<table>
<thead>
<tr>
<th>Document Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Service Agreement Guidelines for Community College</td>
<td>1</td>
</tr>
<tr>
<td>Resolution Regarding Concurrent Enrollment</td>
<td>5</td>
</tr>
<tr>
<td>Memorandum of Understanding</td>
<td>6</td>
</tr>
<tr>
<td>Request for College Credit Course</td>
<td>7</td>
</tr>
<tr>
<td>Instructional Service Agreement</td>
<td>8</td>
</tr>
<tr>
<td>Dual Enrollment Application for Admission</td>
<td>13</td>
</tr>
<tr>
<td>High School Dual Enrollment Approval Form</td>
<td>15</td>
</tr>
</tbody>
</table>
September 14, 2012

TO: Chief Executive Officers  
    Chief Business Officers  
    Chief Instructional Officers

FROM: Barry A. Russell, Ph.D.  
      Vice Chancellor, Academic Affairs Division

      Frederick E. Harris  
      Assistant Vice Chancellor, Finance and Facilities Planning Division

SUBJECT: Guidelines for Instructional Service Agreements

During this past year, a work group has met to review the guidelines for Instructional Service Agreements. Attached, you will find the revised document. The intent is to provide the colleges and auditors with a better understanding of what is expected in Instructional Service Agreements.

If you have any questions, please feel free to contact me by phone at 916.322.6886 or by email at brussell@cccco.edu or Fred Harris at 916.324.3508 or by email atfharris@cccco.edu.

cc: California Community College Association for Occupational Education
Instructional Service Agreement Guidelines for Community College Districts and Public Agencies (2012)

Community college districts may claim full-time equivalent students (FTES) and State apportionment for courses given through instructional service agreements/contracts provided California Education Code and Title 5 requirements are met. The regulations are contained in Title 5 of the California Code of Regulations Sections 51006, 53410, 55002, 55003, 55005, 55300, 58050, 58051(c)-(g), 58051.5, 58055, 58056, 58058(b), 58102-58106, 58108 and California Education Code Sections 78015, 84752. Other regulations and/or statutes may apply.

These guidelines paraphrase applicable sections of Title 5 and Education Code and apply only to programs and/or courses conducted in a cooperative instructional service arrangement with public agencies (as indicated in Legal Advisory 04-Q1.5, although these guidelines are focused on agreements with public agencies, most of the requirements apply equally to private training partners). The following list of required elements should be used as a guide in the preparation of agreements/contracts.

1. The governing board of a community college district, prior to establishing a vocational or occupational training program, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program (California Education Code, Section 78015).

2. The college or district must have a written agreement/contract with the contractor stating:
   a. the responsibilities of each party, including a notation that although operated on-site by the contractor, the college or district is responsible for the educational program and/or course(s),
   b. the procedures, terms and conditions relating to:
      1) enrollment period,
      2) student enrollment fees,
      3) the number of class hours sufficient to meet the stated performance objectives,
      4) supervision and evaluation of students,
      5) withdrawal of students prior to completion of a course or program, and
   c. the terms and conditions relating to cancellation and termination of the arrangement.
3. The college or district has documentation that instruction claimed for apportionment under the agreement/contract is under the immediate supervision and control of an employee of the district (Title 5, Section 58058) who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors need to provide the supervision and control necessary for the protection of the health and safety of student and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students.

a. Where the instructor is not a paid employee of the district, the college or district has an additional written agreement/contract with each instructor requiring FTES to be reported by the instructor and stating that the college or district has the primary right to control and direct the instructional activities of the instructor.

b. The college or district must demonstrate control and direction through such actions as providing the instructor an orientation, instructor’s manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.

4. The college or district lists minimum qualifications for instructors teaching agreement/contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or district (Title 5, Section 53410).

5. The course(s) included in the agreement must be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites (Title 5, Section 580515).

a. Enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites (Title 5, Sections 51006 and 58106).

b. The district policy on open enrollment (Title 5, Section 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes (Title 5, Section 51006).

6. Degree and certificate programs must have been approved by the State Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally.

7. The agreement/contract or addendum must specify all courses conducted in the cooperative arrangement and provide corresponding outlines of record with documentation that each has been approved by the college’s curriculum committee, is consistent with Title 5 course standards, and has been approved by the district board of trustees.

8. Procedures are in place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Faculty covered under the agreement and students are held to a comparable level of rigor to all courses offered at the college.
9. Permanent records of student attendance, grades, and achievement will be maintained by the public agency or college (as determined appropriate by the community college district). Records will be open for review at all times by college officials and submitted on a schedule developed by the community college district.

10. It is agreed that both contractor and community college district will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment Tutoring).

11. The community college district must certify that it does not receive full compensation for the direct education costs of the course(s) from any public or private agency, individual or group.

12. The community college district is responsible for obtaining certification from the public agency verifying that the instructional activity to be conducted will not be fully funded by other sources.*

13. If the course(s) will be located outside the boundaries of the district, the district must comply with the requirements of Title 5 (Sections 55300 et seq.) concerning approval by adjoining high school or community college districts and use of non-district facilities.

*In accordance with AB 444 (Statutes of 1996, Chapter 637) effective 9/16/96, Title 5, Section 58051.5 was amended to include appropriate language to implement California Education Code Section 84752. See Legal Opinion 011-01.
RESOLUTION NO. _____

Board of Education
Santa Barbara Unified School District

RESOLUTION REGARDING CONCURRENT ENROLLMENT
Education Code § 76002(a)(3)

WHEREAS, the Santa Barbara Unified School District (SBUSD) maintains a concurrent enrollment partnership with Santa Barbara Community College District (SBCC), which benefits SBUSD students, SBCC students and the public at-large; and

WHEREAS, various operational aspects of the concurrent enrollment partnership are incorporated in a Memorandum of Understanding, dated November 2, 2006, the provisions of which establish adherence to various Education Code requirements pertaining to, among other things, allowances, apportionments and enrollment; and

WHEREAS, high schools hosting community college courses must comply with Education Code section 76002(a)(3), which provides that “[i]f a class is offered at a high school campus, the class shall not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting”; and

WHEREAS, in order to fulfill the requirement of Education Code section 76002(a)(3) and to ensure the provision of access to members of the public for attendance of concurrent enrollment courses held on SBUSD campuses;

NOW, THEREFORE, BE IT RESOLVED as follows:

The Santa Barbara Unified School District Board of Education declares that community college classes shall not be offered on a high school campus at any time in which the campus is closed to the general public. If a community college class is offered during the regular school day, any member of the general public enrolled in the community college class shall have access to the campus equal to the high school students attending the high school.

PASSED AND ADOPTED at a meeting of the Santa Barbara Unified School District Board of Education, Santa Barbara County, Santa Barbara, California, held on the _____ day of ______________, 2013, by the following vote:

Ayes: ________
Noes: ________
Abstain: ________
Absent: ________

By ___________________________ Date ____________________________
Dr. David E. Cash, Secretary-Clerk to
Board of Education of the Santa Barbara Unified School District
MEMORANDUM OF UNDERSTANDING
Dual Enrollment Adjunct Instructor Stipends

Requirements:
1. Mandatory attendance at annual Instructor Workshops
2. Mandatory attendance at Annual (or bi-annual) Articulation Meetings
3. Enrollment Facilitation:
   a. Check all applications for completion and signatures and attach high school roster to application packet
   b. Check college and high school rosters at times notified by Dual Enrollment Office for accuracy and notify the Dual Enrollment Office of any discrepancies
   c. A notification will be sent when enrollment is complete. You will need to verify your roster(s) and respond to the email within a week confirming that there are no discrepancies. Any student omissions or drops will not be corrected after this date.
   d. Adhere to SBCC add/drop deadlines as they pertain to specific dual enrollment courses (based on individual high school calendars)
4. End of Term Reporting:
   a. Complete any Moodle instruction by the end of the SBCC semester
   b. Submit course grades and positive attendance hours in Pipeline
   c. Report Course Student Learning Outcomes (CSLOs) in eLumen at the end of each semester
   d. Submit evidence of grades and attendance to Dual Enrollment Office or Admissions and Records Office. Evidence of grades will demonstrate how your students earned their grade.

High School/ROP-funded Instructors:
- A $500 per course stipend will be paid at the end of the semester
- Stipends are pro-rated for enrollment less than 20
- If the above requirements are not met, a 25% deduction will be made for each of the four categories above
- Stipends are processed prior to the end of the current semester; therefore, deductions may be made on your next stipend.

I have read and understand the above MOU requirements:

__________________________________________________________________________
Signature                        Date

__________________________________________________________________________
Print Name
Request for Santa Barbara City College Credit Course

Please circle one: New Course Request or Course Renewal

High School: _____________________________________________________________

SBCC Course Requested (Name & Number): __________________________________

Days course is to be taught: __________________________ Hours: ________________ Room: ________________

Course Beginning Date: __________________________ Course Ending Date: ________________

Semester course is to be taught (circle one): Fall Spring Summer Year ____________
(Note: SBCC course can coincide with high school calendar)

High School Equivalent Course (Name & Number) if applicable: _________________

Expected enrolled: __________________________________
(Note: SBCC must have enrollment of 20 to offer dual credit, if SBCC is paying the instructor’s salary)

Do you want one of your high school teachers to teach the course? □ Yes □ No

If “yes”, please print the following teacher information:

➢ Name: ____________________________
➢ Email: ____________________________
➢ Home Phone: ______________________
➢ Work Phone: ______________________
➢ Cell Phone: ________________________
➢ Does the teacher possess a master’s degree in the subject area? □ Yes □ No

Do you want an SBCC instructor to teach this course? □ Yes □ No

Would you like this to be a permanent course offering at your school? □ Yes □ No □ Maybe

Are you requesting a particular SBCC instructor?

➢ Name: ____________________________

High School Approvals:

Principal Signature __________________________ Date ____________ IHS Teacher or SBCC Teacher __________________________ Date ____________

HS Department Chair or ROP Director __________________________ Date ____________ HS Counselor __________________________ Date ____________
(Only for Personal Development Classes)

Please return form to the:

Dual Enrollment Program, Santa Barbara City College, 721 Cliff Drive, Santa Barbara, CA 93109

10/21/08 cf 7 of 16
INSTRUCTIONAL SERVICE AGREEMENT

A Concurrent Enrollment Partnership between the This Agreement is made and entered into as of the date last written below by and between the [insert Community College name] Community College District and the [insert High School name] High School District

This Agreement is made and entered into as of the date last written below by and between the [insert Community College name] (hereinafter referred to as the COLLEGE) and [insert High School name] (hereinafter referred to as the SCHOOL).

Concurrent Enrollment refers to college-credit bearing courses taught to high school students by college-approved high school teachers. 1

Legal requirements governing this AGREEMENT are subject to change by the California State Legislature. Current regulations are contained in Title 5 of the California Code of Regulations, Sections 51006, 53410,55002(a),55002 (3),55005,55232,58051.5,58056,,58058,58058(b), 58102, and 58104, and Education Code Sections 48800, 48801, 58920, 76001(d),76002,76220,76355,and 84752 (Appendix A).

TERMS OF AGREEMENT

1. ADMISSIONS AND REGISTRATION

1.1 Admissions and registration shall be governed by the College Now! Conditions/or Enrollment (Appendix B) and all other applicable policies and procedures established by the COLLEGE(CA Ed Codes 48800, 76001{d})

1.2 Prior to registering for a concurrent enrollment course, students shall complete and submit a College Now! Petition for Enrollment (Appendix C); (CA Ed Code 48800)

1.3 The SCHOOL shall pay the total cost of all applicable COLLEGE fees, books, and materials for all [insert High School name] students who enroll in a concurrent enrollment course.

1.4 Registration and access to all concurrent enrolled courses scheduled at the SCHOOL shall be open to any person who has been admitted to the COLLEGE and has met any applicable prerequisites.(CA Code of Regulations 51006,58051.5 and CA Ed Code 76002) Students not enrolled at [insert High School name] will be required to check in and out of the main office to obtain a permit to be on campus during the school day.

1.5 All concurrent enrollment courses shall have a minimum enrollment of 20 students.

2. COURSES

2.1 Courses offered in the SCHOOL shall be on the current Approved College Now/ List (Appendix D) of the COLLEGE(CA Code of Regulations 55002{a})
2.2 Courses offered in the SCHOOL shall be of the same quality and rigor as those offered on the COLLEGE campus; (CA Code of Regulations 55002(a), 55232 and CA Ed Code 48801)

2.3 Courses offered in the SCHOOL shall be COLLEGE catalogued courses with the same department designations, course descriptions, numbers, titles, and credits; (CA Code of Regulations 55002(a), 55005, 58102, 58104)

3.8 Concurrent enrollment faculty must sign an Instructor Agreement (Appendix G), will be approved by the COLLEGE and shall meet qualifications required by the COLLEGE, and is under the immediate supervision and control of an employee of the COLLEGE. (CA Code of Regulations 58058(b))

4. LIAISON

4.1 The COLLEGE shall appoint a liaison who will approve all concurrent enrollment instructors in consultation with the academic department of the COLLEGE. (CA Code of Regulations 58059)

4.2 The liaison shall provide initial training for concurrent enrollment faculty, conduct site visits, COLLEGE performance evaluations, and strengthen communication between essential elements of the SCHOOL, the COLLEGE, academic departments, and student services. (CA Code of Regulations 58056)

4.3 The liaison will be also keep concurrent enrollment faculty appraised of new curriculum developments, pedagogic innovations, textbook adoptions, educational outcomes, assessment of learning, grading standards, proficiency expectations, and syllabus components. (CA Code of Regulations 58056)

5. ON-SITE SUPERVISION

5.1 Concurrent enrollment courses and students shall be under the direct supervision of the principal of the SCHOOL. (CA Code of Regulations 58056)

5.2 The COLLEGE shall outline the duties of the on-site supervisor in a separate agreement executed by the COLLEGE and the on-site supervisor. (CA Code of Regulations 58056)

6. STUDENTS

6.1 Students must meet all COLLEGE prerequisite requirements before enrolling in a concurrent enrollment course; (CA Code of Regulations 51006, 58051.5, and CA Ed Code 76002)

6.2 Grades earned by students enrolled in concurrent enrollment courses will be posted on official COLLEGE and SCHOOL transcripts; (CA Ed Code 76220)
6.3 Students enrolled in concurrent enrollment courses will be directed to the official catalogue of the COLLEGE;

6.4 Students enrolled in concurrent enrollment courses shall have access to all of the student services programs available at the COLLEGE.

6.5 Students who withdraw from a concurrent enrollment course will not receive any COLLEGE credit for work completed.

7. **ASSESSMENT**

7.1 Students enrolled in concurrent enrollment courses shall be held to the same standards of achievement as students on the COLLEGE campus; *(CA Ed Code 48801)*

7.2 Students enrolled in concurrent enrollment courses shall be held to the same grading standards as those expected of students in on campus COLLEGE sections;

7.3 Students enrolled in concurrent enrollment courses shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus COLLEGE sections.
11.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL and its officers, agents and employees from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance of or in connection with this AGREEMENT. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers and employees.

12. INSURANCE

12.1 The SCHOOL, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, an insurance policy or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS ($100,000) per accident with a reliable insurance carrier authorized to do such public liability and property damage insurance business in the state of California. Said policy of insurance or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this AGREEMENT. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

13. FULL FUNDING

13.1 Neither the COLLEGE nor the SCHOOL receives full funding for the instruction from the State or other sources. (CA Ed Code 84752)

14. NON-DISCRIMINATION CLAUSE

14.1 The SCHOOL assures the COLLEGE that it shall not discriminate against any person, in any aspect of education or employment, regardless of race, color, ancestry, religion, gender, national origin, age, mental or physical disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

15. TERM OF AGREEMENT

15.1 July 1, 2014 to June 30, 2017

16. TERMINATION OR CHANGES

16.1 Either party may terminate this AGREEMENT at any time by providing 30-days' written notice to the other party. Written notice of termination or changes to this AGREEMENT shall be addressed to the responsible person listed in Item 17 below.

16.2 Upon termination of this AGREEMENT, the SCHOOL shall develop a COLLEGE approved teach-out plan that enables students to complete the concurrent enrollment course they are enrolled in.
17. PERSONS RESPONSIBLE FOR THE IMPLEMENTATION OF THIS AGREEMENT

[Insert Community College name and contact information]
[Insert High School name and contact information]

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS AGREEMENT
AS OF THE LAST DATE WRITTEN BELOW.

[Signatures from Community College]  [Signatures from High School]
SANTA BARBARA CITY COLLEGE
DUAL ENROLLMENT APPLICATION FOR ADMISSION

Term Applying For:
☐ Summer ☐ Fall ☐ Spring 20__

Full Legal Name:
Last Name ____________________________
First Name ____________________________
Middle Name __________________________

Previous Name on Academic Records: (Full Legal Name)

Personal Information:
Social Security Number: ____________________________
Date of Birth (MM/DD/YYYY) __________________________
Gender M ☐ F ☐
Email Address ____________________________

Mailing Address:
Street Address ____________________________
City ____________________________ State ______ Zip/Postal Code ______
Country if other than U.S. ____________________________
Telephone Number ( ) ____________________________

Permanent Address:
☐ Check here if same as mailing address
Street Address ____________________________
City ____________________________ State ______ Zip/Postal Code ______
Country if other than U.S. ____________________________
Telephone Number ( ) ____________________________

Student Type:
☐ 1 First-Time Student in College
☐ 2 First-Time Transfer (attended another College)
☐ 3 Returning Student to SBCC
☒ 6 Dual Enrollment (Enrolling in H.S. and College at the same time)

Education Goal:
☐ A Transfer with AA/AS Degree
☐ B Transfer without AA/AS Degree
☐ C Associate Degree without Transfer
☐ D Vocational Degree without Transfer
☐ E Vocational Certificate without Transfer
☐ F Discover Career Interests/Goals
☐ G New Career/Develop Job Skills
☐ H Improve Present Job Skills
☐ I Maintain Certificates/License
☐ J Personal Enrichment
☐ K Basic Skills/English, Reading, Math
☐ L Achieve High School Diploma
☐ M Undecided on Goal at this time

Program of Study/Major: X ☒ D U A L E N
(Refer to application cover sheet for list)

Education Level:
☐ 0 - Not enrolled/did not Graduate High School
☒ 1 - Enrolling in High School and College
☐ 2 - Enrolled in Adult High School
☐ 3 - Received high school diploma
☐ 4 - GED/H.S. Equivalency Certificate
☐ 5 - CA H.S. Proficiency Certificate (CHSPE)
☐ 6 - Foreign Secondary School Diploma
☐ 7 - Associate Degree
☐ 8 - Bachelor Degree or higher

Citizenship:
☐ 1 - U.S. Citizen ☐ 3 - Temporary Resident
☐ 2 - Permanent Resident ☐ 4 - Refugee/Asylee

If 2, 3 or 4: (REQUIRED)
Alien Registration Number ____________________________
Issue Date (MM/DD/YYYY) ____________________________
Expiration Date (MM/DD/YYYY) ____________________________

If 6: (REQUIRED)
Visa Type ____________________________
Visa Number ____________________________
Issue Date (MM/DD/YYYY) ____________________________
Expiration Date (MM/DD/YYYY) ____________________________

Race/Ethnicity:
Are you Hispanic or Latino? ☐ Yes ☐ No
What is your race/ethnicity? Check one or more.
☐ 01 Hispanic, Latino ☐ 11 Asian Cambodian
☐ 02 Mexican, Mexican-American, Chicano ☐ 12 Asian Vietnamese
☐ 03 Central American ☐ 13 Filipino
☐ 04 South American ☐ 14 Asian Other
☐ 05 Hispanic Other ☐ 15 Black or African American
☐ 06 Asian Indian ☐ 16 American Indian/Alaskan Native
☐ 07 Asian Chinese ☐ 17 Pacific Islander Guamanian
☐ 08 Asian Japanese ☐ 18 Pacific Islander Hawaiian
☐ 09 Asian Korean ☐ 19 Pacific Islander Samoan
☐ 10 Asian Laotian ☐ 20 Pacific Islander Other
☐ 21 White

High School Currently Attending:
High School Name ____________________________
City ____________________________ State ____________________________
Country if other than U.S. ____________________________

Graduation Date (MM/DD/YYYY) ____________________________

Parent/Guardian Information 1: (Required if under 19 years of age)
Last Name ____________________________
First Name ____________________________
Relationship: ☐ Father ☐ Mother ☐ Guardian
☐ Check here if same as Permanent address.
Street Address ____________________________
City ____________________________ State ______ Zip/Postal Code ______
Country if other than U.S. ____________________________

Telephone Number ( ) ____________________________

Applications can be completed online in English and Spanish at: www.sbcc.edu/apply
Residency Questionnaire

This information will be used for residency determination. It will not be used in making admissions decisions and will not be used for a discriminatory purpose.

Select one of the following:
- I am at least 19 years of age OR married.
- I am under 19 years of age AND unmarried.

All applicants must answer the following questions. If you are under 19 years of age and unmarried you must answer for your parent or guardian.

Have you lived in California for at least the last two years?
- Yes □ No □ If no, when did your present stay begin? __/__/___

Are you a full-time employee, or spouse or dependent of a full-time employee of any of the following colleges/universities?
- California Community College • California State University or College • University of California • Maritime Academy
- Yes □ No

Is the applicant a full-time credentialed employee of a California public school enrolling in college for purpose of fulfilling credential-related requirements?
- Yes □ No

Have you been employed as a seasonal agricultural worker for at least a total of two months of each of the past two years?
- Yes □ No

During the last 2 years, have you:

Declared residency in another state for state income tax purposes?
- Yes □ No □ If Yes, _____________Years _____________State

Registered to vote in another state?
- Yes □ No □ If Yes, _____________Years _____________State

Declared residency at an out-of-state college or university?
- Yes □ No □ If Yes, _____________Years _____________State

Petitioned for a lawsuit or a divorce as a resident in another state?
- Yes □ No □ If Yes, _____________Years _____________State

Military Status
- None apply to me
- Currently active military
- Dependent of current active military
- Member discharged within the last year
- Member discharged over a year ago (veteran)

Date of Discharge (mm/dd/yyyy): __________________________

Home State of record:

Currently stationed in California?
- Yes □ No

If stationed in California, is the Duty for educational purposes ONLY?
- Yes □ No

To Be Signed by all Students

I declare under penalty of perjury that the statements submitted by me are true and correct. All materials submitted by me for the purposes of admission become the property of Santa Barbara City College. I understand that falsification, withholding pertinent data, or failure to report change in residence may result in my dismissal.

Students Signature __________________________ Date ____________

Applications can be completed online in English and Spanish at: www.sbcc.edu/apply
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

<table>
<thead>
<tr>
<th>COURSE TITLE &amp; NUMBER (i.e. BIO 100)</th>
<th>UNITS (9 MAX)*</th>
<th>COURSE TITLE &amp; NUMBER</th>
<th>UNITS (9 MAX)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

* 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)

1. 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://www.sbcc.edu/dualenrollment/forms.php to download form).

2. 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.

3. 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/.

4. Assessment: All students planning to enroll in English or math classes must qualify on the SBCC assessment tests (see http://www.sbcc.edu/assessmentcenter/AssessmentCenter.php, for details on testing hours and exemptions) or college English or math course work.

5. 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.

6. 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.

7. 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.

8. 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: If you opt out, your high school may request that you provide the registrar with an official SBCC transcript before giving credit towards high school requirements/graduation.

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

| Student Signature | Date |

PART E: PARENT AGREEMENT

1. 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.

2. 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)

3. 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.

4. 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.

5. 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@sbcce.edu

Dual Enrollment Student Program Advisor, Phone: (805) 730-4759
E-mail: vegan@sbcce.edu