

GOLDEN WEST COLLEGE**Enrollment Center**

15744 Goldenwest Street
 Huntington Beach, CA 92647-3103
 714-892-7711



See page 2 for helpful information!

For GWC Office Use Only:

Received by: _____

Date Received: _____

SFASRPO SGASADD SFAREGS

DUAL ENROLLMENT RELEASE FORM FOR 9TH - 12TH GRADE STUDENTS

Please make a copy of this COMPLETED form for your records.

2020-21 Submission Deadlines: June 5 (Summer), August 21 (Fall), January 31 (Spring)

The following student is requesting permission to enroll at Golden West College for "advanced scholastic or vocational coursework" not available at his/her high school. Please complete, sign and submit this form to GWC for each semester you would like to enroll. You may submit a scanned copy to dualenrollment@gwc.cccd.edu. You may also submit the form in person at the GWC Enrollment Center. Admission and enrollment is contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the high school and the College.

1. ENROLLMENT PERIOD – Please check one box only and fill in the year.

Fall Semester Spring Semester Summer Session Year

2. STUDENT INFORMATION – Please PRINT. All information in section 2 must be completed and signed by the student.

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Last Name	First Name	MI	GWC Student ID No.	Current HS Grade Level	
Address: Street	City/State	Zip	Phone (cell or home)	Date of Birth	Age
Student Signature		Date	Email Address		

3. PERMISSION OF PARENT/LEGAL GUARDIAN

I have read, understand and agree to the Dual Enrollment Program requirements as stated on the reverse of this form. I authorize my son/daughter to enroll in the recommended course(s) listed below.

Parent/Legal Guardian Name (Please Print)	Contact Information: Phone (cell or home)
Parent/Legal Guardian Signature	Date

4. PRINCIPAL'S RECOMMENDATION(S) – NOTE: *Maximum 15 units in the Fall/Spring; Maximum 3 units in the Summer*

This section MUST be completed and signed by the High School Principal or assigned designee only.

Dual Enrollment Students can take up to 15 units during a regular Fall or Spring semester in courses covered by a CCAP partnership agreement between the Coast Community College District (CCCD) and a public high school district in the CCCD service area. Dual Enrollment Students cannot take more than four (4) community college courses per term.

I certify that the student listed above has demonstrated sufficient preparation for college-level coursework.

	Course Name (ex: ACCT G101)	CRN (ex: 51158)	Number of Units
Recommended Course #1:			
Recommended Course #2:			
Recommended Course #3:			
Recommended Course #4:			

High School Name	Address: Street	City/State	Zip
Name of Principal or Assigned Designee (Please Print)	Signature of Principal or Assigned Designee	Date	

YOU MAY ONLY REGISTER FOR THE COURSES LISTED ON THIS FORM. PLEASE INCLUDE ALTERNATIVE COURSES (IF ANY), IN THE EVENT THAT THE COURSE IS FULL. THIS FORM DOES NOT GUARANTEE A SPACE IN THE COURSE(S).

GOLDEN WEST COLLEGE

DUAL ENROLLMENT PROGRAM REQUIREMENTS

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PLEASE COMPLETE THE FOLLOWING STEPS TO ENROLL:

STEP 1 – APPLY FOR ADMISSION – Apply online (at <https://bit.ly/gwcapply>) for the first semester you plan to attend. **You do not need to reapply for subsequent semesters** unless you skip two primary semesters or when you are graduating from high school changing to a first-time college student.

STEP 2 – SELF-PLACEMENT – If you plan to take English or Math classes or any classes that have an English or Math prerequisite, you must self-place using the GWC online self-placement tool at <http://www.goldenwestcollege.edu/assessment/>.

STEP 3 – COMPLETE THE DUAL ENROLLMENT RELEASE FORM (this form) – Complete sections 1, 2 & 3 of this form, have your high school principal complete section 4, then submit it to GWC. You or your high school guidance counselor can scan and email a copy to dualenrollment@gwc.cccd.edu. You may also submit the form in person at the GWC Enrollment Center. Once your admissions application and this form have been received and processed, the Enrollment Center will grant you special permission to take the course(s) listed on this form. You may register for the approved course(s) on or after your appointment time to register, which is listed in MyGWC. GWC staff will manually enroll you in the approved courses if you also submit a Dual Enrollment Course Registration Authorization Form, which can be obtained at <http://www.goldenwestcollege.edu/dualenrollment/apply/>.

STEP 4 – REGISTER FOR THE COURSE(S) – After your admissions application and Dual Enrollment Release form have been processed in the Enrollment Center, you will receive an email with information about your MyGWC portal account. MyGWC is the student portal, which will allow you to gain access to your registration appointment, register for classes, and check your semester grades. You may also complete the registration process by submitting the Dual Enrollment Course Registration Authorization Form along with your Dual Enrollment Release Form. The Dual Enrollment Course Registration Authorization Form can be obtained at <http://www.goldenwestcollege.edu/dualenrollment/apply/>. Although it is not required of high school students, you are encouraged to complete an online orientation. You may register for the classes for which you have been approved any time on or after your registration appointment up until the start of the semester. If the course is full, you may petition by attending the first class and requesting a signed “Dual Enrollment Add Permit” from the instructor (to register, follow the instructions on the permit).

***** **IMPORTANT INFORMATION FOR YOUR SUCCESS AT GOLDEN WEST COLLEGE** *****

1. **TRANSCRIPTS** – Enrollment at Golden West College creates an official college transcript, which is released only with the request and signature of the student ***regardless of the student's age***. You are fully responsible for your academic and financial record after you have registered at Golden West College. If you choose to designate someone else to handle your records transaction(s), the person designated must present written authorization signed by you (the student), and some form of photo identification at the time of the transaction. Grades are available approximately 10 working days after the end of the semester. Students may access their grades via the MyGWC portal. Official transcripts may be ordered during the last 2 weeks of the semester (make sure to check the hold pending final grades box) and are processed in the order received once grades are available.
2. **FEES** – Students enrolled in the Dual Enrollment Program who are classified as California residents under the Title 5 Education Code, do not pay the per unit enrollment fee. Students in the Dual Enrollment Program are also not charged the Health Fee, the College Services Charge, and any material fees listed in the current GWC Class Schedule.
3. **DROPPING A CLASS** – If you decide not to attend, official withdrawal from the course is your responsibility. There are specific deadlines for fee obligation, refunds, “W” grades, and letter grades. Please check your Student Class Program (Web Schedule Bill) via your MyGWC portal page.
4. **FIRST DAY OF CLASS** – You must attend the first class meeting or risk being replaced by another student at the discretion of the professor. A one-semester college course typically covers the content of a full-year high school course. GWC students are expected to study a minimum of two hours outside of class for each hour of classroom instruction.
5. **CANCELLED CLASS** – If the instructor is ill, an individual class session may be cancelled with short notice. Therefore, you should have alternative arrangements for transportation in the event this happens.

Please review the following Program Policies to make this a successful experience:

- **GWC offers an adult learning environment.** Parents and students are requested to select appropriate classes, subject to College policy and procedures. The high school and the College determine who may enroll, based on their judgment of the applicant's eligibility. The College has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, availability, registration priority, and College policy. Minimum school day attendance at the student's regular school is required by law.
- **Students must complete all required steps** for approval and signatures, as designated on the Dual Enrollment Release Form, prior to enrollment for each course and semester.
- **Students are responsible** for all rules and regulations at the College and are expected to read the admissions and registration instructions in the current GWC Class Schedule, Catalog, and College website.