



## **Concurrent College Enrollment Policy**

California Pacific Charter School students may obtain high school and college credit for specific courses taken at the community college level provided certain guidelines are followed. Concurrent enrollment is recommended only for students in grades 11 and 12. Students in the second semester of their freshman (grade 9) or sophomore (grade 10) year who show exceptional abilities may be considered. These students must meet all requirements for students in grades 11 and 12 and have the recommendation of an administrator, their school counselor, or a teacher in the same discipline for requested enrollment.

Students will be approved to take a maximum of two courses per semester. Exceptions to take a third course, not to exceed 11 college units, can be made by a school administrator. Exceptions can be made provided the student has demonstrated previous success in college-level coursework (completion of all courses with a "B" or better) while maintaining a high school GPA of 3.5 or better.

Students wishing to take college-level English must have completed English 9 and 10 with a B average or better. Students wishing to take college-level math must have completed Algebra II or higher with a B average or better. Students must also meet a colleges' prerequisite policy for placement through previous college course completion, assessment, or transcript evaluation. Students will not be approved to take remedial/non-transferable math and English courses at a community college for which CalPac offers an equivalent course.

The school administrator will review the following factors before approving for CalPac students to attend community college courses through the concurrent enrollment process:

- GPA: Students requesting community college general education courses must maintain a 3.0 GPA in CalPac core courses. Exceptions can be made at the discretion of the school administration.
- Career Technical Education (CTE) Courses: Students requesting to take community college CTE courses must maintain a 2.5 GPA in CalPac courses

and take a sequence of courses that meet the student's post-graduation goals. Exceptions can be made at the discretion of the school administration.

- Continued Community College Class Enrollment: Students will be considered for continued enrollment in community college courses based on successful completion of previous community college classes.
- Academic History: Students requesting concurrent enrollment typically have a history of strong academic performance in both high school and community college levels.

### Unit Calculations for Community College Courses

College courses listed on the CSU or UC Transferable Course Lists will be calculated for high school units at 3.33 high school units for each one (1) community college course unit and not to exceed 10 CalPac units per course. Lab requirements for specific science courses are not awarded additional units toward CalPac graduation requirements. CSU and UC Transferable Course Lists may be found at [www.assist.org](http://www.assist.org).

Examples include:

	College Units	x 3.33=	CalPac Units
English 101	3		10
Spanish 1	5		10
Biol 101 Biol 101 L	3 2		10

High school students may take non-transferrable community college courses. Those courses that are not on the CSU/UC transferable course list will receive 3-5 CalPac units for each non-transferrable community college course. Students are responsible for submitting the transcript to the CalPac administration office, attention to the registrar.



## Concurrent Enrollment Checklist

TASK	Student	<u>CalPac</u>
<p><b>Complete Matriculation Process at Desired College of Attendance</b> Refer to individual college website for required steps</p>	✗	
<p><b>Complete Required Concurrent Enrollment Paperwork &amp; Submit to <u>CalPac</u> for Approval</b></p> <ul style="list-style-type: none"> <li>Refer to individual college website for required form(s) and documents.</li> <li>It is recommended you turn your forms in early; processing may take up to 7 business days.</li> <li><u>Students who do not submit forms to the Guidance Department for approval prior to starting the course may not receive high school credit for completed courses.</u></li> </ul>	✗	✗
<p><b>Request Transcripts from CPCS if Required</b> Not all colleges require official transcripts for concurrent enrollment. Request transcripts via the <u>CalPac</u> Parchment website.</p>	✗	
<p><b>Submit Required Forms and Documents to College</b> <u>CalPac</u> will not submit documents on a student's behalf.</p>	✗	✗
<p><b>Register for Approved College Courses</b></p> <ul style="list-style-type: none"> <li>Refer to college website for registration process, date, and time.</li> <li>Provided registration statement to <u>CalPac</u>. Email document to <a href="mailto:guidanceservices@cal-pacs.org">guidanceservices@cal-pacs.org</a></li> <li>Student's schedule will be adjusted to reflect the college course in progress.</li> </ul>	✗	✗
<p><b>Complete College Course with a C or Better</b></p>	✗	
<p><b>Request College Send Official Transcripts to California Pacific Charter School</b> It is the student's responsibility to submit official transcripts so that high school credit can be awarded. Refer to the college for transcript its request procedure. Transcripts should be <u>sent</u> or hand delivered directly to –</p> <p style="text-align: center;">California Pacific Charter Schools Attn: Registrar 4101 Birch Street, Ste. 150 Newport Beach, CA 92648</p> <p>Only a sealed official transcript will be accepted for high school credit. It is highly advised that students submit transcripts immediately following the semester in which a college course is completed to ensure accurate academic advisement and assessment of progress towards graduation requirements.</p>	✗	