.php> to download form).**
- Restricted Courses:** Students may enroll in most *college level* courses, provided they meet the necessary prerequisites. The following classes *may not* be taken by high school students: **English 60-100; Math 1-104; ESL 29-100; DSPS courses; Health 101 is open to students 17 years of age or older.** Additional course restrictions may be included at the discretion of the college.
- Pre-Requisite Requirements:** When a course has a pre-requisite requirement, it means that a student must demonstrate pre-existing knowledge and/or skills to be successful in the course. To petition to satisfy a pre-requisite by means other than a qualifying SBCC assessment level or a qualified SBCC course go to <http://www.sbcc.edu/prerequisitepolicy/>.
- Assessment:** All students planning to enroll in English or math classes must qualify on the SBCC assessment tests (see http://www.sbcc.edu/assessmentcenter/Assessment_Center.php for details on testing hours and exemptions) or college English or math course work.
- Fees:** High school students are not required to pay SBCC enrollment fees. However, students taking courses on the SBCC Campus are required to pay a Health Fee and a Transportation Fee, in addition those seniors that enroll in 12 units or more will be assessed the per unit fee. Out of state students pay tuition. For a current list of fees, please visit <http://www.sbcc.edu/fees>. Other costs, such as materials and books, are to be paid by the student. **IMPORTANT NOTE: If a student is enrolled only in online class (es), or classes on a high school campus, and does not come to SBCC for instruction, the Transportation and Health fees are not assessed.**
- Course Registration:** For courses taught on the SBCC Campus, it is the student's responsibility to log into his or her SBCC Campus Pipeline account to register for course(s). Please note, that submitting this approval form and application to Admissions & Records **does not** register you in the course. It is the student's responsibility to register for the course(s) in Pipeline in accordance with all college deadlines.
- Rules & Regulations:** All SBCC Dual Enrollment students are responsible for complying with the rules and regulations of the college as published in the SBCC college Catalog and schedule of classes.
- Grades:** The grade(s) you earn in your SBCC class(es) will become a part of your official college academic record. For students attending local service-area high schools, SBCC sends a final semester grade report to the Registrar of the high school you listed on your application for admission. It is your responsibility to make sure you have received high school credit. Check with your Registrar to be sure your SBCC grade(s) has been posted to your high school transcript. Students may also view their course grades by logging into their SBCC Pipeline account. Please note students must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 67% of courses attempted) to maintain eligibility for financial aid when they begin SBCC as a full-time college student.

YOU MUST SELECT ONE OF THE FOLLOWING:

I authorize SBCC to release my final grades to my high school Registrar.

I DO NOT authorize SBCC to release my final grades to my high school Registrar.

NOTE: A consequence of opting out may be that your high school will require you to provide the registrar with an official transcript.

I have read, understand and agree to the above policies and requirements.

Student Signature

Date

PART E: PARENT AGREEMENT

- Student Responsibilities:** Students must act on their own behalf. Parents, guardians, relatives or friends of SBCC students are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications.
- Student Records:** Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student. (Authorization for Release of Information form may be obtained at www.sbcc.edu/forms or from Admissions & Records)
- Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act) instructors are not required to discuss student performance or other student-related issues with parents. SBCC does not accommodate parent requests to contact instructors.
- Course Content/ Material:** SBCC is an adult learning environment. As such, discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.
- SBCC assumes no responsibility for the supervision of minor students outside of the classroom setting. Parents are responsible for providing transportation and ensuring that their children are appropriately supervised before and after class.

Your signature on this document certifies that you have read, understand and agree to the above policies and requirements. Furthermore, you have also reviewed and assessed your son/daughter's ability to succeed in the classes recommended by the high school; and that he/she has your approval to enroll in SBCC courses.

Parent/Guardian Signature

Date

For questions, or for more information regarding Dual Enrollment call:

Dual Enrollment Coordinator
Phone: (805) 730-3020
Email: lawintermeyer@sbcc.edu

Dual Enrollment Student Program Advisor
Phone: (805) 730-4759
E-mail: vega@sbcc.edu