



DUAL ENROLLMENT FORM

Submit completed and signed form to dualenrollmentform@gavilan.edu

APPLICATION TERM SUMMER FALL WINTER SPRING **TERM YEAR:** _____

LAST NAME: _____ **FIRST NAME:** _____

DOB: ____/____/____ PERSONAL **EMAIL:** _____ **PHONE:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP CODE:** _____

DUAL ENROLLMENT PROGRAM: College and Career Access Pathway (CCAP) High School (Concurrent/Individual)
 Adult Ed High School (High Step)

GAVILAN STUDENT ID: G00# _____ **CCCID:** _____ **CURRENT GRADE:** _____

STUDENT	<i>I certify that I have read, reviewed and understood the terms & conditions, as well as confirm that everything stated is true and correct. I acknowledge that Gavilan College shares information about my participation in this program with my school and the school district.</i>		
	X		
	STUDENT NAME (PRINT)	SIGNATURE	DATE

I am a **CONTINUING** dual enrollment student and have previously completed this form. If so, no other signature is required.

GAVILAN COLLEGE COURSE(S)							
students may enroll for a maximum of 11 units a semester.							
COURSE NAME		CRN#		COURSE NAME		CRN#	
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PARENT / GUARDIAN	<i>I authorize my child to enroll in a college-level course at Gavilan College. I understand that my child WILL NOT be afforded any special status or supervision because of their minor status. Per Federal Educational Privacy Laws (FERPA), I WILL NOT have access to my child's student records, including grades & transcripts, without a FERPA release form on file with Admissions and Records.</i>		
	X		
	PARENT/GUARDIAN NAME (PRINT)	SIGNATURE	DATE
<input type="checkbox"/>	EMERGENCY CONTACT	PHONE NUMBER	RELATIONSHIP

If a student is home schooled, the home school must be in the state of California and must provide a copy of the R-4/Private School Affidavit (PSA) Provide a copy of R-4/Private School Affidavit attached.

My student/child currently receives services through an IEP or 504 Plan, and will need to continue to receive related support services in their dual enrollment course participation: YES NO

PRINCIPAL / DESIGNEE	<i>The principal's signature acknowledges that no more than 5% of his/her high school is attending Gavilan College (Ed Code 76000.3i) The recommendation of the High School counselor signifies that the student has a High School cumulative GPA of 2.0 and/or is in good standing and has the ability and maturity to benefit from college-level instruction.</i>		
	NAME OF SCHOOL	EMAIL	
	X		
	PRINCIPAL/DESIGNEE NAME (PRINT)	SIGNATURE	DATE

DUAL ENROLLMENT POLICY & GUIDELINES

Dual Enrollment Policy:

1. Any student whose age class level is equal to grades 9-12 is eligible to attend as a special part-time student or full-time student for advanced scholastic or vocational/occupational courses.
2. Students enrolled in K-8 are not eligible to attend any credit or non-credit course at Gavilan College, except for those courses specifically designed for students at that grade and age level (academic camps for young students, children's theater, etc.)
3. All admitted students **must meet placement requirements** if enrolling in a Math, English, or ESL course or any course with an English or Math prerequisite.

Student Responsibilities:

1. You must register for approved classes listed on your Dual enrollment form only. Registering for non-approved classes may result in coursework not being accepted at your high school.
2. It is recommended to keep a copy of the Dual enrollment form for your records.
3. Students are encouraged to meet with a Gavilan counselor, in addition to the high school counselor, to ensure that course selection aligns with your academic goals.
4. Dual enrollment students are eligible and encouraged to participate in academic and student support services offered by the college, including the Writing & Tutoring Center Lab/services, academic, career, and transfer counseling, among other resources.
5. Course Registration: Please note that submitting the high school contract form **does not** register the student in the course.
 - a) **Non-CCAP students:** You must register for your courses through MyGav Self-Service by all college deadlines.
 - b) **CCAP students:** Admissions will register you once your high school contract is received and approved.
6. If a course requires online work, dual enrollment students commit to completing all work on the online platform.
7. Dual enrollment students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.
8. You are responsible for reviewing and abiding by all academic, meet all College deadlines such as dropping by established deadlines, as well as submitting class assignments on time, and adhere to Gavilan College's Attendance Policy.
9. Non-CCAP students are required to request that your official Gavilan College transcript be sent to your current school, as needed. This is not an automatic process.
10. Non-CCAP students may be responsible for purchasing any books or supplies that are required for each course.

Parent or Guardian Information:

1. Dual enrollment students are treated like every other college student. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA). Academic information is only released with the written consent of the student.
2. *Please note:* Your student will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the reverse side of this form acknowledges your receipt of this information and stipulates your permission for your student to enroll in a college level course and participate in all required activities that may include field trips off campus.
3. All courses taken will be taken for college credit and become a part of the official college record. Poor grades can affect their academic future in such areas as admission to colleges/universities, eligibility for financial aid, eligibility for athletics, and academic probation.
4. Parents are not allowed to be present in the classroom unless they are registered students for that class
5. Instructors cannot inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time. Instructors are not obligated to sit with a student while he/she waits to be picked up.
6. **AUTHORIZATION FOR RELEASE OF STUDENT RECORDS:** *The following parent/guardian named above is authorized to the information below. (A valid photo ID must be presented before information will be released)* **All Academic Records** (transcripts, admissions and registration information, class schedules, grades, assessment test scores, academic progress status, residency information, and any other documentation contained in the academic records).

RIGHTS OF ACCESS:

Under Section 49061 of the Education Code, parents of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. Also, under federal law Section 1232g of Title 20 of the United States Code), there is a general right of parental access to student records, but not for college students, regardless of age. In accordance with this regulation, a student's college record.