

SAN DIEGO
CITY COLLEGE

Concurrent Enrollment & College & Careers Access Pathways (CCAP)

A GUIDE FOR STUDENTS & PARENTS



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Welcome to San Diego City College

Welcome to the Concurrent Enrollment/College and Career Access Pathway (“CCAP”) Program at San Diego City College (SDCC), where student success is our highest priority. The High School Concurrent Enrollment/CCAP Program enables high school students to enroll in college courses at the high school site or on the SDCC campus. The program offers classes that meet a variety of transfer, certificate and degree requirements, and provides advanced scholastic opportunities to high school students who want to get a jump start on their college education. Tuition fees are waived for high school students, so college becomes more affordable.



Sincerely,
Ricky Shabazz, Ed.D.
San Diego City College President

San Diego City College High School CCAP & Concurrent Enrollment Program Contact Information

www.sdcity.edu/AdmissionsRecords/ConcurrentHighSchoolEnrollment

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Concurrent Enrollment vs. CCAP – What’s the Difference?

Concurrent Enrollment

Concurrent enrollment allows high school students to be enrolled and receive college credit in college level courses. The courses are usually offered on the SDCC campus, and are open to the public. Programs include college readiness, summer classes, classes for specified student cohorts, and classes scheduled before or after minimum school days; all of these classes can take place on the high school campus or at SDCC, depending on high school and SDCC needs and mutual agreement.

Students participating in **concurrent enrollment under a partnership agreement** will have enrollment fees waived, including non-resident tuition fees. Concurrently enrolled high school students will be subject to the SDCC student health fee. Participating high schools must ensure that concurrently enrolled students obtain textbooks and required materials for all college classes.

Agreements for **concurrent enrollment** are between the college and the designated high school, and can include charter schools.

College and Careers Access Pathways (CCAP)

The **CCAP** program is a type of concurrent enrollment and was developed in accordance with California Assembly Bill 288. The CCAP program establishes a seamless pathway from high school to community college, to career technical education, or transfer to a university; the program also aims to improve high school graduation rates. The CCAP program offers students the opportunity to concurrently enroll in college courses on the high school campus, to help students achieve college readiness, and to provide educational opportunities for underserved students. CCAP courses are open only to students who attend the partner high school campus.

Courses included in the **CCAP** program are eligible for both college and high school credit. Participants in the **CCAP** program are exempt from all fees and instructional materials costs.

Agreements for **CCAP** courses are district based, between the San Diego Community College District and the San Diego Unified School District. Charter schools are not included in partnership agreements for CCAP.

Participation in either of the programs translates to a potential savings of over \$400 per semester and allows students to get started on their college career before they finish high school.

Advantages of Participation

According to the Community College Research Center at Columbia University, students participating in high school concurrent enrollment programs have improved educational outcomes, including increased:

- Probability of earning a high school diploma;
- Likelihood of subsequently attending college as a full-time student;
- Persistence to degree completion;
- GPA as a high school student and a college freshman;
- Number of college credits earned, when compared to non-concurrent enrollment students; and
- Proficiency on state assessments.

Student's Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. SDCC complies with FERPA and has strict policies and procedures that govern student records. Because high school concurrent enrollment students are considered college students (even if they are minors), SDCC does not permit access to a student's education records or disclose any student information to anyone, including parents, without the student's written consent. The student must complete and sign a "Release of Information" form before records will be released. The form can be obtained from the Records Office at San Diego City College.

Course Prerequisites/Advisories

Many SDCC courses have specific prerequisites or advisories, which are indicated on the schedule of classes. Concurrent high school students must meet all course prerequisite and eligibility requirements.

All students must take an assessment test before they enroll in a math or English course.

To participate in concurrent enrollment, high school students must have completed the 10th grade and maintained at least a 2.0 high school GPA, with passing grades in high school classes similar to the requested SDCC course.

	Concurrent Enrollment	CCAP
Courses on San Diego City College Campus	Yes	No
Courses on High School Campus	Yes (after regular school day)	Yes
Closed to the Public	No	Yes
Enrollment Fees Waived	Yes	Yes
Non-Resident Tuition Waived	YES	Yes
Textbook & Instructional Materials Fees Waived	No	Yes
Eligible for College Credit	Yes	Yes
Eligible for High School Credit	At the discretion of the high school	Yes
Need Parental Permission to Participate	Yes	Yes
Courses Taught by College Faculty	Yes	Yes
Courses Consistent with College Rigor	Yes	Yes
Requires enrollment in SDCC	Yes	Yes
Maximum Number of Courses per Semester	1 unless part of a partnership agreement	2
Enrollment in degree-applicable/CTE courses	Yes	Yes
Minimum High School Grade Level	Must have completed 10 th grade	None
MOU at College/High School Level	Yes	No
MOU at College and High School District Level	No	Yes

Concurrent Enrollment

1. **Submit an online admission application:** This is a two-step process

STEP 1: Create your OpenCCC account

(<https://www.opencccapply.net/uPortal/f/u631s1000/normal/render.uP>)

STEP 2: Once you have created your account at the website above, you will be required to log in to your OpenCCC account to apply for admissions.

Be sure to answer the application questions fully and accurately, including correct social security number or taxpayer ID number and full legal name (no nicknames, please). For assistance with online admission application, please go to the web site at <http://sdcity.edu/students/concurrent.aspx> or visit San Diego City College Enrollment Services-Admissions Office, Room **A-241**.

After the student submits the online admission application, the student will receive a confirmation e-mail containing their CSID Number.

2. **Complete an online new student orientation** (<http://www.studentpathway.com/SDCity/>). Students log in using their CSID Number.

The orientation takes about **90** minutes and is available in English and Spanish. Once the orientation is complete, students must save the confirmation page (print, scan, take a screenshot, or a photo). Students will need to present the confirmation page for concurrent enrollment and for the math and English placement tests.

3. **Submit a “Supplemental Application” and “Certification for a Concurrent High School Student”** (<https://studentweb.sdccd.edu/docs/hsform.pdf>) for the semester, which includes the campus and

course the student wants to take. The application must be signed by the student and the parent/guardian and be certified by the school. Please see **“Supplemental Application Checklist”** and a **sample of a completed “Supplemental Application”** (included in the Appendix). Students must act on their own behalf. Parents, guardians, or relatives of the student are **not permitted** to enroll, drop, or add classes on behalf of the student.

Unless the student is enrolling as a member of a group from the high school, the student must personally submit their “Supplemental Application” in person at the **Enrollment Services-Admissions Office** (Room A-241) during the walk-in registration period. Walk-in registration usually begins a week before the semester’s official start date.

At the time of registration, student must present a **valid photo ID** and **proof of completed online orientation**.

Returning special part-time students must submit a new “Supplemental Application” for every new semester, term, or course.

Supporting Student Success

Comprehensive, accessible, and embedded support enables students to meet the demands of college coursework. San Diego City College and its high school partners will work together to enhance student success. As San Diego City College students, concurrent enrollment and CCAP participants can utilize any and all student services available. These services include face-to-face and online services.

Some student support services may require concurrent enrollment participants to obtain a college ID card. To obtain a San Diego City College ID, the student must visit the Admissions Office (Room A-241) in person with a valid photo ID (state ID or driver's license from any state, high school ID, passport from any country, military dependent ID, or employment authorization card, and so on). College ID cards will be issued immediately.

Placement Assessment

Why have placement assessment?

One of the most important factors in college success is choosing the right classes. The SDCC faculty have carefully determined what level of reading, writing, and math ability that students need to succeed in course work. Placement assessment provides valuable information about English proficiency and aids in determining if the potential student has the proficiency in reading and writing necessary to complete course assignments. Similarly, math placement assessments facilitate enrollment in math classes that are not too basic or too difficult for the ability of the student, and relates to critical thinking skills as well.

Placement Assessment Tool

Math and English placement milestones are now determined through the completion of the admissions application and are based on how you answer certain questions (high school/graduation status, highest level of math and English completed, etc.) – no more placement tests!

High School vs College – What You Should Know

In high school...	While in college...
Your teachers frequently remind you of due dates and upcoming tests and quizzes.	Once the professor lists the dates on the course calendar or syllabus, he or she assumes students will retain this information on their own.
Students often spend time in class completing assignments	The bulk of class time is spent taking notes or participating in discussions -- not completing homework or other graded assignments.
Teachers often cover all the information needed to study for exams during class time.	Professors often lecture about much more material than you'll ever be tested upon -- for the sake of knowledge -- though you will still need to understand both what material will be tested and the best way for you to study it.
Many students could do well academically by studying an hour or two a day and preparing for exams the night before.	The best students understand the importance -- and need -- to study and prepare for classes on a daily basis. The standard rule is students need to spend two hours of work outside of class for every hour spent in class.
Your teachers are both subject experts and trained educators and in theory know the latest and greatest methods to teach the material.	Your professors are experts in their fields and may be trained researchers, but their teaching methods and lecture styles may be completely different from anything you have experienced.
Your teachers keep a careful eye on your progress and will contact you or your family if your grades are faltering.	Your professors may well be aware of your progress -- or lack of it -- but most expect their students to initiate discussions about grades and/or seek assistance -- all of which is done during your professor's office hours.
Content mastery often has a focus on facts and memorization.	Students are expected to think -- and learn -- beyond the facts to develop complex understanding of information and theories from multiple sources.
Clocks and bells guide you from one class period to another -- perhaps even with warning bells -- and no two classrooms are that far apart.	You must manage your time and sometimes travel all the way across campus within a short period to make it to your next class on time.

Testing and Grading

The weekly quiz to make sure students are keeping up that teachers use in high school are less likely to appear in college. Tests may be fewer and farther between, or the course may have research papers and projects rather than exams. With less credit given for class participation, there may be only a few select occasions for students to show what they've learned and how they've understood. And this means that the student needs to make the most of each opportunity.

Another thing about college is that work handed in late without a valid excuse is less likely to be tolerated. And there's not much opportunity for extra credit either. Also remember that a college semester may be shorter than a high school semester.

Final Thoughts on the Differences Between High School and College

The faster you can adjust to the differences between your high-school educational experience and your college education, the faster you'll adjust to the pace of college life, and the better your chances for academic success.



Frequently Asked Questions

Where do I submit the High School Concurrent Application form?

If you are applying as a single individual student, not part of a group, submit the application at the Enrollment Services-Admissions Office, located in A-241, on the City College Campus: 1313 Park Blvd., San Diego. If you are applying as a member of a student group from your high school, the high school counselor will bring all the applications to San Diego City College.

Can my parent drop off the High School Concurrent Enrollment Application for me?

No. Students, regardless of their age, must always submit their paperwork in person and communicate with us directly - even if a parent/guardian fully supports a minor student financially.

Which college courses should I take?

Talk to your high school counselor to choose college classes most appropriate for you and for your education goals. You can search our online class schedule together. Have your high school counselor review your proposed college class schedule to make sure it won't conflict with your high school schedule.

Can I take any class I want?

San Diego City College provides the high school a list of courses approved for concurrent enrollment. You may review the list at your high school. City College does not allow enrollment in physical education courses under any circumstances.

When can I enroll in classes?

Enrollment for high school students typically occurs in the week before the start of the college semester. Some online classes require an add code. To request an add code for an online course students need to email the instructor by clicking on their name on the online class schedule webpage.

Can a concurrent high school student take a course online?

Yes. Just keep in mind that in online course you will have to meet the same rigorous standards. It requires a lot of self-discipline, time management, effective written communication, and a reliable Internet access. Please review our Online Student Tips for Success to make sure an online class is the right option for you.

Can a concurrent high school student get a College ID Card?

Yes, after you get enrolled in at least one regular class and pay your enrollment fees. Then you need to visit Enrollment Services-Admissions Office Room A-241 with a valid photo ID. We will verify your enrollment and payment, and issue a College ID Card.

Can a concurrent high school student use campus tutoring and other student services?

Yes, please! Be sure to take advantage of our campus student support resources as needed – such as Tutorial Learning Center with its free Academic Skills workshops, Math Center, English Writing Center, Library/Learning Resource Center, Disability Support Services and others as needed to get help with your coursework and develop foundation for your college success.

What is the drop policy?

Add/drop and withdrawal deadlines will be presented to the students on the first day of class by the course faculty. It is the student's responsibility to drop the class by the deadlines provided. The drop deadline is the last day on which a student can drop a course and receive a refund for fees, and not have a withdrawal noted on transcripts.

What is the withdrawal policy?

The withdrawal deadline is the last day to withdraw from a class without receiving a grade. However, a “W” will appear on college transcripts. Any student remaining in a class after the withdrawal date will receive a grade for the course, even if the student stops attending.

