

Cerro Coso Community College

Concurrent Enrollment Checklist

Concurrent enrollment in college courses by high school students is a privilege provided by Cerro Coso Community College. This process applies to ALL students who are under the age of 18 and have not graduated from high school or completed high school equivalency. In order for a student to be placed in course work in a quick and effective manner, it is important to follow the process outlined below. Note: ONLY DEGREE APPLICABLE COURSES CAN BE TAKEN BY CONCURRENT ENROLLMENT STUDENTS.

Please follow each of the steps below:

1. Submit College Application

- New students: Apply online at banweb.kccd.edu
Select "Submit an Admission or Update Form"
- Continuing students: Update online at banweb.kccd.edu
Select "Submit an Admission or Update Form"

2. Determine Eligibility for Courses

- Take placement test
Required for students taking English and Reading classes
Recommended for all students
- You can sign up for the Cerro Coso placement test by calling (760) 384-6219.
- Submit high school transcript
Required for students taking Math classes
Recommended for all students

3. Complete Concurrent Enrollment Form

- A. **Student/Parent Section:** Parent and student must complete all of the information requested on the Student/Parent section of the Concurrent Enrollment Form. The parent or guardian must sign this form if the student is under the age of 18 years old and BEFORE the student will be allowed to register for courses. NOTE: if the college class is to be used for HIGH SCHOOL CREDIT, the student must sign on the line provided.
- B. ***School Official Section:** Student meets with a high school principal, counselor or designee to review student record and student copy of assessment results, if appropriate. If assessment indicates the desired course work is appropriate, high school official completes and signs the School Official Section.
1. **Grade Level:** Indicate grade level student will be at time of the start of the course. The student must qualify for freshman class standing or qualify for the Gifted and Talented Education (GATE) Program. GATE verification forms can be obtained at the school district office and must be submitted with the Concurrent Enrollment Form.
 2. **Grade Point Average:** If a student wishes to enroll in a college class he or she must have achieved a cumulative GPA of 2.75. Exceptions to this policy will be made on a case by case basis and must include a statement of the basis for the exception from the high school official.
 3. **Course Name:** The complete title and number of the course should be entered here. **NOTE:** Students enrolled full-time in a high school program will not be approved to take more than one three-unit college class. Recommendation for the Summer Session is also one three-unit college course. As a student reduces the number of classes at the high school, (or proves his/her ability to handle college level work), it is possible to increase the number of college classes. Decisions to allow a high school student to take more than one three-unit college class will be made on a case-by-case basis and only after a thorough review of the student's previous progress.
 4. **Credit:** One of these boxes must be checked. The school official must indicate whether the course will be taken for high school credit, college credit, **or both. If high school credit only is selected, the credit CANNOT ever be converted to college credit.**
 5. **Initials of School Official:** Please individually initial each course being approved. The Cerro Coso counselor will consider only courses initialed.
 6. **Release Approval:** The signature, title and contact number of the school official is required before the student can register for classes.

4. Submit Form

The Concurrent Enrollment Form must be brought or sent to the Cerro Coso Counseling Center for the final signature. Student must bring completed Concurrent Enrollment Form, high school transcript (if the placement test has not been taken), and completed GATE verification form (if applicable) to counseling appointment. If student records indicate that the class is appropriate, the Cerro Coso counselor will sign the Concurrent Enrollment Form.

5. Register for Classes

Upon approval by a Cerro Coso counselor, students may be registered for class(es). For concurrent enrollment students, registration must be completed on campus at the Admissions and Records Office. Online registration is not available for Concurrent Enrollment students.

Note: *Students not attending a public school must adhere to the same procedures outlined above. In lieu of a public school official, the person responsible for supervising the education of the student may complete and sign the School Official Section of the Concurrent Enrollment Form.