



# Dual Enrollment for RUSD Students: A College Partnership Program

Fall 2017



Student Name: \_\_\_\_\_ Grade Level in 2017-2018: \_\_\_\_\_ High School: \_\_\_\_\_

## Fall, 2017 CHC-RUSD Dual Enrollment Partnership Process and Timeline:

- **Parents and Students attend any of the following Enrollment Application Meetings to enroll in Crafton Hills College:**
  - Tuesday, May 23, 2017 – CVHS – 3:30 PM – A-114
  - Wednesday, May 24, 2017 – REV – 3:30 PM – Upstairs Conference Room
  - Thursday, May 25, 2017 – RHS – 3:30 PM – Grace Mullen Auditorium
- **Complete the Enrollment Paperwork Packet and submit it to the high school Counseling Center:**
  - *High School Dual Enrollment Request Form*
    - Include high school name on the bottom of the form
    - Include 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice for course requests under course name and number section of the form
  - *Health and Wellness Center Minor's Special Attendance Authorization Form*
  - Signed High School *Transcript*
  - **ALL PAPERWORK IS DUE BY JUNE 7, 2017**
- **Students will be registering ONLINE ON THEIR OWN**
  - Crafton Hills College will need to process the online application AND paperwork packet before a student will be cleared to register for the actual courses
  - Open registration begins **June 23, 2017**
  - If students need help registering, or if they have any other questions or concerns, they may visit the CHC admissions and Records Building on **Tuesday, June 27, 2017, from 2:00-4:00 PM.**
- **Courses begin the week of August 21, 2017, and end the week of December 4, 2017; no classes will be held the week of November 20, 2017, due to the RUSD Thanksgiving Holiday.**
- Please see the tentative course listing on the next page for specific information on course locations, days, and times. **Courses and times are subject to change based on student enrollment and/or instructor availability.**

### For Additional Questions or Concerns:

- Refer to high school websites and/or high school counseling centers
- Refer to the RUSD website: <http://www.redlands.k12.ca.us/>
  - RUSD Divisions tab – Educational Services tab – then scroll to Dual Enrollment link at the bottom of the page
- Contact: Dr. Stephanie Lock, Administrator of College and Career Pathways  
[stephanie\\_lock@redlands.k12.ca.us](mailto:stephanie_lock@redlands.k12.ca.us)  
909-307-5300 ext. 20305  
Twitter: @RUSD\_CTE
- Contact: Crafton Hills College Admissions and Records Office  
909-794-2161



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**Fall 2017**



COURSE TITLE	COURSE NUMBER	COURSE DESCRIPTION	UNITS	MEETING DAYS/TIME	ROOM NUMBER	HIGH SCHOOL
College Arabic I	ARABIC 101	Introduction to the Arabic language, including fundamentals of its alphabet, script and pronunciation. Development of the student's abilities to write, speak and comprehend Modern Standard Arabic. Study of the culture of the Arab World. (UC-e; AA/AS-c or f; CSU-c)	5 Lecture	T/Th 6:00-8:20 PM	B-01	CVHS
Art Appreciation	ART 103	Introduction to the visual arts from a multicultural perspective, focusing on the technical, conceptual, cultural and historical aspects of art. Overview of vocabulary, design elements and principles, technique and materials, and movements in art. Emphasis on the development of students' visual and aesthetic awareness and literacy. (AA/AS-c; CSU-c; GE-3)	3 Lecture	T/Th 3:30-4:45 PM	S-03	RHS
American Sign Language I	ASL 101	Introduction to American Sign Language as used by the deaf community in the United States. Study of a basic vocabulary of approximately 400 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of deaf education and the deaf community up to the end of the nineteenth century. Note: This course corresponds to the first year of high school American Sign Language. (UC-e; AA/AS-c or f; CSU-c)	4 Lecture	T/Th 4:00-6:00 PM	A-114	CVHS
Introduction to Business	BUSAD 100	Introduction to the fundamental concepts of business in today's economy. Survey of business entities, business activities including accounting, finance, management, and marketing as well as the role information systems, law and regulation, and ethics have on business operations.	3 Lecture	T/Th 4:00-5:15 PM	TBD	REV
Elements of Public Speaking	COMMST 100	Introductory study and training in public communication including the concepts, principles, and skills required to prepare relevant, audience-centered speeches. Development of skills including listening, organization, research, delivery, and critical evaluation of communication messages. (UC-g; AA/AS-d2; CSU-a; GE-1)	3 Lecture	M/W 4:00-5:15 PM	B-2	CVHS
Introduction to Career, Education, and Life Planning	COUN 110	An introduction to career planning. Exploration of academic, personal and career goals through assessment of personality, interest, values, and talents toward completion of a comprehensive career and educational plan for first time career seekers. Analysis of desired lifestyle and work, decision making, and goal achievement will be addressed. Exploration of the sociological, physiological, and psychological needs in identifying and planning a major and career plan. Focus on the career planning process and the development of a career portfolio that demonstrates knowledge of career decision making, planning and job search strategies. (CSU-e)	3 Lecture	M/W 3:30-4:45 PM	TBD	RHS
Fire Protection Organization	FIRET 100	Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and introduction to fire strategy and tactics. This course is one of three courses required before entrance into the Fire Academy.	3 Lecture	W 3:30-6:40 PM	M-102	REV
History of the United States to 1877	HIST 100	Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877. Introduction to key issues and developments of the period as America shifts its economic, political, technological and cultural base from a predominantly dependent agrarian colonial society to an independent urban, industrial nation. (UC-a; AA/AS-b, c, or f; CSU-c or d; GE-3 or 4)	3 Lecture	T/Th 6:00-7:15 PM	TBD	RHS
Introduction to Sociology	SOC 100	Examination of the social influences on human behavior focusing on American social patterns and processes; structure and function; conflict and change in society; multicultural conflicts; and comparison of these processes with international and global patterns. (UC-g; AA/AS-b or f; CSU-d; GE-4)	3 Lecture	M/W 4:00-5:15 PM	M-101	REV

UC – meets UC a-g requirements; AA/AS – meets CHC AA/AS Degree Requirements; CSU – meets CSU General Education Requirements; GE – Meets CSU/UC Transfer Requirements. All courses are transferrable to CCC/CSU/UC, but specific **transferability requirements may change**. Courses may **not** be used to meet high school graduation requirements.

**Students should confer with a CHC counselor for specific degree or program requirements, as well as transfer eligibility.**

**Courses and times/locations are tentative, and subject to change based on student enrollment and/or instructor availability.**

# **W**elcome To Crafton Hills College

If you are downloading the [High School Dual Enrollment Request](#) form but haven't applied for admission online, you must do so to receive your Student ID number. Students can apply online at [www.craftonhills.edu/apply](http://www.craftonhills.edu/apply). Concurrently Enrolled students MUST re-apply every semester.

## **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 which 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. 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 located in SSB – 201.

## **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. Registration is done online. 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.

## **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. Moreover, parents are not permitted to attend classes with their children unless they are registered for the course. These students and their parents must complete an orientation process for each course conducted by the Counseling Department. 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.

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



# High School Dual Enrollment Request

All Sections Must Be Completed

Student Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Social Security or Student I.D. #) (Crafton ID)

Address \_\_\_\_\_ (Number) \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

E-mail Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_ Grade Level \_\_\_\_\_

High School students are admitted to this program based on GPA, class standing, recommendations from high school faculty, assessment placement, & MUST also satisfy all pre-requisites & eligibility requirement for each course.

## This section to be completed by High School Principal or designee ONLY

Application for term:  Spring  Summer  Fall 20 17 (Year)

Does the student have a cumulative GPA of 2.50 or higher?  Yes  No

Has the student completed the 10<sup>th</sup> grade?  Yes  No

If no, please see the section entitled Admission of Students Below Grade 11 on the cover page for additional requirements.

- In accordance with Education Code 76001 (d), a concurrent 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.

Course Name(s) & Number(s)	Units	Principal or Designee Initials
1)		
2)		
3)		

Total requested units listed above may not exceed eleven. Requests with more than eleven units listed may be denied.

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.
- 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, which I have initialed, having met the minimum qualifications for enrollment at Crafton Hills College.

\_\_\_\_\_  
(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 the Crafton Hills College Admissions & Records Office.

HIGH SCHOOL PRINCIPAL OR DESIGNEE

## Student Checklist

### Before submitting this form you must:

- Have a cumulative GPA of 2.5 or higher on High School transcripts.
- Complete admission application for the term in which you wish to enroll.
- Obtain consent of a parent or guardian.
- Obtain consent/recommendation of your high school principal.
- Complete High School Dual Enrollment Request form.
- Complete Minors Consent for Medical Treatment and/or Counseling Form.
- Include sealed official high school transcripts.

### 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.

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.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

I am 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 his/her own transportation to and from the college. I acknowledge that this student, as a college student, will be expected to adhere to all college rules of conduct and that some college courses may have content suitable primarily for adults. **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. I acknowledge that Crafton Hills College reserves the right to deny admission to courses.**

\_\_\_\_\_  
(Parent / Legal Guardian Signature)

\_\_\_\_\_  
(Date)



## Parent/Guardian Consent:

### 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. (Education Code: 40961) **To view the entire F.E.R.P.A. text, please visit [www.ed.gov](http://www.ed.gov).**

### Important Information (you must initial by each statement)

\_\_\_\_\_ Admission of high school students is governed by state laws and regulations, the type of courses permitted & the number of students are limited.

\_\_\_\_\_ College courses are designed for adult 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.

\_\_\_\_\_ Parents/Guardians do not have the right to access students' records without his/her written consent.

\_\_\_\_\_ All students must meet all established course pre-requisites.

\_\_\_\_\_ Pursuant to Education code 76300(f) high school students are exempt from paying the enrollment fees (all other fees still apply.)

\_\_\_\_\_ 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' record.

\_\_\_\_\_ Grades are not automatically sent to the high school. Grades may be accessed online at [www.craftonhills.edu](http://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.



HEALTH AND WELLNESS CENTER
Minor's Special Attendance Authorization
Consent for Medical Treatment and/or Counseling

Term: [ ] Spring

[ ] Summer
(Check Only One)

[X] Fall

20 17
(Year)

Student's Name

Student I.D. #
(Crafton ID)

Date of Birth

Name of Physician

Physician's Phone

Medical Insurance (including Medi-Cal)

Emergency Contact Information

Primary

Name: Relationship to Student:
Home Phone: Business Phone: Cell Phone:
Home Address:
City: State: Zip:

In the event your primary contact cannot be reached, please provide an alternative contact.

Alternate

Name: Relationship to Student:
Home Phone: Business Phone: Cell Phone:
Home Address:
City: State: Zip:

I, the parent/guardian of, hereby authorize the medical and counseling staff of Crafton Hills College Health and Wellness Center to consent to any diagnostic procedure (including x-rays), to the administration of any counseling, medical, surgical treatment, or to any accredited hospital when any or all of the foregoing is deemed advisable and is to be rendered under the general supervision of any physician and surgeon licensed under the provisions of the Medical Practice Act.

This authorization is given in advance of any specific diagnosis, treatment or medical care being required and pursuant to the provisions of Section 25.9 of the California Civil Code. It shall remain in effect throughout the term designated on this form.

Signature of Parent/Guardian

Date