



Dual Enrollment for RUSD Students: A College Partnership Program Summer 2017



Student Name: _____ Grade Level in 2017-2018: _____ High School: _____

NOTE: This summer program is for high school incoming juniors and seniors only! The Class of 2017 seniors are no longer eligible to participate in the Dual Enrollment Program.

Summer CHC-RUSD Dual Enrollment Partnership Process and Timeline:

- **Attend the Enrollment Application Meeting to enroll in Crafton Hills College**
 - Wednesday, April 12th, 3:00-5:00 PM, Citrus Valley High School Library
- **Complete Enrollment Paperwork and submit it to high school Counseling Center**
 - High School Dual Enrollment Request Form
 - Include high school name in the upper right corner of the form
 - Include 1st, 2nd, and 3rd 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 APRIL 28TH**
- **Attend and Complete the On-Campus Course Registration Meeting**
 - Thursday, May 18th, 3:00-5:00 PM, Citrus Valley High School Library
- Courses begin the week of June 12, 2017, and end July 20, 2017
- **All courses will be held at Citrus Valley High School as follows:**

COURSE TITLE	COURSE #	COURSE DESCRIPTION	UNITS	MEETING DAYS/TIME
Student Success and the College Experience	CHC 100	Introduction to the college experience, including academic and career self-assessment and strategies for success. Exploration and application of theories of physical, social and psychological development toward the goal of success in college. Survey of the tools necessary to excel academically, socially, physically and emotionally including goal setting, decision making, and life planning; time management; critical thinking; lifelong learning; financial planning; and wellness.	3 Lecture	M T W Th 1:00 - 3:30 PM
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	M T W Th 1:00 - 3:30 PM
Beginning Acting	THART 120	Introductory instruction in acting techniques. Exercises in improvisation, theatre games, and exercises to develop flexibility, imagination, agility, expressiveness and awareness of body movement. Exploration of basic textual analysis of plays, characterization and scene work	3 Lecture	M T W Th 1:00 - 3:30 PM

For Additional Questions or Concerns:

- Refer to high school websites and/or counseling centers
- Refer to the RUSD website: <http://www.redlands.k12.ca.us/>
- Contact: Dr. Stephanie Lock, Administrator of College and Career Pathways
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

Welcome 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. 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

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Crafton Hills College High School Dual Enrollment Request

All Sections Must Be Completed

Student Name: _____
(Last) (First) (MI) (Social Security or Student I.D. #)

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_____
(Check Only One) (Year)

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

Has the student completed the 10th 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

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)

PARENT/GUARDIAN

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.**

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.

_____ 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 [] Fall 20__
(Check Only One) (Year)

Student's Name Student I.D. # 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

