



DUAL ENROLLMENT POLICIES AND REQUIREMENTS

Dual Enrollment permits high school students the opportunity to enroll in Santa Monica College courses that take place at the high school site for educational enrichment. The purpose of the program is to provide “advanced scholastic,” “educational enrichment opportunities for a limited number of eligible pupils” as defined by Education Code, Section 48800 and 76002.

Policies and Requirements:

1. Dual Enrollment students must have completed the 8th grade or equivalent prior to the beginning of the semester or term they plan to participate in the program.
2. Dual Enrollment students must complete all forms with their high school counselor who will help select classes that meet their educational needs. Students will only be permitted to register for classes that their counselor approves. Each form needs to be signed by the high school counselor.
3. The local school district principal approval and formal affidavit is required for a student participating in a home school program.
4. Dual Enrollment students must take the Mathematics placement examination if enrolling in courses where a specific mathematics proficiency level is advised or required.
5. High School Dual Enrollment Students are required to complete the English placement exam prior to the initial enrollment. To qualify to participate in the program, students must place into level B English, (or English 21A) or higher.
6. Students may be waived from the mandatory English assessment requirement when enrolling only in courses that do not have English skills prerequisites or advisories (ex: performance or activity courses).
7. Dual Enrollment students must have the signature of a parent or legal guardian authorizing the student’s participation in the program.
8. **Effective Spring 2015, participating students are exempted from enrollment fees and non-resident tuition if they are physically attending a high school in California. Out-of-state students do not qualify for the fee exemption.**
9. Applicants must submit a copy of their complete high school transcript showing all high school courses completed to date, along with the Dual Enrollment Consent Form, prior to enrollment in each semester when he/she wishes to take courses. Transcripts for any college coursework should also be provided.
10. Students are limited to six units, or two classes, per semester.
11. Students will not be allowed to take courses in subject areas that the student previously received below a C grade (most recent attempt), whether taken at the college or high school level.
12. Dual Enrollment students will not be allowed to enroll in any physical education courses.
13. Credit courses are COLLEGE courses and will remain on the student’s permanent record even if the secondary school uses the coursework as High School Credit. All coursework taken will appear on the student’s Santa Monica College transcript. Students wishing to forfeit the college credit must file the College Credit Forfeiture Request form within the first two weeks of the term. This decision is not reversible. The coursework will still appear on permanent record, but college totals will be adjusted and course annotated to show forfeiture.
14. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and be involved in discussions of mature subjects.
15. Santa Monica College is not responsible for the supervision of minor students anywhere on campus outside of the classroom setting. Faculty are not expected to wait with students until their ride arrives. At times, classes may be dismissed early.
16. Dual Enrollment students must adhere to all college policies on course requirements, attendance, dates and deadlines, and any other applicable policies and procedures including the Student Code of Conduct. See college catalog or schedule of classes for policies.
17. Students must act on their own behalf. Parents, guardians, relatives or friends of Santa Monica College students are not permitted to enroll, drop, or add classes on behalf of the student. The same prohibition applies to requesting transcripts. Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, SMC will not discuss or release student information to anyone, including parents, without the student’s signed written consent.
18. Dual Enrollment students may participate in extra-curricular activities only at the high school level.
19. F-1 and F-2 Visa students are not eligible to enroll as a Dual Enrollment student.

Student & Parent/Legal Guardian Agreement: I have read, understand, and agree to the above policies and requirements.

Student Signature

Student Name (Please Print)

Date

Parent/Legal Guardian Signature

Parent/Legal Guardian Name (Please Print)

Date

ATTACHED FORM IS REQUIRED TO COMPLETE THE APPLICATION PROCESS



DUAL ENROLLMENT CONSENT FORM

FOR OFFICE USE ONLY
Date Processed: _____
Processed By: _____

TO BE COMPLETED BY THE STUDENT

NOTE: YOU WILL NOT BE ENROLLED IN ANY CLASS IN THE PROGRAM UNTIL YOU HAVE ALL OF YOUR FORMS COMPLETELY AND ACCURATELY FILLED OUT. A NEW CONSENT FORM MUST BE COMPLETED EVERY ACADEMIC YEAR.

Legal Name:	Last	First	Middle
SMC ID Number	Date of Birth	Telephone Number	
/ / () -			
Email			
Street Address			
City	State	Zip Code	

Academic Year: _____ Current Grade Level : 9th *◇ 10th ◇ 11th ◇ 12th ◇
 * Students must complete the 8th grade or equivalent prior to the beginning of the term to be eligible to participate.
 Name of High School: _____

ENROLLMENT AUTHORIZATION and FERPA RELEASE

The classes listed below are a part of my academic plan for the year. **I AM RESPONSIBLE FOR ADDING/DROPPING THE CLASS/ES EVERY SEMESTER USING CORSAIR CONNECT (DATES AND DEADLINES PRESCRIBED AND AVAILABLE ON CORSAIR CONNECT). IF I FAIL TO DO SO I MAY RECEIVE AN "F" ON MY PERMANENT COLLEGE TRANSCRIPT.**

Fall Class	Winter Class	Spring Class

I, the student, understand the class I am enrolling in is a college level class, and that the grade earned will appear on my permanent Santa Monica College transcript.

- I authorize SMC to release my progress and attendance in class, enrollment and testing information, and grades/transcripts to the appropriate high school personnel, including my counselor/administrator, or registrar.
- I also authorize SMC to speak to my high school counselor/administrator regarding my behavior and progress in class throughout the semester.

Student Agreement: I have read, understand and agree to the above statements.

_____ Student's Signature	_____ Santa Monica College ID#	_____ Semester
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PARENTAL CONSENT

I, the parent/legal guardian of this student, grant permission for my son/daughter to enroll into the SMC Dual Enrollment Program for the term specified above. I understand the **unique character** and **rigorous requirements** of the course(s). My signature affirms my approval as the parent/guardian for my son/daughter to be approved to enroll in the course(s) listed above for the academic year.

_____ Parent's/Legal Guardian's Signature	_____ Parent's Printed Name	_____ Date
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HIGH SCHOOL COUNSELOR/ PRINCIPAL CONSENT

The above student is authorized and recommended to enroll in the course(s) listed above for the academic year. By signing the consent form you have assessed the student's preparedness to undertake college level studies in this subject and are recommending the student for attendance in the SMC Dual Enrollment program.

As per Ed. Code 76001, the principal of the public school certifies, by signing this consent form that no more than 5 percent of the total number of pupils per grade level shall be recommended for SMC summer session.

_____ School Principal's Signature (required for summer sessions only)	_____ School Counselor's Signature
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