



# SUMMERVILLE UNION HIGH SCHOOL DISTRICT

## EARLY COLLEGE PROGRAM 2020-21

Students enrolled in the Summerville Union High School District as juniors or seniors will have the option to enroll in college classes concurrently with their high school classes. This will give high school students the opportunity to earn college credit and have more elective options to choose from, while still completing their graduation requirements and earning a Summerville High School or Connections VPAA diploma.

### Requirements

- Be on track with their graduation requirements
- Have a minimum 2.0 cumulative GPA and meet eligibility requirements
- Sign and submit the Early College Contract
- Sign and return the Columbia College Free Transcript Request
- Purchase books
- Pay the health services fee (approximately \$30)
- Submit required registration forms for Columbia College.
- Students are required to put their college class grades on their high school transcripts
- They must have a minimum of three classes per day at Summerville High to meet the state minimum minutes requirement.

When students select course options through Columbia, final approval will be required by the GLC or Principal. Students may replace up to 2 elective classes at the high school with the equivalent amount of credits at the college. High school students earn 5.0 credits per semester class taken at the high school. Each credit for a college course is worth 3.3 high school credits. An example of this calculation: A 3 unit college class is worth 10 high school semester credits. Therefore, a student could enroll in one 3.0 unit college class, and replace 2 semester high school classes.

### Replacing a Required Summerville Course

\*\*If a student would like to replace a Summerville High required course during the school year (see list of required courses below) they must first pass an academic college level course with at least a B. For example, a student could take a history class at Columbia and earn a B or an A, and then in a future semester take English 1A at Columbia to replace either their 11th or 12th grade Summerville English course.

**In 11th grade, students are required to enroll on the Summerville campus in:**

English, Math, US History, PE and 2 Electives

**In 12th grade, students are required to enroll on the Summerville campus in:**

English, Senior Seminar, Government/Economics, and 3 electives

## REGISTERING FOR CLASSES

It is recommended that students enroll in classes that begin after 2pm at the college, or enroll in online classes; students will then have the option of not enrolling in high school classes during periods 4A and 4B, or 1A/1B.

For course offerings at Columbia College, see their website, [gocolumbia.edu](http://www.gocolumbia.edu).

To apply, click on "Admissions". To see the class schedule, follow the link that says "class schedule." To apply, click on "Apply Now." Then, on the left side of the page, click on "Special Admit/High School Students."

<http://www.gocolumbia.edu/admissions/highschoolstudents.php>

Before students register for classes, they must first apply to the college. This can be done online, but the additional high school forms must be submitted (fee waiver, health form, and concurrent enrollment petition). These can be emailed, faxed (from high school office) or delivered to the admissions office on the campus.

Attached are the concurrent enrollment forms for Columbia that must be completed by student, parent and GLC before students can register. The registration date for high school students for fall classes will be in early June. Summer classes are typically mid-April. Once you receive your Columbia College ID number and email, check it to get your actual registration date.

For Math or English courses or other classes that require a prerequisite students need to meet with a Columbia College counselor and bring their transcripts.

## COST

There is no tuition fee for high school students to enroll in classes at Columbia. However, they are required to pay the health services fee (approximately \$30), This is a GREAT deal for earning college credits!

## BOOKS

Students are responsible for purchasing their own books. Exceptions would be A-G type courses not offered at Summerville/Connections. (Physics, Trig, Engineering, Calc II)

For information on which courses meet transfer requirements for a 4-year university, visit:

[www.assist.org](http://www.assist.org) OR check out the information on IGETC on the Columbia website.



### Early College Contract

As a high school student taking college courses through Summerville High Schools' Early College Program, there are certain requirements that you must meet in order to remain eligible. After reading over these requirements, please sign and date below and return the form to your advisor. In the interest of accuracy in maintaining your academic records and promptness in determining final grades, we request that you include your college online login information. This must be set up by the student online through Columbia College. Summerville High considers academic integrity to be of the utmost importance. Students are expected to maintain high standards of academic integrity and honesty in helping Summerville maintain official and unofficial student records. Any tampering with any student record—such as attendance, grades, or unofficial transcripts— may result in academic suspension, academic probation, or expulsion from Summerville High and the partnering college or university.

- I will commit to spending the appropriate amount of time per week working and progressing in each enrolled course. Transportation for any student receiving Dual Enrollment instruction at any facility other than the high school campus shall be provided by the student or the parents or guardians of the student. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age or maturity. Students are encouraged to use the free tutoring labs for writing and math, as well as the computer labs. Grades for off campus dual enrollment courses are not available on SHS PowerSchool but will effect the high-school academic GPA. Students must use the College's Student Portal to check classwork and grades.
- If I have any questions, technical difficulties, or concerns regarding my college course, I will contact my college instructor in a timely manner. I will work to resolve problems in order to successfully complete the course.
- I agree to keep up with all Summerville high coursework that I am taking concurrently.
- I will keep in regular communication with my grade level coordinator concerning my progress in my college courses.
- At the end of the semester, I will give my grade level coordinator a copy of my unofficial transcripts immediately upon receipt. Failure to do so may result in high school credit not being awarded for those college courses.
- I hereby grant Summerville High School permission to use my college login and password to obtain any records required in order to gain high school credit for the college courses I am taking. This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without specific written consent.
- There is an approximately **\$30 health fee** per semester required that is not part of the fee waiver

I, (Print Student Name) \_\_\_\_\_ and (Print Parent Name) \_\_\_\_\_ understand and agree to the above requirements.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

ConnectColumbia College login info: (need to register for Columbia before submitting this paper)  
W# \_\_\_\_\_ Password \_\_\_\_\_

Please sign the transcript release page on page 2>>>>>



**Clear Form**

|                               |  |  |                |
|-------------------------------|--|--|----------------|
|                               |  | <b>FOR OFFICE USE ONLY</b>               |                |
| ASPR <input type="checkbox"/> | 1 <sup>ST</sup> <input type="checkbox"/> | 2 <sup>ND</sup> <input type="checkbox"/> | CNX For: _____ |
|                               |  |  | _____          |
|                               |  |  | _____          |
|                               |  |  | _____          |
|                               |  |  | _____          |
| Sent: _____                   |  |  |                |

**Columbia College—Free Transcript Request Form**  
 Complete and sign this form and return to Admissions & Records  
 \*(209) 588-5337-Fax \*11600 Columbia College Drive, Sonora CA 95370\*  
 \*ccadmissions@yosemite.edu\*

- First 2 copies are free within lifetime
- If requesting more than 2 copies, RUSH or have used your 2 free, visit:  
[www.nationalstudentclearinghouse.org](http://www.nationalstudentclearinghouse.org) to submit requests and pay applicable fees

PLEASE ALLOW 10 WORKING DAYS FOR PROCESSING TRANSCRIPTS  
 DOES NOT INCLUDE MAILING TIME/US POSTAL SERVICE PROCESSING TIME

**Please Note: Requests will NOT be processed without the student's signature**

Today's Date: \_\_\_\_\_ Student ID or SSN: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_

                                Last                                  First                                  Middle

Previous Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

➔ Signature: \_\_\_\_\_

**Delivery Method:**

**SEND**-Provide address below

**PICK UP**-In the Admissions & Records Office with photo ID (unclaimed transcripts will be shredded after 30 days)

|                                  |                                |                        |
|----------------------------------|--------------------------------|------------------------|
| <b>SEND TRANSCRIPT TO:</b> _____ |                                |                        |
| <b>Address:</b> _____            | <b>Number of Copies:</b> _____ |                        |
| <b>City:</b> _____               | <b>State:</b> _____            | <b>Zip Code:</b> _____ |

**Certification – Check Appropriate Boxes:**

Certifications are **NOT** required when transferring to a community college, out of state or private college/university.

General Education Certification-Transfer to California State University campuses only

IGETC Certification- Transfer to University or California State University campuses only

**\*\*More information is available on the Columbia College website under Admissions at [www.gocolumbia.edu](http://www.gocolumbia.edu) \*\***

# Columbia College

## Special Admit/Early College

### Registration Form

#### STUDENT INFORMATION

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Columbia College Student ID (W#): \_\_\_\_\_  
 High School: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
 Please indicate the **TERM** and **YEAR** in which you are petitioning to enroll:  
 Term:  Fall  Spring  Summer Year: 20 \_\_\_\_\_

#### HIGH SCHOOL APPROVAL

| Course Number (e.g. FIRE 1) | Course Name | Section Number | Units |
|-----------------------------|-------------|----------------|-------|
|                             |             |                |       |
|                             |             |                |       |
|                             |             |                |       |
|                             |             |                |       |

High school principal or authorized designee – by signing below you acknowledge the following:

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 education. (Ed Code 48800(a)) I recommend that the student enroll in the above named course(s) up to 11 units, not to exceed 4 courses. **I have also attached the student's high school transcript.**

**SUMMER ONLY:** I certify that I am limiting the number of recommendations to no more than five percent of the total number of students who completed the grade immediately prior to the time of the recommendation for summer session. (Ed Code 48800 (d))

High School Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

#### STUDENT AGREEMENT

By initialing and signing below the student acknowledges that they have read and understand the following:

\_\_\_\_\_ All Columbia College dual enrollment students are expected to have the maturity to function effectively on a college campus and comply with the Columbia College Student Code of Conduct. No special arrangements or additional supervision of underage students are available.

\_\_\_\_\_ **Grades: By participating in a dual enrollment course you are creating a college transcript.** The grade(s) you earn in your CC classes will become part of your official college academic record.

\_\_\_\_\_ Students participating in dual enrollment must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 67% of course attempted) to maintain eligibility for financial aid when they begin college after high school graduation.

\_\_\_\_\_ Student understands that Columbia College will release final grades to their high school.

The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and board policy. (Ed Code 48800-48802, 76001, 76300)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**  
 Accommodations for students with disabilities are by regulation different for college classes than for high school classes. If you are a student with a documented disability (i.e., IEP, 504 plan, etc.) and/or you would like to know about accommodations available for the college course for which you are enrolling please contact Disabled Students Programs and Services (DSPS) at 588-5130.

**PARENT/LEGAL GUARDIAN AGREEMENT**

By initialing and signing below the parent/guardian acknowledges they have read and understand the following:

- \_\_\_\_\_ **Student records:** Ed Code 49061 states that parents of community college students do not have a right to access their children's student records, regardless of whether or not the student is under the age of 18. As such, student records will not be released to parents without written consent of the student. The Family Educational Rights and Privacy Act (FERPA) Authorization for Release of Information can be obtained at the Admissions & Records office.
- \_\_\_\_\_ **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, instructors are not required to discuss student performance or other student-related issues with parents.
- \_\_\_\_\_ **Course Content/ Material:** Dual enrollment courses are taught to the rigor of a college course. As such, please be aware that discussion topics and course materials are generally designed for adult students. No parent permission will be sought for sensitive material.
- \_\_\_\_\_ **Students with Disabilities Accommodations:** Parent has read and understands the statement regarding accommodations for disabled students found on the front side of this form.
- \_\_\_\_\_ **Your student will receive no special consideration because they are a high school student and will be subject to the rules, regulations, and policies of Columbia College.**

**Consent for treatment of minors:**

- \_\_\_\_\_ Any registered student under the age of 18 is required to have a parent/guardian sign a consent for medical treatment. Unless revoked by the parent/guardian, this consent will remain in effect while the student remains enrolled in Columbia College, up to the age of 18.
- \_\_\_\_\_ Parent authorizes medical treatment or personal counseling services by the staff of Columbia College Health Services, as needed.
- \_\_\_\_\_ This authorization is given in advance of any specific diagnosis, treatment of medical care being required or pursuant to the provisions of Family Code Section 6910-6911 / Section 25.8 of the California Civil Code.

Emergency contact name: \_\_\_\_\_ Contact #: \_\_\_\_\_  
 Relation to student: \_\_\_\_\_ Student medical conditions: \_\_\_\_\_  
 Student's physician: \_\_\_\_\_ Medical insurance: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_



**ENROLLMENT PROCEDURES FOR HIGH SCHOOL STUDENTS**

|           |  |
|-----------|--|
| Apply     | New Students must complete the online application. There are instructions for this process on the college website: <a href="http://www.gocolumbia.edu/dualenrollment/highschoolappinstructions.php">www.gocolumbia.edu/dualenrollment/highschoolappinstructions.php</a>  |
| Forms     | <ul style="list-style-type: none"> <li>• Complete this registration form and be sure it has parent and high school signatures</li> <li>• Include a copy of your high school transcripts with this form</li> <li>• Complete a California College Promise Grant (CCPG) ONLY if you plan to take more than 11 units this term.</li> </ul> |
| Register  | Register for your class(es) using ConnectColumbia. There is a video on the website with in-depth instructions.   |
| Fees      | Although high school students receive free tuition, there may be small fees associated with your registration. You can pay your fees through the ConnectColumbia portal.   |
| Textbooks | Be sure to look up your class(es) using the Class Search tool on the website and identify the books you will need by clicking on the "books" link to the right of the class listing.   |
| Parking   | If you are taking classes on campus and plan to park in the student lot, be sure to purchase your parking permit. There is a link on our website to the third party vendor, Parking Management Bureau.   |

