

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:

Processed by: _____

Date Received: _____

DUAL ENROLLMENT CCAP PROGRAM CONSENT FORM

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

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. CURRENT SEMESTER AND YEAR – 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.

		CO			
_____ 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		

By signing and submitting this form, the student is authorizing Golden West College staff to register him or her for the CCAP dual enrollment course(s) their high school has placed them in. CCAP dual enrollment courses will appear on a student's permanent college transcript. Please note that the signed permission from the student's parent/legal guardian and high school principal (or their assigned designee) is required before a student will be enrolled in the Golden West College course. Enrollment is also conditional upon completion of course pre-requisite and/or program restrictions. By signing and submitting this form, the student agrees that they have read, understand and agree to the Dual Enrollment CCAP Program Policies listed on this form, as well as the Student Code of Conduct.

3. PERMISSION OF PARENT/LEGAL GUARDIAN

I am the parent or legal guardian of the above named student. By signing the Dual Enrollment CCAP Program Consent Form, I give my permission for Golden West College to register my son or daughter in approved CCAP dual enrollment course(s) offered in their school district.

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

4. PERMISSION OF HIGH SCHOOL PRINCIPAL

I certify that the student listed above has demonstrated sufficient preparation for college-level coursework and I recommend Golden West College allow this student to enroll in CCAP dual enrollment course(s) while in high school. For summer students, I certify that no more than five percent of the students in the same grade level at the school will enroll in a college course.

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

HIGH SCHOOL STUDENTS WHO SUBMIT A COMPLETED DUAL ENROLLMENT CCAP PROGRAM CONSENT FORM WILL BE REGISTERED IN THE GWC DUAL ENROLLMENT COURSE(S) THAT THEIR HIGH SCHOOL HAS PLACED THEM IN.

DUAL ENROLLMENT PROGRAM POLICIES

The following information is relevant for all parents and/or guardians of any Golden West College (GWC) student **regardless of the student's age**. This includes Dual Enrollment students who are concurrently enrolled in a high school and GWC. Upon admission, your student will officially be enrolled in an institution of higher education, and as a result, your student will be protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Therefore, it is important to understand the following college regulations and policies.

High School Students Who Enroll in a College Course are Protected by the Family Educational Rights and Privacy Act (FERPA) of 1974.

When a student reaches the age of 18 **or** begins attending a postsecondary institution, regardless of age, FERPA rights are transferred from the parent/guardian to the student. Students must act on their own behalf. Parents, guardians, relatives, or friends of GWC students are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications.

Parents Do Not Have Access to Their Son or Daughter's College Records.

Under Section 49061 of the Education Code, parents/guardians of community college students do not have a right to access 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/guardians only with the written consent of the student. Parents may contact the Golden West College Admissions and Records Office at (714) 892-7711 for more information.

Students Need to Submit a FERPA Waiver to Grant Their Parents Access to Their College Records.

College officials may only assist the student with access to his/her account, which contains records covered under FERPA (Family Educational Rights and Privacy Act). Students at GWC are expected to act on their own behalf. Parents, guardians, relatives, or friends of GWC students are not permitted to enroll, drop, or add classes on behalf of the student. Students who wish to give access to their parents to access their college records must submit a FERPA waiver form in-person at the GWC Admissions and Records Office with their parent present.

Parents Cannot Get Student Progress Reports or Grade Information from College Instructors.

Dual Enrollment students are enrolled in a college course, and it is important to understand that instructors prefer to work directly with students, as opposed to the type of parent/guardian interactions that are more common 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/guardians.

College Courses Are Aimed at Adult Learners and May Include Some Mature Content.

Since the community college environment addresses the learning needs of adults, there are some concerns to consider when enrolling in courses at GWC such as: The possibility of controversial content of courses, the maturity level of minor students, and the ability to learn the content and perform at an equivalent level to the adults in the classroom. Faculty establish a syllabus for each course, that includes the course content or objectives, assignments, a general guide to the pacing of the course and information about how grades will be determined. Once a student receives the syllabus for the course from the instructor and the student decides to remain enrolled in the course, the syllabus becomes the contract between the student and teacher.

It Is the Responsibility of the Student to Drop a Course by the College Deadlines.

It is the responsibility of the student to drop a course they have been registered in if they need to do so. Deadlines to drop classes are posted on the student's MyGWC account on the Student Tab (www.mygwc.com). Click on the link to the **Student Class Program (Web Schedule Bill)**. The dates and deadlines listed on the Student's Class Program are final and cannot be extended. By signing and submitting this form to enroll in a Golden West College course, the student agrees to the mandated dates and deadlines. Students who are still enrolled in a college course on the "Census Date" will receive a grade for the course on their college transcript. The "W" (withdrawal) grade will be used in determining the student's probation and disqualification status.

Students Who Do Not Attend Class May be Dropped by the Instructor.

Students who do not attend the first class session of the semester, or who regularly miss class, may be dropped by the college instructor. It is the responsibility of the student to communicate with their instructor if they are going to miss class.

Grades Earned in CCAP Dual Enrollment Courses While In High School Will Appear On The Student's Permanent College Transcript.

Grades earned at Golden West College are part of a student's permanent college record. These records may be transferred to four-year universities as official college work and will be considered for financial aid and NCAA eligibility purposes. Students are advised to take their performance in these college classes seriously.