Fresno City College

DUAL ENROLLMENT HANDBOOK 2018

State Center Community College District

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Overview of Dual Enrollment

What is Dual Enrollment (DuE)?

Dual Enrollment allows a Community College Campus to form a partnership with local K-12 districts that enables high school students to take college courses at their high school. The high school student can be awarded both college credit and high school credit for the single course.

By working together, we can provide students with the opportunity to get a head start on their education, save time and money, and offer exposure to the rigors of college coursework. While there are numerous advantages to both the high school and the student participating in DuE, it is important to be aware that DuE may not be right for everyone.

What are the advantages of DuE for the student?
- It decreases the amount of time a student will spend in college completing general education and/or prerequisite courses.
- Participation in DuE may ease the transition from high school to college by giving students a sense of what college academics are like.
- Dual enrollment is a cost-efficient way for students to accumulate college credits because courses are taken at no cost to the student through the local high school.

What are the advantages of DuE for the High School?
- DuE fosters a collaborative environment for both the school and college districts to work together to align secondary and postsecondary coursework so high school students are better prepared to successfully complete college-level work.

How is DuE different from programs like AP or IB?
- Advanced Placement (AP) and International Baccalaureate (IB) courses only allow for potential college credit. In AP and IB, students take high school courses that have rigorous, college-level content, and take an end-of-course exam. If they do well on the exam, some colleges {but not all) will give them credit.
    - Through DuE, all students who successfully complete the course will always get college credit. There are many articulation agreements with the California State University system, and the University of California that will likely allow students to <u>always</u> transfer their college units with them. A big majority of private colleges also accept transferable units.
- DuE students do not have to take comprehensive post-examinations because they are taking the actual college course.

Is DuE right for everyone?
- Dual enrollment is an opportunity to take challenging courses and accelerate educational opportunities. Students who successfully complete dual enrollment courses receive many benefits. However, there are some possible disadvantages that all students must take into account when enrolling in a dual enrollment class. Possible disadvantages are:
    - Dual-enrollment courses become a part of a student's permanent college transcript and could affect eligibility for financial aid and admission to other postsecondary institutions.
    - All dual-enrollment classes receive college and high school credits. However, if a student fails one of these classes, it can negatively affect their high school and college transcripts.
    - If a student needs additional support to complete regular general education high school classes, adding the additional strain of the college class may not be the best choice.

Dual Enrollment vs. High School Enrichment

Students who are currently enrolled in high school but wish to take a college class at the same time are what we refer to as a Special Admit Students. Fresno City College provides two distinct avenues for Special Admit students to enroll in college classes: High school enrichment and dual enrollment. The following chart outlines the difference between the two programs.

High School Enrichment	Dual Enrollment
Student initiated: The student can initiate their own entrance into HSE but will need approval of their high school counselor and principal to enroll.	**High School initiated:** High school will identify cohort of students taking a Dual Enrollment class.
Class(es) will be taken on the Fresno City College campus.	Class(es) offered at the participating high school campus.
Open to only juniors and seniors with a 2.5 or better GPA.	High School determines which students to match with which class.
Students can take class during and/or after regular high school day.	Students typically only take class during their regular high school day.
Students will be taking classes with regular-admit college students.	Typically, only other high school students will be in the class.
Students will not be able to register until the first day of class.	Students will have the opportunity to register ahead of time.

Resources available to DuE Students at Fresno City College

Fresno City College is committed to student success. Our college has a variety of resources to assist students in accomplishing their educational goals.

- **Tutoring Services:** The Fresno City College Tutorial Center provides individual and small- group tutoring to any enrolled student who needs and wants to improve his or her academic subject understanding, study skills, and test preparation. Tutoring Center contact Info: (559) 442-4600 ext:8209
- **Computer Labs:** Located inside the Learning Resource Center and Library, the computer labs provide access to a wide range of software applications in support of students' academic goals. Contact (559) 442-4600 ext:8204
- **Counseling:** The counseling department provides comprehensive education counseling services to help students achieve a successful college experience. Counselors promote student development and success by coordinating quality services and educational programs focused on students' needs. Contact (559) 442-8272
- **Disabled Student Programs & Services (DSP&S):** provides specialized services and accommodations to help students with documented physical, psychological and learning disabilities reach their maximum potential and achieve their educational goals. Fresno City College will work with every high school offering DuE sections to provide these services at the high school as part of the DuE efforts. DSPS Contact Information: (559) 442-4600 ext: 8237.

Online Training Available 24/7

1. **Atomic Learning** provides access to a timesaving resource to address software training and support the moment it is needed. Students now have access to over 50,000 how-to tutorials on over 205 applications 24 hours a day from campus or home. Atomic Learning's tutorials make certain the answers to "How do I do that?" questions are just a click away. https://www.atomiclearning.com/login/scccd
2. **Smart Thinking** provides tutoring services to students taking online courses. The link is embedded in the assigned online course. The students can make appointment, go on live chats and submit documents for review. This service is free of charge to our FCC students.

How do Students log in?

Students can log in using their seven-digit ID number for the username. The password will be the same one students use for email, Canvas, and Wi-Fi.

Initial Password = First name initial (upper case) + last name initial (lowercase) + date of birth (mmddyy). (Example: John Smith born on July 9th of 1998 **password=Js070988**

How to Request a Dual Enrollment Class for Your High School Campus

High School New Course Request Process

1. Meet with the dual enrollment coordinator to discuss the possibility of offering a new course. Be prepared to discuss the following:

   a) Does the course you are requesting fit into any existing pathways?
   b) How will this course supplement or add to existing high school offerings?
   c) Do you have any high school instructors who are qualified to teach the course?
   d) Who will be your point of contact to work with the Fresno City College coordinator to facilitate approval and scheduling?

2. Complete a Course Request Form, attach the appropriate documentation and submit it to the FCC dual enrollment coordinator.
3. The Fresno City College dual enrollment coordinator will route the form to the appropriate departments on campus and work with the division deans to get the course approved and scheduled. Please do not contact the division deans directly.
4. If the course you are requesting requires lab facilities or special equipment, a Fresno City College faculty member may contact you to do an audit of your facilities and/or equipment. Please note this process can take up to four weeks (excluding the first week of school, finals week, spring break, winter break, and summer break, which would include roughly May 10 to August 25).

Course Renewal Process

- High Schools are responsible for turning in a Course Request Form for each course they would like to offer every semester/year. You can request multiple sections of the same course on one form but you need a separate form for each course; in addition to the class schedule for each.
- The Fresno City College dual enrollment coordinator will route the form to the appropriate departments on campus and work with the division deans to get the course scheduled. Please do not contact the division deans directly.
- The dual enrollment coordinator will forward the appropriate information to each high school site once the

course is approved and scheduled. Please note this process can take up to four weeks.

Deadlines to turn in your Course Request Form(s):
Term offered: Summer = Oct. 1 (of prior year)
Term offered: Fall = April 1st
Term offered: Spring = Oct. 1 (of prior year)

Teacher Qualifications

The Course Request Form asks the high school to identify if you have a high school instructor who can teach your DuE course. All instructors hired to teach at any community college in the state of California must meet minimum qualifications as outlined by the California Community Colleges Chancellor's Office and go through the SCCCD hiring process. Briefly, this process is as follows:

Instructor must have a master's degree-in most cases in the subject to be taught. For a complete list of minimum qualifications, please go to:

https://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2017-Minimum-Qualifications-Handbook-r1-ADA.pdf

High School teacher must complete a **Dual Enrollment Personnel Information Sheet** along with supporting documentation, which can be obtained by contacting the Dual Enrollment Coordinator at victoria.martinez@fresnocitycollege.edu

Once the High School instructor paperwork has been reviewed and approved to meet minimum qualifications, the instructor will be called for an interview with the dean, department chair, and/or faculty member of the subject to be taught. Course Outline of Record will be provided and class materials discussed. Once the division dean has approved the instructor and H.S. curriculum, he/she will be able to teach the approved DuE class at the high school.

Teacher Responsibilities

1. Approval Process/Review and Sign FCC Agreement (ISA)
2. Meet with Division Dean/Full Time Faculty
3. Activate FCC E-mail account (FCC Admissions & Records will only use this to contact you)
4. WebAdvisor Log-in Procedures
5. Submittal of FCC division documents (by e-mail): Syllabus
6. Submittal of class records to include: class roster, attendance, final scores, final grade, minimum of 2 projects and the grade earned on each, and grading scale

See "Teacher Approval & Responsibilities" Handout

Teacher Evaluations

The evaluation process/classroom visit is conducted during the 7th and 8th week of the semester (exceptions would apply if teaching a 9 week class).

Evaluation schedules will be set up with site coordinator.

The peer evaluator will come to your classroom and observe your teaching; at some point during their visit, you will be asked to leave the classroom for approximately 15 minutes while the students complete a survey. The evaluator may also ask for the following items: excerpt from your attendance records (just a week or two would be sufficient), excerpt from your grade book (just a couple of assignments would be sufficient), photocopy of your lecture notes (this is not required but would be helpful), copy of all handouts given to students for the lecture on evaluation day.

After the classroom observation, the surveys are processed, and an electronic copy of the results will be e-mailed to your FCC e-mail for your review.

A Note on Bell Schedules and Class Cancelations

High school schedules play an important role in the dual enrollment class scheduling process. If changes occur to your official class schedule after you submitted documents to FCC, please inform the dual enrollment coordinator as soon as possible.

It is the responsibility of the high school to accommodate students if (1) the college course is cancelled for any reason, (2) on days that the course is not scheduled to meet, or (3) when college instructor has to cancel a class meeting.

Student Application and Registration Process

Student Selection

California Education Code (EC) Section 48800 provides that the governing board of a school district may determine which students may benefit from advanced scholastic or vocational work. The governing board may authorize those students, upon recommendation from their principal and with parental consent, to attend a community college as a special part-time student and to enroll in one or more courses offered at the community college level. The purpose of the code is to provide educational enrichment for a limited number of eligible pupils. The educational enrichment opportunity will typically result in a request for concurrent enrollment in courses not currently offered by the approving school.

"Online" FCC Student Process and Timeline (New Students)

If your class begins in:	The student DuE online application will open on:
Spring (Jan-May)	October 1
Summer (May-Aug) & Fall (Aug-Dec)	April 1

All first-time dual enrollment students must apply online to Fresno City College. They MUST access the application link from the Fresno City College website or you can access at http://www.fresnocitycollege.edu/apply

Click Here to go to the Dual Enrollment Web link.

Become a Student   E-mail

Steps to Matriculation

| Apply Online | Let's Connect | Placement Testing | Meet with a Counselor | Required Documents |

Welcome to Fresno City College!

Apply Online

Applying to college is a two part process

1. At CCCApply, create an OpenCCC account. This is a statewide system.
2. After creating an account with CCCApply, you need to choose to apply to Fresno City College.

High School Enrichment Students

High School students enrolled in courses at one of our campuses.
For more information see High School Enrichment Program.

High School Dual Enrollment Students

High School students enrolled in college courses offered at the high school.
For more information see Dual Enrollment.

After application is submitted

- You will receive a welcome email.
- Within two (2) to three (3) days your application should be processed.
- You will receive a second email containing your Student ID for the State Center Community College District (SCCCD). **Memorize your Student ID.**

The application page looks like the one shown below. Click Create an Account to begin.

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fresno City College | Reedley College | Clovis Community College Center
Madera Community College Center | Oakhurst Community College Center

Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.

Create an Account or **Sign In**

Note: OpenCCC is a new systemwide account.
Accounts from our previous application system are not available.
Please create an account if you have not already done so.

After the introduction portion of the online application, the students will reach the page asking for Enrollment Information. They will select "Enrichment/Dual Enrollment" as the term they are applying for (see highlight).

Within 48 hours of completing the online application, students will receive an email with their new FCC seven-digit ID number. The student ID number will be required for students to complete the "Dual Enrollment Registration Packet" which will be delivered to the high school later in the process.

Class Registration Process and Timeline

A completed paper registration packet is required for all DuE students each term they wish to enroll in a dual-enrollment course. Registration packets can be downloaded from our Fresno City College website or obtained from the Dual Enrollment Office (link is being created). This form will require signatures from the high school principal and counselor as well as the student and parent/guardian. Incomplete registration packets will be returned and will not be processed. To ensure timely processing it is important for our high school partners to ensure that registration forms are completed before they are turned in to the Dual Enrollment Office.

NOTE: Dual Enrollment Student Registration packets will be provided by Victoria Martinez, Dual Enrollment coordinator, and collected from the assigned high school coordinator/counselor.

<u>**REGISTRATION FOR ONLINE COURSES IS DUE 7 DAYS PRIOR TO START OF CLASS.**</u>

<u>**NO EXCEPTIONS**</u>

Paper registration packet deadlines for classes at the High School:

Summer	Fall	Spring
Summer registration forms must be turned in to the dual enrollment office no later than 2 Days after the class begins.	Fall registration forms must be turned in to the dual enrollment office no later than the fifth day of class.	Spring registration forms must be turned in to the dual enrollment office no later than the fifth day of class.

Responsibilities and Commitments - FCC Regulations

- Colleges are governed by the ADA and the Rehabilitation Act but not governed by IDEA.
- The Family Educational Rights and Privacy Act (FERPA) mandates that the college cannot release any information concerning any adult over the age of 18 unless the student has given explicit written permission.
- The student is responsible to choose whether or not to attend college, to demonstrate qualifications for college attendance, and to compete with other adults for classroom seats (when applicable).
- The student is responsible for providing current documentation of their disability to the college.
- The student is responsible for planning his/her education plan with a counselor, identifying resources, and requesting reasonable accommodations. If the student has a conservatorship, they will need to be a part of all conversations.
- The student is responsible for implementing their academic plan, with the support of counseling, and requesting services each time they are needed.
- The student is responsible for meeting the unaltered fundamental college academic standards, standard course objectives, code of conduct, and program requirements.
- The student is responsible to provide their own personal services to assure their own independence and safety.
- The student is responsible to advocate for him/herself.

Fresno City College Policies and Expectations

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administration Regulations implementing this act may be obtained from the Admissions and Records Office. Each student is encouraged to obtain a copy. Students wishing to authorize release of their educational and financial records must complete the State Center Community College District's FERPA form (available on FCC website).

College Policy on Cheating and Plagiarism

Students at the Fresno City College are entitled to the best education the college can make available to them, and they, their instructors, and their fellow students share responsibility for seeing that their education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences. Please see Disciplinary Procedures in the Student Conduct Standards and Grievance Procedures Handbook available in the Vice-President of Student Services office. (For more information see the FCC 2015-16 Catalog, p. 53.)

Permanent Records, Transcripts, and Transcript Requests

Students may direct Fresno City College to send their transcript to other parties or institutions by completing a Transcript Request Form. The first two official transcripts requested are free and a $5.00 fee is required for additional copies. The law authorizes the release of transcripts to other designated parties, for example, institutions from which students have obtained loans to attend school, or officers of the court. If the college is required to provide other parties a student's transcript, the college will attempt to contact the student in advance and will keep a record of all such inquiries, making the record available to the student upon request. (FCC 2015-16 Catalog, p. 18.)

Grades and Grading Policies

Students taking dual enrollment classes are creating a permanent college transcript that can affect future

educational opportunities, such as admissions to impacted programs, scholarships, and eligibility for financial aid. College faculty will NOT have a special grading system for dual-enrollment students. Final grades will be posted on the student's college transcripts. Plus and minus signs cannot be accepted, only letter grades. It is important for the student to know the consequences of a letter grade of D, F, or W.

Students will follow Fresno City College regulations, including drop dates. Students will be allowed to drop the class to avoid a letter grade, but if a student does not drop the class by the drop deadline, the students will be given a W (withdrawal).

Report of Grades

The college does not send report cards to students. During the semester, students are highly encouraged to keep in constant communication with their instructor regarding grades. Final grades will be posted on WebAdvisor. Students may check their grades by logging in to their WebAdvisor account. Fresno City College will issue final grades on a semester basis. It is important to note that final grades will be issued to the students and not to the parents.

Withdrawal from Class

Students are strongly encouraged to withdraw from a course if it is likely they will earn a *D or F.* A grade of *D* may not transfer to another college. Grades on transcripts are permanent; they can never be deleted. If a student receives an "F" in a course and retakes it, both grades will show on the transcript. A withdrawal date is established each semester. The date will be communicated to the high school counselors and all dual-enrolled students. It is also available on the Fresno City College calendar. **There will be no entry on a student's record for dropping during the first three(3) weeks of a full term class.** *(FCC 2015-16 Catalog, p. 16).*

Once a student withdraws he/she should verify it by logging in to WebAdvisor and/or checking with the dual enrollment instructor. It should show a "*W".* If this goes neglected, it could result in an "*F" on* the student's transcripts. **Withdrawal** from a course or courses shall be authorized through the last day of the ninth week of instruction (or 50 percent of the course, whichever is less). The **"W"** will not be used in the calculating of a student's grade point average, but it will be used as a factor in progress probation, financial aid, and dismissal procedures. A student who remains in a course beyond the withdrawal deadline must be assigned an evaluative or non-evaluative symbol other than "W".

Incomplete

The Incomplete, symbol may be assigned in a course only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time of the incomplete, I, grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an incomplete grade, "**I**", an instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the incomplete grade. An incomplete grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after is has been assigned, though an earlier limit may be specified by the course instructor. Students may not re-enroll in a course for which they have received an incomplete grade during the time the incomplete grade is in effect *(FCC 2015-16 Catalog, pp. 20-30).*

Course Repetition

An open-door college should provide ample opportunity for students to succeed. Since the community college admits students with a diverse range of abilities, aspirations, and interests, the college must provide sufficient flexibility in its policies to enable a student to overcome a poor academic record.

While the college must have a balance between policy flexibility and the maintenance of academic regulations to ensure grade standards throughout the curricula, this flexibility cannot be allowed to abrogate the individual student's educational responsibility. *(FCC 2015-16 Catalog, p. 26.)*

Attendance

Students are expected to attend all sessions of classes in which they are enrolled. Excessive absence will jeopardize a student's satisfactory progress in a class. Students will be dropped from class if they fail to attend the first class session of the semester. There are no institutionally approved excused absences for any reason. Only the instructor may excuse an absence. *(FCC 2015-16 Catalog, pg. 20)*

Instructors are required to take attendance at each class session. Any student who is excessively absent may be dropped from the class as specified in each class syllabus. Unless there are significant extenuating circumstances, that student will be immediately dropped from class by instructor of the absences are occurring before 50 percent of the class is expired. Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the Office of Admissions and Records *(FCC 2015-16 Catalog, pg. 20)*

Articulation with High Schools

Fresno City College has entered into course-specific articulation agreements with a number of local high schools whereby students may waive a prerequisite. *(FCC 2015-16 Catalog, p. 23.)*

In addition, Fresno City College has developed numerous articulation agreements with California State University and University of California campuses. These agreements may be viewed on the Fresno City College website, in the Fresno City College Transfer Center, or at www.assist.org . Articulation agreements have also been developed with some California private and out-of-state colleges and universities. These agreements are available on the Fresno City College website or in the Fresno City College Transfer Center as well. See a counselor for assistance. *(FCC 2015-16 Catalog, p. 35.)*

Transferable Courses – Dual Enrollment Policy

Fresno City College courses numbered 1through 99 are CSU transferable. Fresno City College will not have dual enrollment courses that are not transferable to a four-year institution. No basic skills or remediation classes will be offered to high school students under the dual enrollment program. Courses numbered 100 and above are not transferable to California State Universities (CSUs) or Universities of California (UCs

For more information please visit our online 2017-2018 catalog.

APPENDIX

FCC Dual Enrollment: Course Request Form

High School/ROP: _____ Date Submitted: _____

Person Requesting Course: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Please Check One: ◯ New Course Request ◯ Course Renewal

FCC Course Requested: _____

High School Equivalent Course (If Applicable): _____

Semester course is to be taught: ◯FALL ◯SPRING ◯SUMMER   Number of sections requested: _____

Course beginning date: _____ Course Ending Date: _____

Days Course is to be taught: _____ Hours: _____ Period: 0 1 2 3 4 5 6 7 8 # of students:_____

Days Course is to be taught: _____ Hours: _____ Period: 0 1 2 3 4 5 6 7 8 # of students:_____

Days Course is to be taught: _____ Hours: _____ Period: 0 1 2 3 4 5 6 7 8 # of students:_____

This Course is part of an *Existing pathway: ◯Yes ◯No

If yes, name of pathway: _____ and targeted grade level_____

*For *New Course Request* only, please attach pathway

Do you have a high school teacher that is available to teach this course? ◯Yes ◯No

If yes, please print the following information:

Name:_____

Email:_____

Phone:_____

*Master's Degree in:_____

This person has previously taught for SCCCD:

◯Yes ◯No   *For new instructor please attach transcripts

Do you need an FCC instructor to teach this course? ◯Yes ◯No

Would you like this course to be a permanent course offering at your school? ◯Yes ◯No ◯Maybe

Signing this form is a commitment to offer the DuE class(es) requested.

Authorized Signature_____

Authorized Name (printed) _____

A1

Dual Enrollment Registration Form

STATE CENTER COMMUNITY COLLEGE DISTRICT
FRESNO • REEDLEY • MADERA • OAKHURST • CLOVIS

Step 1: STUDENT INFORMATION

Name _____   College Student ID # _____

High School: _____   Grade Level _____

I am submitting this approval form for the following semester and year:

☐ FALL   ☐ SPRING   ☐ SUMMER 20__ __   For the _____ Campus
                                                                                        CCC/FCC/RC

Step 2: HIGH SCHOOL APPROVAL

5 Digit Course #	Course Title	Units
	Total	

☐ I am a student with a documented disability (i.e., IEP, 504 plan, etc.) and am requesting accommodations in this class.

Please Attach a High School Transcript. Forms without Transcripts will not be processed.

High School Principal / Counselor- by signing below you acknowledge the following:

☐ I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation in the course(s) listed and can benefit from advanced scholastic education. (Education Code 48800 (a))

☐ SUMMER ONLY: I certify that I am limiting the number of recommendations to no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session. (Education Code 48800 (d))

High School Principal Signature: _____ Print Name: _____

High School Counselor Signature: _____ Print Name: _____

Date: _____   Contact Phone: _____

For Office Use Only:
☐ *Student is participating in an AB 288 pathway (15 unit maximum)*
DuE: ☐ Application ☐ HS Transcripts   ☐ Signatures   DuE verified:_____
                                                                                                         (Please Print)
A&R: ☐ Registered ☐ STMC ☐ SPRO/Dual.HS program   Date Entered:_____   By:_____
                                                                                                                          (Please Print)

A2

Step 3: STUDENT AGREEMENT

By signing below you acknowledge you have read and understand the following:

- ☐ All SCCCD Dual Enrollment students are responsible for complying with the rules and regulations of the college as published in the FCC/RC/CCC catalog(s) and schedule(s) of classes. Please review these rules and regulations with your parent or guardian to ensure you have a successful experience.
- ☐ **Grades: By participating in a dual enrollment course you are creating a college transcript.** The grade(s) you earn in your SCCCD class(es) will become a part of your official college academic record.
- ☐ Students participating in Dual enrollment must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 51% of courses attempted) to maintain eligibility for financial aid when they begin college as a post graduate student (after high school graduation).

Please note: The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and college board policy. (References- California Education Code: Sections 48800-48802, 76001, 76300)

Student Signature: _____ Print Name:_____ Date:_____

Step 4: PARENT AGREEMENT

By signing below you acknowledge you have read and understand the following:

- ☐ **Student Records:** Under Section 49061 of the Education Code, parents of community college students do not have a right of access to 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 only with the written consent of the student. (Family Educational Rights and Privacy Act (FERPA) Authorization for Release of Information form may be obtained at Admissions &Records)
- ☐ **Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA instructors are not required to discuss student performance or other student-related issues with parents.
- ☐ **Course Content/ Material:** Dual enrollment courses are taught to the rigor of a college course. Students will be using the same textbooks and syllabi as they would if they were taking a class on a college campus. As such, please be aware that discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.
- ☐ **My son/daughter will receive no special consideration because s/he is a high school student and will be subject to the rules, regulations, and policies of the State Center Community College District.**

YOU MUST SELECT ONE OF THE FOLLOWING:

☐ I authorize SCCCD to release my student's final grades to their high school Registrar.

☐ I DO NOT authorize SCCCD to release my student's final grades to their high school Registrar.

NOTE: If you opt out, your student's high school may request that your student provide the registrar with an official SCCCD transcript before giving credit towards high school requirements/graduation.

Parent / Guardian Signature: _____ Print Name:_____ Date:_____

TEACHER APPROVAL & RESPONSIBILITIES

Required Documents for Approval of HS Instructors: *To be submitted to Dual Enrollment Coordinator*

1. Official College Transcripts (sealed)
2. Updated Resume with both Academic and Work Experience
3. FCC Verification of (related) Experience Form *–Form Provided by DuE Coordinator*

_____*Docs submitted to Division - Wait for Approval*_____

4. FCC Dual Enrollment Personnel Data Information Sheet *–Provided by DuE Coordinator*
5. FCC Electronic Authorization Form *–Provided by DuE Coordinator*
6. Guidelines-Instruction Agreement for Dual Enrollment Instructor *–Provided by DuE Coordinator*
7. Finger Printing/Background and TB Testing Mandate Proof *–Contracting School District Shall Submit*

All above documents are to be submitted to "DE Coordinator: victoria.martinez@fresnocitycollege.edu Office: FCC 1101 E. University Avenue, Office:T-100 Fresno, CA 93741 (559) 442-8273

Meeting with Division Dean/FCC Instructor/DuE Coordinator for Training & Course Information

a. Div. Dean will review entire packet 1-7). Division Dean's office or Designee will contact prospective high school instructor or High School representative. A meeting will be scheduled with an FCC Division Liaison to discuss the course of record, syllabus, finals, grades, books, materials and instructions for teaching the course and all college requirements.
b. Syllabus Check List *~See Sample (Forms)*
c. Syllabus Template ~ *See sample (Forms)*
d. Class syllabus is **to be submitted during the 3rd week of the semester** using an electronic file name, ex. CONS_50_43943_SYLLABUS.pdf The instructor's name, FCC class name, FCC class number, which can be found in "Webadvisor" is to appear somewhere on the first page of the syllabus, it is then e-mailed to victoria.martinez@fresnocitycollege.edu who will then submit to department.

WebAdvisor, Drops, & Grades Instructor Process:

a. How to set up & Activate your FCC e-mail account: *~See Attached (Forms)*
   http://www.fresnocitycollege.edu/index.aspx?page=3358
b. How to access Web Advisor/College Class Rosters:
   http://www.fresnocitycollege.edu/index.aspx?page=3359
c. How to access "Canvas" *~See Attached (Forms)*
d. "Faculty Drop Process" Dual Enrollment Coordinator must be notified of class drops.
   Due: Week 3 of Instruction
e. "Year End Grade Submission for Dual Enrollment Instructors" *~See Attached (Forms)*
   Due: **At the End of Each Semester**
f. How to download student names and ID numbers from WebAdvisor into Excel *~See Attached (Forms)*

Book Order and Class Materials: The high school purchasing department may choose to order the books thorough the FCC campus bookstore; if so, Contact Information for FCC bookstore: Barbara.Mendoza@fresnocitycollege.edu or 559-442-8200 ext. 8733. Webpage: http://www.fresnocitycollege.edu/index.aspx?page=3439

SYLLABUS CHECKLIST

Syllabus Instructions: It can be submitted in MS Word or as a pdf.
Example: **GRC_34_32546_SYLLABUS** - USE Underscore only & ALL CAP

☐ Course name and code, meeting room, semester and year, time and day(s), and any holidays

☐ Your name, voicemail number, e-mail address, Website, other contact information

☐ Your office hours (Full-time instructors only)

☐ Drop deadline (end of 9th week for semester-length class; see roster for short term class drop date)

☐ Final exam date (any exceptions from final exam schedule must have prior written approval from your dean)

☐ Course objectives and learning outcomes

Note: These and items below should correspond with the official course outline. The updated course outlines are available on the RC intranet: http://www.curricunet.com/reedley/

☐ Required and recommended textbooks, materials and supplies

☐ Course prerequisites, co-requisites, and/or advisories

☐ Course outlines including topics to be covered with corresponding dates, time allotted to each topic, references to text chapters or pages, outside readings, specific assignments, and due dates

☐ Grading policies and scales, and evaluation criteria (exams, quizzes, homework, participation, etc.)

Note: It is very important that the grading criteria be very clear. The grading basis must be included on final rosters when submitted to Admissions & Records (four grades are recommended in addition to the final grade for full-term classes).

☐ Attendance policy including late work, make-ups, extra credit, etc.

☐ Canceled class notification

☐ Behavioral standards such as punctuality, technological gadgets, classroom visitors, etc.

☐ Plagiarism and cheating policy

☐ Accommodations for students with disabilities must include this sentence:

"If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act, please contact me as soon as possible."

WEB ADVISOR LOGIN

WWW.FRESNOCITYCOLLEGE.EDU

FACULTY: SELECT FACULTY & STAFF

STUDENTS: SELECT "CURRENT STUDENTS"

BOTH STUDENTS AND STAFF WILL SELECT:

"WEBADVISOR"

BOTH: STUDENTS & STAFF WILL "LOG IN" AND STAFF WILL GET A "FACULTY" TAB ONCE THEY SIGN IN.

STUDENTS WILL RECEIVE AN EMAIL WITH LOGIN AND PASSWORD INFORMATION. **STAFF** WILL RECEIVE LOGIN AND PASSWORD INFO FROM DUAL ENROLLMENT COORDINATOR

CANVAS FOR FACULTY:

1. GO TO: WWW.FRESNOCITYCOLLEGE.EDU (HOME PAGE)
2. SELECT: "FACULTY & STAFF
3. SELECT: "WEBADVISOR"

YOU WILL SEE THIS SCREEN:

HERE YOU WILL ENTER YOUR ASSISGNED USERNAME & PASSWORD. ALL ASSIGNED PASSWORDS CAME FROM DUAL ENROLLMENT. YOU MAY REACH ME AT (559) 442-8272.

Accessing the FCC Library Research Database

1. Go to the Fresno City College website at www.fresnocitycollege.edu
2. Point to the library icon and click
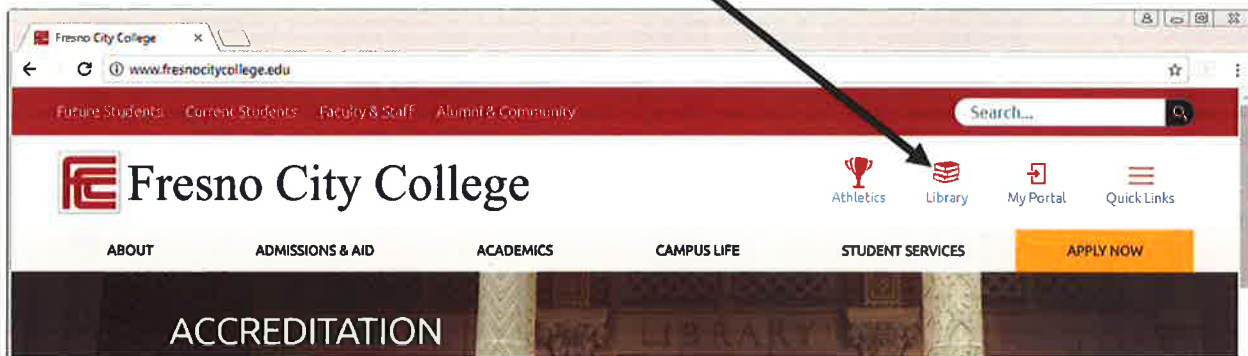
LIBRARY CATALOG SEARCH

Do you need to find Books, DVDs, or Reserve Materials? Search for them here. There is an advanced search with keyword, title, author, formats and more options. It includes the Fresno City College Library, the libraries of SCCCD, Fresno County Library, and libraries worldwide.

Search Catalog

RESEARCH DATABASES

Find articles, ebooks, streaming audio, and streaming video. Frequently used periodical databases include EBSCOhost, JSTOR, Proquest, and the Fresno Bee. There is a database A-Z list of many of other databases such as ERIC, MEDLINE, and Nursing Resource Center. Included are e-book collections such as Safari Tech Books and Salem Press. To access databases when off-campus, use student ID number and password (same as for all other campus services).

Databases

Click on Databases

Click on Databases A to Z List

Research Databases v2: Start Here

Search the Guide   Search

| Start Here | Database A to Z List |

GOT QUESTIONS?
Chat with a LIBRARIAN!
24/7

To access research databases off-campus:
Students: Use Student ID number & Email/WebAdvisor/Canvas password
Faculty & Staff: Use SCCCD Network (Email) username & password

Frequently Used Periodical Databases

- Academic Search Premier (EBSCOhost) ℹ
- Fresno Bee ℹ
- JSTOR ℹ
- Proquest ℹ

E-book collections are available through a database format or through the library catalog.

- Ebooks on EBSCOhost ℹ
- Ebrary ebooks ℹ
- Safari Tech Books Online ℹ
  more...
- Salem Press Ebooks ℹ

Streaming Audio/Video Databases

- Alexander Street Press Streaming Audio & Video ℹ
- Ambrose Video 2.0 ℹ
- Films on Demand ℹ
- Intelecom Online Videos ℹ
- Swank Digital Campus ℹ

- Credo Reference
  Credo Reference is an online reference collection. It contains over 900 online encyclopedias, subject dictionaries, biographical sources, and reference tools.

  The reference tools in Credo Reference are from reputable publishers including ABC-CLIO, ALA Editions, Ashgate, Barron's, Berg, Berkshire Publishing Group, Blackwell, Cambridge University Press, Cassell, Collins, Edward Elgar, Elsevier Science & Technology, Encyclopædia Britannica, Gale, Greenwood Publishing, H.W. Wilson, Harvard University Press, Houghton Mifflin, Library of Congress, Macmillan, Marquis Who's Who, Merriam-Webster, MIT Press, OECD, Princeton University Press, Routledge, Springer, Wiley, Yale University Press, and many others.

  In addition, Credo provides topic knowledge pages with content for the topic specifically curated to help you navigate resources.

Year End Submission for Dual Enrollment Instructors

Roster, Grades, Attendance & Scoring system are to be combined into one document as a pdf or excel spreadsheet.

The file name format should be as follows: CONS-50-12345_SMITH_SP2018.pdf or xls
      *File name must be in ALL CAPS

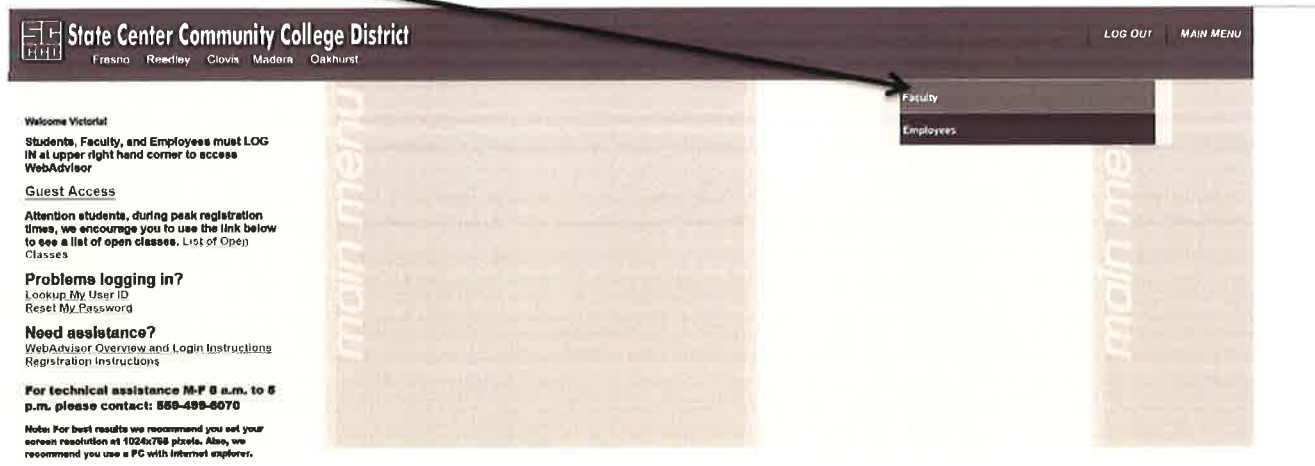Save it on your computer so that it is ready for loading into WebAdvisor.

Go to www.fresnocitycollege.edu

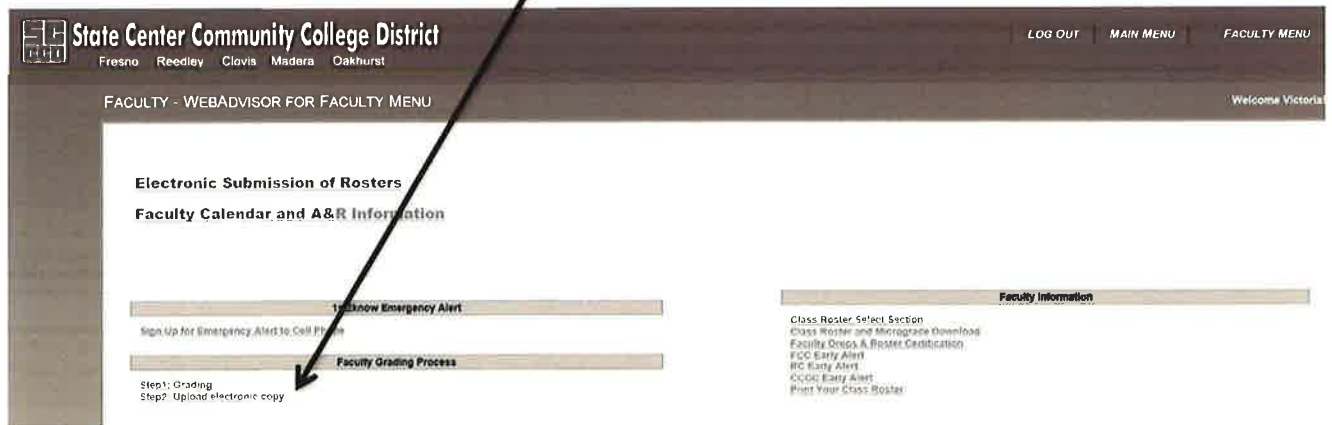Go to red ribbon and click on Faculty & Staff and then WebAdvisor
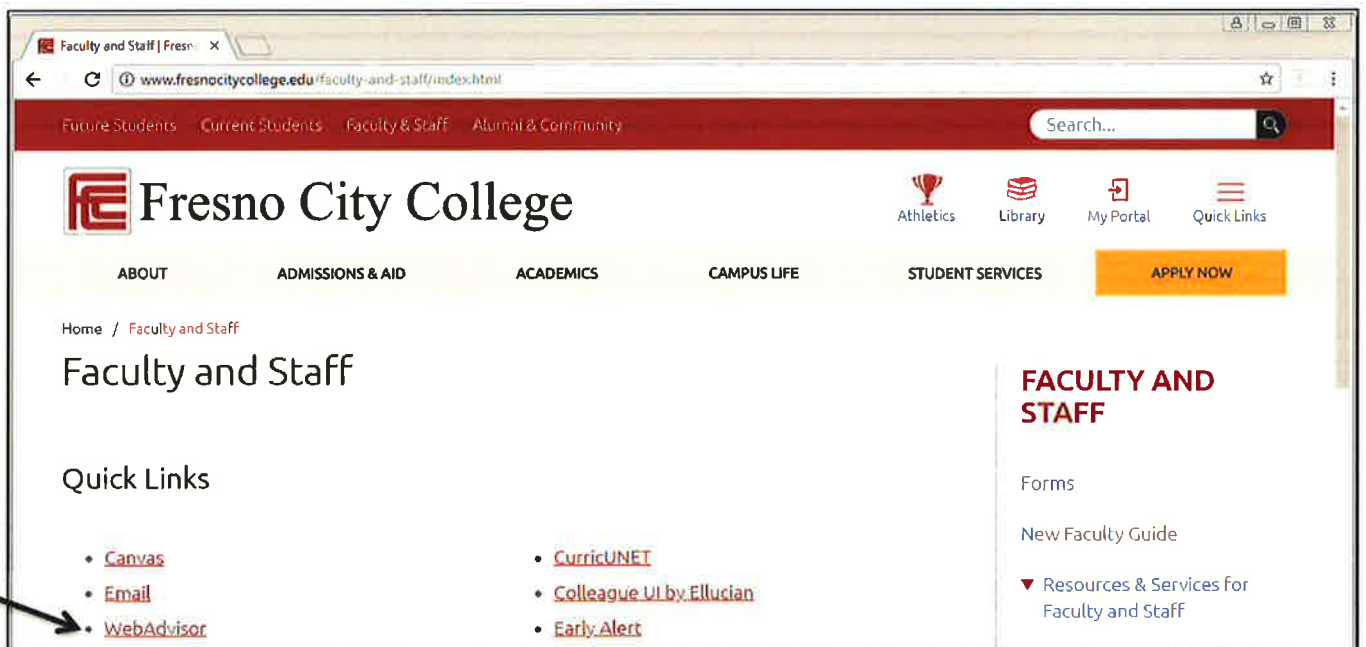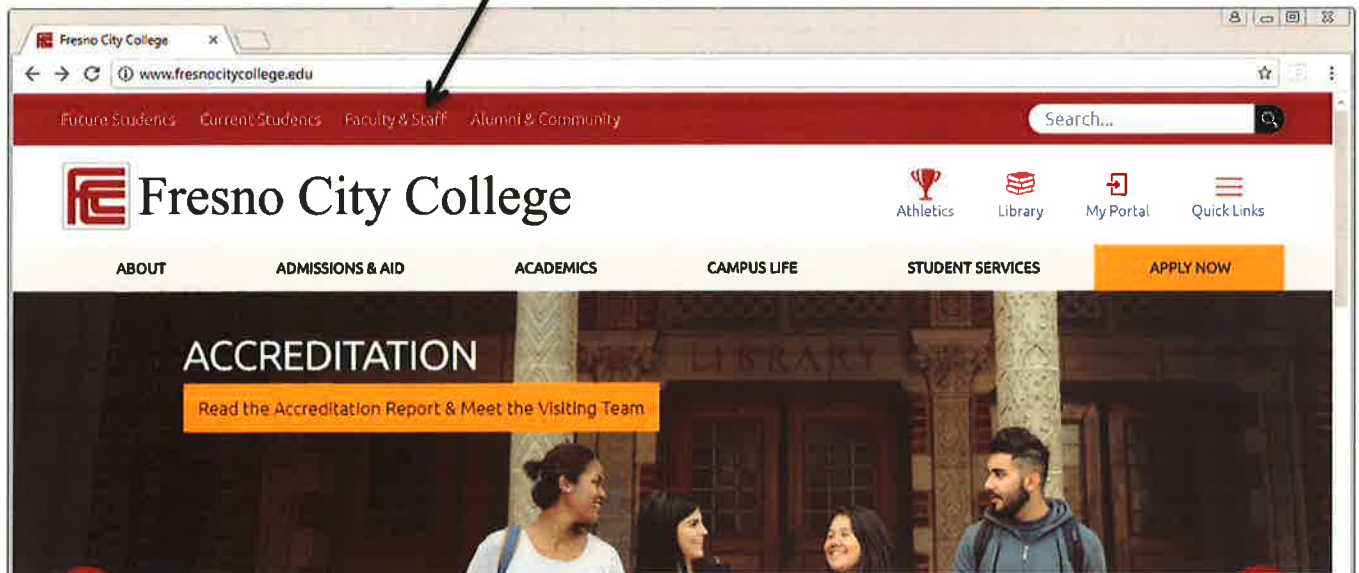
Click on the word **LOG IN** (far right corner – blue area), enter login and password

Click on the **Faculty** tab (green shade) top right corner

Click on **Step 2 – Upload electronic copy**

Continue to next page

Click on the radio button for Fresno City College

Fill in all the blanks

Then upload the document

Roster Submission Form

Select Location
- ◉ Fresno City College
- ○ Madera Center
- ○ Oakhurst Center
- ○ Reedley College
- ○ Clovis Community College

First Name :

Middle Name :

Last Name :

Faculty Number :

Section Name and
Number (IS-15-12345) :

Email :

Fill in all areas

Note: Only upload grade and attendance files related to the section name and number listed above. Click on the first "Browse" button below to upload a file containing both grades and attendance. For faculty who keep their grades and attendance in separate files, you can now upload both files at one time by using both the required "grades" file upload and the optional "attendance only" file upload options below.

Required: upload a combined grades and attendance file or a grades-only file:

Select a file for upload

Browse...

Optional: upload an attendance-only file:

Select a file for upload (Optional)

or

Browse...

Submit Form

Now send an e-mail to and Bobbie.tello –perez and CC vicki.martinez@fresnocitycollege.edu
the e-mail should state:

1. Instructors name and FCC ID number
2. FCC class name and number & semester (ex Sp2017) (can be found in webadvisor)
3. State that this is a Dual Enrollment class (aka DuE)
4. State that you have submitted the supporting documents through webadvisor
5. Ask Bobbie to please enter the grades

Rev 3/1/18

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# Step by step instructions to transfer Dual Enrollment students' names and ID #'s from webadvisor to MS Excel

(For use on supportive documentation – roster, attendance, test scores, final grades, etc.)

Go to www.fresnocitycollege.edu

1. Click on Faculty & Staff then WebAdvisor. Use login & password

Faculty and Staff

Quick Links

- Canvas
- Email
- WebAdvisor
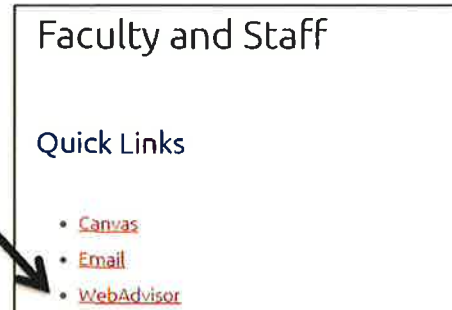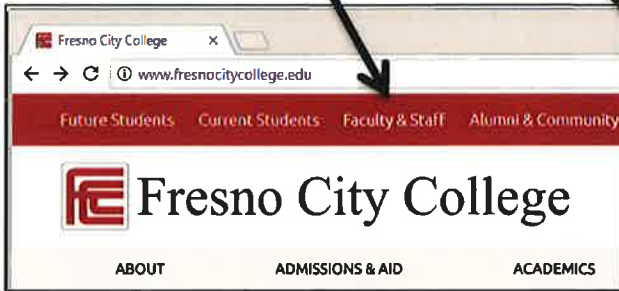
2. After logging in, click on Faculty
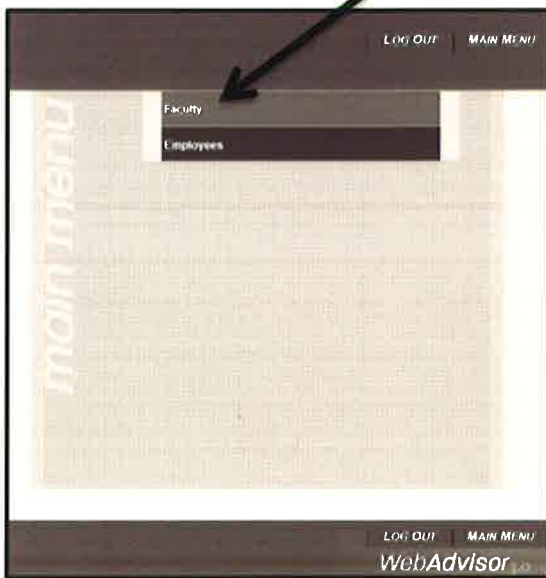
3. Click on Class Roster and Micrograde Download (we won't actually use Micro grade) but will instead use Excel.

4. Select semester using down arrow, press submit (disgard the dates)

5. Next screen will show the list of Dual Enrollment classes that you are currently teaching, click on one of the radio buttons and then press submit

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
	CONS 175A 65101 RESIDENT WIRING 1	2016FA	T	405	06:00PM - 07:10PM	TTH
○	CONS 175AL 65103 RES WIRING LAB 1	2016FA	T	406	08:00AM - 10:15AM	S
◉	EST 175A 65102 RESIDENT WIRING 1	2016FA	T	405	06:00PM - 07:10PM	TTH
○	EST 175AL 65104 RES WIRING LAB 1	2016FA	T	406	08:00AM - 10:15AM	S

6. Only press submit

Course Name and Title

Instructors

Covered for privacy

SUBMIT

7. Now they can be selected, copied and pasted into MS Word and the copied and pasted to Excel

te Center Community College District
Fresno   Reedley   Clovis   Madera   Oakhurst

FACULTY

First   Last   ID   Phone   Email

Covered for privacy

OK

8. FCC Admissions and Records require that the supportive documents be in MS Excel and that the names and student Id #'s appear in this order.

Last name,   First Name,   FCC Student ID#

Basic Residential Construction– CONS50A – 3 Units

Teacher:
Department:
School Email:
School Phone:
Office Hours: **By appointment only**
Class Room:
Location:
Section Number:
Class Meets: **M-F**

SAMPLE

Course Description
General introduction and basic skills in residential construction. Emphasis on hand and power tools, interior and exterior finish, finish carpentry, roofing, and plumbing. This course prepares students for the competency skills and knowledge necessary to enter the field of residential and light commercial construction. This year course provides student application at all of the various areas of construction, technology, wood products manufacturing, and interior building construction and will have an emphasis on finish carpentry. Included in the instruction will be specific applications of the career performance standards.

3 unit(s) 2 lecture hour(s)/week 3 laboratory hour

Student Learning Outcomes

Upon completion of this course, students will be able to:
1. Assemble stucco netting with fasteners at 6 inches on center to a tolerance of ± ½ inch.
2. Draw isometric views of the sewer and water lines for a residential project.
3. Assemble a doorjamb to a tolerance of 1/8 inch clearance between the door and the jamb.
4. Install drywall butt joints with a maximum 3/16 inch separation.
5. Calculate the stair tread and rise, layout, and cut out a stair stringer to a tolerance of ± 1/8 inch.
6. Mathematically estimate the number of ½"x 4' x 12' sheets of drywall needed for a house to a tolerance of ± five sheets.

Course Objectives
Upon completion of this course, the student will:
- Learn and understand the safety rules and good safety attitudes. The students will demonstrate this knowledge through the repetitive use of tools and equipment and passing a safety test.
- Learn about the variety of tools and machines used in the woodworking area. Students will identify each machine, explain its purpose and demonstrate its use.
- Learn the different materials, hardware and millwork used in cabinetmaking. Students will identify, cut, install, adjust and manufacture these items through construction.
- Learn the principles of mass production. The students will demonstrate these by building a mass-produced product and identifying each principle used.
- Review basic math skills. Students will demonstrate these skills through the completion of a bill of materials and accurate layout on projects.
- Learn about job opportunities and careers in woodworking and other related fields. Students will identify different job descriptions and requirements by taking field trips to cabinet shops and to Career Day at Fresno City College.
- Learn how to find a job. Students will accurately complete a job application and produce a resume. Students will also be given a Certificate of Completion listing the entry-level skills obtained in Cabinetmaking.

1

Course OUTLINE:

Add Course Outline from FCC Document

ASSIGNMENTS AND CORRESPONDING LABS:

List assignments and corresponding points for each assign.

EXAMPLE:
- Chapter 12 (20)
- Shape Lab (50)
- Design & Create Triangle Arrangement & Lab Sheet(100)
- Outside Shape Lab (20)
- FFA Record Book (100)
- Shape Arrangement Test (50)
- V-Day Novelty Item & Lab Sheet (100)
- Wax Roses & Lab Sheet (100)
- Candy Bouquet & Lab Sheet (100)
- Corsage & Lab Sheet (100)
- Flower Meaning Worksheet (20)
- Pressed & Dried Flowers & Lab Sheet (100)
- Chapter 15 (20)
- Silk Corsage & Lab Sheet (100)
- Mid-Term Wall-Mount (100)

Grading

The final semester grade will depend upon the accumulation of points during the semester. The points will be a result of credit received on assignments (written & practical), tests and final examination. The instructor reserves the right to adjust scores as it may be required throughout the semester.

90% and above = A
80% and above = B
70% and above = C
60% and above = D
50% and above = D-
49% and below = F

Test material is constructed from class discussions, assigned readings, guest lectures, video presentations, and special assignments. Tests may consist of true/false, multiple choice questions and short answer. *Unless the student receives prior approval from the instructor, no make-up tests will be allowed.*

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Tentative Schedule

Week	Topic/Assignment
Week1	SAFETY CERTIFICATION
Week2	WALL FRAMING
Week3	WALL FRAMING
Week4	ROOF FRAMING
Week5	ROOF FRAMING
Week6	ROOF MATERIALS
Week7	ROOF MATERIALS
Week8	INSULATION
Week9	EXTERIOR FINISH
Week10	EXTERIOR FINISH
Week11	WASTE PLUMBING
Week12	WASTE PLUMBING
Week13	SUPPLY PLUMBING
Week14	SUPPLY PLUMBING
Week15	
Week16	STAIRS
Week 17	STAIRS
Week 18	Finals

Required or Recommended Textbooks and Materials:
Recommended texts: There are no required texts

Materials Needed
~ pen or pencil
~ notebook or writing paper
~ One usb storage device (portable hard drive or usb flash drive (commonly called a thumb drive or jump drive).

Holidays and Breaks

DATE	EVENT

Important Dates

DATE	EVENT
	Class Begin for 2015 Fall Semester
	Late Registration for 18 week classes
	To add a class a student must obtain a student add label from instructor
	To drop a class without a "W" on transcript
	Last day to drop a full-term class in Person (no "W" on transcript)
	Last day to add a full-term class on WebAdvisor
	Last day to apply for Pass/No Pass
	+ Fall final exams begin
	Fall semester ends

** Withdrawal (W): A student will be assigned a grade of "W" for classes dropped on or after 20 percent of the duration of the class, up to and including 50 percent of the duration of the class. After the 50 percent point, the student must receive a letter grade other than a "W" (i.e., A, B, C, D, F, I, P, NP). Check with your instructor for the deadline applicable to your class.

A10b

Cancellation Class Notification
Check high school website for any notification, Foggy Day Schedule, etc.

Attendance Policy make ups, Extra Credits etc.
Attendance policies as documented in the Reedley High School Handbook will be followed. Make up work is accepted with a reduced score as determined by the instructor. Extra credit may be assigned as determined by the instructor.

Class Rules and Behavior
Please refer to your school handbook for complete details, however some of these policies include:

- ❖ Cheating and Plagiarism
- ❖ Drug/Alcohol free campus
- ❖ Sexual harassment
- ❖ Student conduct
- ❖ Bullying

Cheating is:
A. Copying someone else's class work or letting someone copy you, when your teacher tells you that the work is to be done on your own (includes asking/telling orally).
B. Copying answers on a test or letting someone copy from your test (includes asking/telling orally).
C. Using a cheat sheet or unauthorized notes.
D. Turning in someone else's work as your own.
E. Text messaging and multi-media messaging.
Consequences, Per School Year:
Selma High 1st Offense - The teacher shall send a referral to office. Student shall receive an "F" or zero on the work or the test and a one (1) day suspension or Saturday School, parent contact required.
2nd Offense - The teacher shall send a referral to the office. The student shall receive an "F" or zero on the work or the test and a one (1) day suspension with parent contact required. Student placed on honesty contract. A high school student shall be removed to a study hall/or alternative class with a "W/F" for the semester.
3rd Offense - Recommendation for transfer to an alternative program.
Instances of cheating need not be confined to one (1) class. Each of the three (3) offenses could happen in a different class. Any student who is transferred to a study hall/or alternative class and then required disciplinary removal from the study hall/or alternative class shall be transferred to an alternative school site/program.

*Each student is expected to assist in the overall environment of the classroom making it conducive to learning.*

Accommodations for students with disabilities must include this sentence:
"If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act, please contact me as soon as possible."

4

FCC Online Application Steps for High School Dual Enrollment Program

PLEASE GO TO WWW.FRESNOCITYCOLLEGE.EDU AND CLICK ON "APPLY ONLINE".
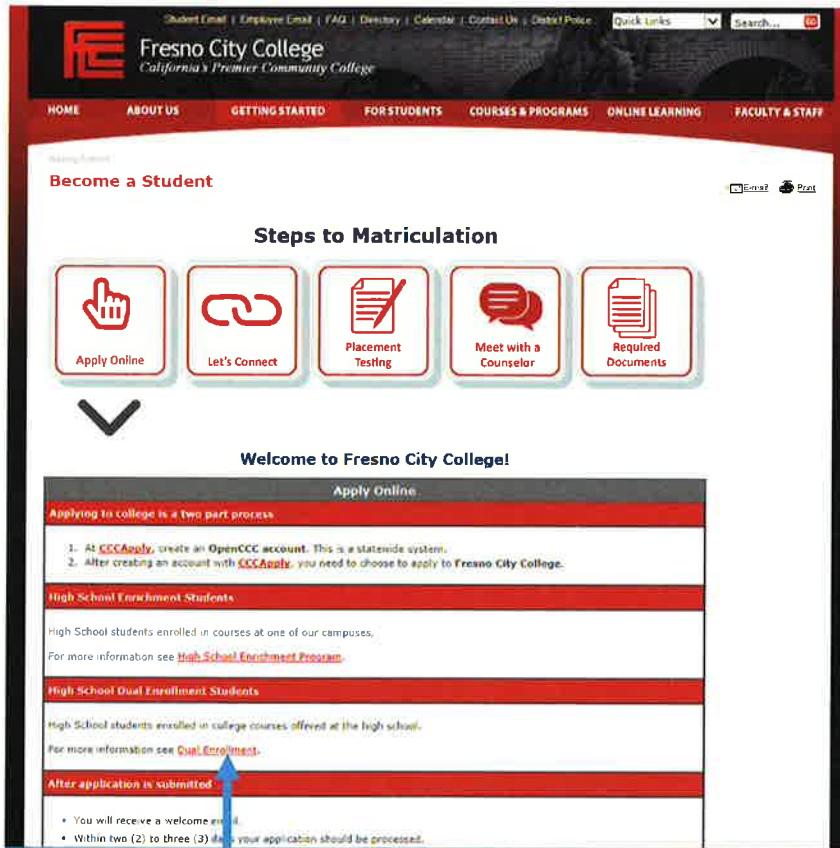
Then Select "DUAL ENROLLMENT" Students will be taken to the application site with instructions. These Instructions should be read carefully before beginning the application itself. Social Security Number mandatory.

SCCCD ENROLLMENT DATES - DUAL ENROLLMENT

STEPS	ACTIONS	DUE DATE	RESOURCES
1	ONLINE APPLICATION: All students in dual enrollment will apply online	Oct. 1- Nov 16, 2018	WWW.FRESNOCITYCOLLEGE.EDU "APPLY ONLINE"
2	CLASS REGISTRATION: Qualified students fill out a registration form for the course. Must meet qualifications	Nov. 30, 2018	Fresno Dual Enrollment Paper Application. Provided by the FCC Dual Enrollment Coordinator. (Transcript, signatures and GPA required)
3	CLASS ROSTER SPREADSHEET: Each teacher will provide FCC dual enrollment coordinator a list of all students participating in the dual enrollment class.	Nov. 30, 2018	Each school will create a roster of students selected to participate in the dual enrollment course. Roster to be submitted to victria.martinez@fresnocitycollege.edu
4	LAST DAY TO DROP STUDENTS: Last day to avoid a "W" on the college transcript	**Feb. 1, 2019**	Instructors may drop students on : Webadvisor or notification can be sent to victoria.martinez@fresnocitycollege.edu
5	Roster Verification (census)	Check Webadvisor- Normally End of Week 3	Webadvisor: College Password and Username needed/Helpdesk: 244-4357
6	LAST DAY TO ADD STUDENTS	**Jan.14, 2019**	Dual Enrollment courses move at a fast pace. It is suggested students enroll no later than 1 week into the course. See FCC Coordinator for further details.
7	LAST DAY TO DROP STUDENT WITH A "W" Students will see a "W" on the college transcript and it will impact financial aid completion rate policies.	**March 14, 2019**	Webadvisor: College password and username needed/Helpdesk: 244-4357 (Press 6)
8	FINAL GRADES & ATTENDANCE: Each teacher will upload or email FCC the grades/attendance/assignments used to calculate a final grade for each student.	LAST WEEK OF HIGH SCHOOL SEMESTER	Webadvisor: College Password and username needed. Excel or PDF Spreadsheets for Grades/ Attendance? Assignments. Upload in Webadvisor/ Helpdesk: 244-4357 (Press 6)

NOTE: FORM WILL BE UPDATED YEARLY AND EMAILED TO DISTRICTS

A 12

Fresno City College

Established in 1910, Fresno City College is the first among 115 community colleges in California. Founded by C. L. McLane, Fresno Jr. College, as it was then known, opened its doors with 20 students and three faculty members. FCC's first home was the original Fresno High School on O street in downtown Fresno.

Today, nestled in an older and historic Fresno neighborhood, FCC is a thriving, vibrant college campus with more than 36,000 students each academic year. We offer more than 96 associate degrees, 24 Associate Degrees for Transfer, 89 certificate programs, and more than 80 career technology education (CTE) programs.

Our students transfer to a variety of 4-year universities across the nation with the majority transferring to Fresno State. Others attend FCC to learn new job skills.

Every FCC student has access to a multitude of services which include academic advising, career counseling, student activities, disabled students programs, career guidance, tutoring and financial aid.

Fresno City College is part of the State Center Community College District and is accredited by the Accrediting Commission for Community and Junior College (ACCJC).

1101 E. University Drive, Fresno CA 93741 | www.fresnocitycollege.edu

For more information please contact the Office of Dual Enrollment:
Victoria Martinez, Dual Enrollment Coordinator
victoria.martinez@fresnocitycollege.edu
559-442-8272

STATE CENTER
COMMUNITY COLLEGE DISTRICT