



# Feather River College

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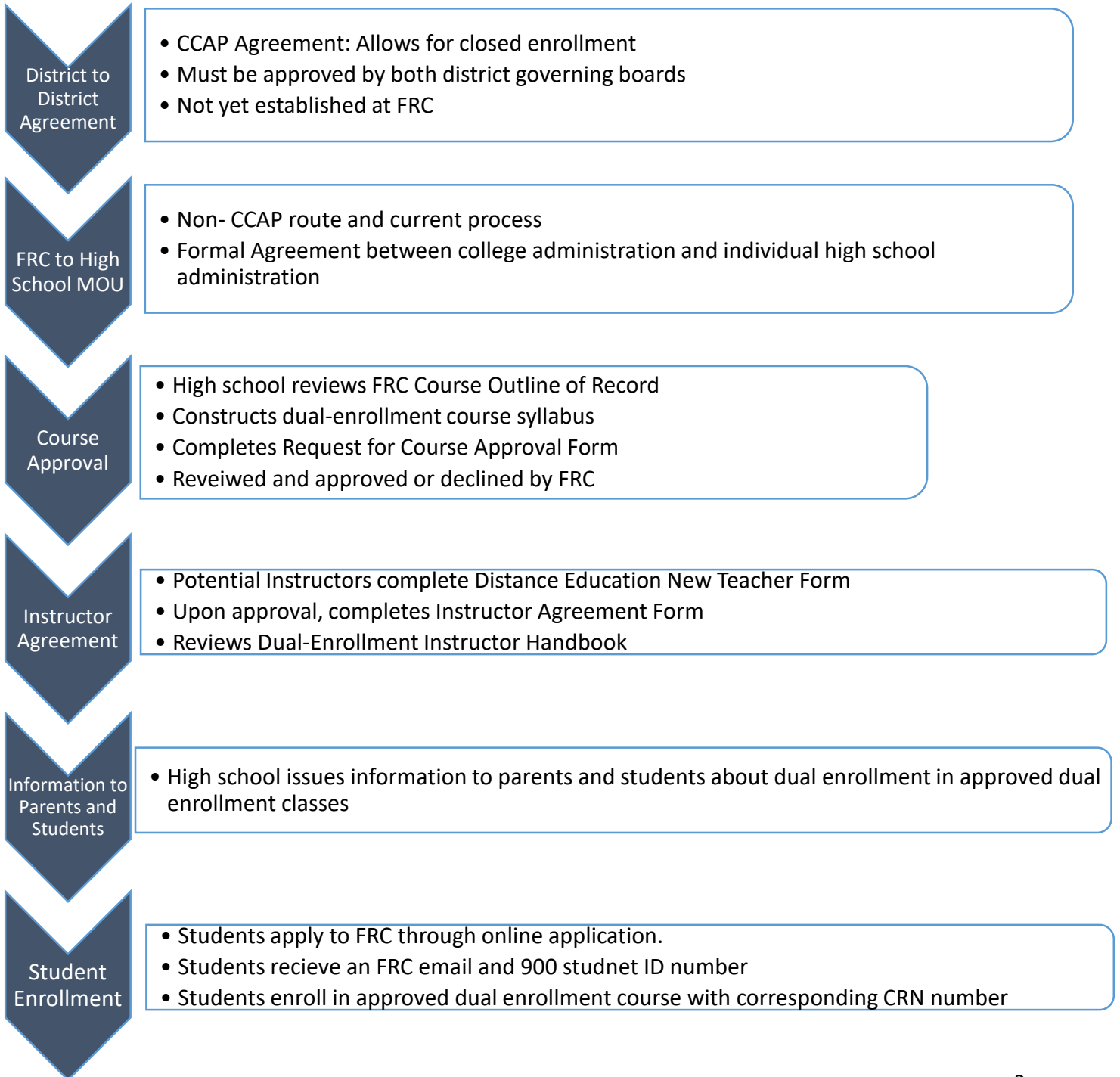
### Dual Enrollment Procedures

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## FRC Dual Enrollment Process Overview

1. Agreements:  
**CCAP OR Non-CCAP**
2. Course Approval
3. Instruction Agreement and Approval
4. Dual Enrollment Information to parents and students
5. High School student enrollment form



# Legal Agreements

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## College District to High School District Agreement (CCAP)

### *CCAP at a Glance*

- *CCAP agreements occur between high school and college district boards.*
- *Eliminates open enrollment requirement.*
- *FRC does not currently have any CCAP in place with a high school district.*

Assembly Bill 288 (Holden) was enacted January 1, 2016 and added to the California Education Code section 76004. Assembly Bill 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) (**Example Appendix A**) partnership with the governing board of a school district.

In summary, AB 288 offers new dual enrollment options to colleges by eliminating certain fiscal and policy barriers, such as authorizing specified special part-time students to enroll in up to 15 units per term, waiver of certain college fees for those special part-time students, and allowance of closed courses that occur on high school campuses during the regular school day; while requiring that the program be for a specified purpose (e.g., cohort program for underrepresented students) and adherence to delineated state reporting requirements.

At this time, Feather River College does not have a CCAP in place with any local high school district, but is interested in pursuing such an agreement to help with some barriers that we recognize in the dual enrollment process, such as open enrollment to the public. The enactment of a CCAP agreement would be upon approval by both govern boards at the high school and college district.

Not having a CCAP agreement does not affect any existing dual enrollment partnerships, or prohibit the college from entering into any other formal dual enrollment agreements. This would be called the Non-CCAP track.

## High School to FRC District (Non- CCAP)

### *Non-CCAP at a Glance*

- *Current process followed by FRC, formal individual MOU's between individual high schools*
- *Requires an Open Access Resolution from high school governing board*

The non-CCAP track process that Feather River College follows is a formal agreement between individual high schools. The interested high school governing board signs a **Memorandum of Understanding (Appendix B)**, to be renewed each new school year, between the college that delineates the responsibilities of each party involved in the dual enrollment process. Alongside the MOU, FRC also requires a **Resolution (Appendix C)** from the high school governing board that declares the respective high school campus will offer open access to the public should a member of the public chose to enroll in that specific dual-enrolled course.

FRC is bound by the Education Code to offer public courses. High schools hosting community college courses must comply with Education Code section 76002(a)(3), which provides that "[i]f a class is offered at a high school campus, the class shall not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting."

## Step 1. Course Approval Process

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- A. Consult College Catalogue and Course Outline of Record*
- B. Complete Dual Enrollment Course Approval Form*
- C. Course Approval Form Reviewed and Approved by FRC*
- D. Course Scheduled for Instruction at FRC*

Once a formal agreement is in place between FRC and the high school, the high school can begin the process of submitting courses for articulation at FRC. The course approval process should involve collaboration between the high school and the corresponding FRC department chair or current course teacher. At this time, FRC will only offer a dual-enrollment option for CTE courses that are already existing in the FRC course catalogue.

FRC recommends that any high school administration or instructor interested in articulating a course for dual enrollment should first consult the college's existing **Course Outline of Record (Appendix D)** for the course. The Course Outline of Record is the document used in the college's internal course approval process. Active COR's have already been approved by the necessary committees and individuals and meet the accreditation standards set by the ACCJC (Accrediting Commission for Community and Junior Colleges). Interested parties should contact FRC's Dual Enrollment Coordinator to obtain a COR.

The COR outlines important components necessary in a community college course. These components include a course description, hours of instruction, student learning outcomes, and a course outline. This document is not the same as a course syllabus, which outlines the responsibilities of the student taking the course. Though a syllabus can be helpful, the COR details the responsibilities of the instructor teaching the course and the measurable outcomes the course is expected to yield.

The high school course considered for dual-enrollment should be similar in wording as the COR in order to be considered for approval at FRC. At this time, FRC is only offering dual enrollment in Career and Technical Education, and will not approve courses in the liberal arts and sciences. To submit a course for approval, the high school representative should complete **the Dual Enrollment Course Approval Form (Appendix E)** and submit it to the Dual Enrollment Coordinator or the Vice President of Instruction at FRC.

Course Approval Forms will be reviewed on a case-by-case basis by the corresponding department chair at FRC, the Chair of the Career and Technical Division at FRC, and by the Vice President of Instruction. Once the form is approved by each party, the course request will be reviewed by the Committee on Instruction to ensure the

dual-enrollment course is compatible with the mission of the college. Upon the COI's approval, the course will be set up in the college's scheduling and online management system, and permitted to move forward upon the approval of a course instructor.

## Step 2. Instructor Approval

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- A. Instructors complete Distance Education Form*
- B. If min. qualifications are met, Instructor Approved by Office of Instruction*
- C. Instructor Completes Instructor Agreement Form*
- D. Instructor Reviews Dual Enrollment Instructor Handbook*

High school teachers seeking to teach a CTE dual-enrolled course must meet the community college's minimum qualifications for instruction in Career and Technical Education. According to the California Community Colleges Chancellor's Office Minimum Qualifications Handbook:

“The minimum qualifications for disciplines on this list (CTE areas) are any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience. Professional experience is required when the applicant possesses a master's degree. The professional experience required must be directly related to the faculty member's teaching assignment.”

To ensure that high school teachers meet minimum qualifications, prospective dual-enrollment instructors should submit a Distance Education Form (Appendix F) to outline their information and educational background. Potential instructors should include their transcripts and a resume with the intent form. Forms should be submitted to the Vice President of Instruction for approval.

If the candidate meets the minimum qualifications, the instructor will be approved to teach. If not, there may be an opportunity to be approved under an Equivalency, which elongates the approval process, but can allow for teachers who do not meet the minimum qualifications to still be able to teach. These processes are handled by the Office of Instruction at FRC.

When the instructor is approved to teach the upper division course work, the instructor will fill out an **Instructor Agreement form (Appendix G)** to outline the responsibilities of the instructor of an FRC course. The instructor will also receive an FRC ID number (900 number). This is a nine-digit code the instructor will use to log into FRC's grade monitoring platform, Banner, so the teacher can input grades at the end of the college semester.

Though high school dual-enrollment instructors continue to be employed by their respective high school district, a dual-enrolled course is held to the policies of the Office of Instruction at FRC. Each new instructor will have access to the **Dual Enrollment Instructor Handbook (Appendix H)**, which includes information on constructing syllabi, and inputting grades into Banner. It is vital dual-enrollment

instructors familiarize themselves with FRC's course reporting processes, and the information found in the handbook.

All new dual-enrollment instructors must be approved by the college before the class begins. Any instructor teaching a dual-enrollment course who was not approved by the Office of Instruction at FRC is in violation of the MOU and this can result in the suspension of the dual-enrollment course offering at the corresponding high school.

When the instructor is approved, he or she will follow the FRC's grading and instruction policies, as outlined in the MOU and the Dual-Enrollment Instructor Handbook for the entirety of the course. If there is any change in instructor within the semester, it is the responsibility of the District to inform the Office of Instruction of the change, and to follow the instructor approval process for any replacement.



## Step 3. Dual-Enrollment Information to Parents and Students

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It is the responsibility of the District to inform parents and students of the benefits of dual-enrollment. Examples of information can include: Flyers, information nights, and classroom activities. **See Appendix I** for dual enrollment information for parents and students, and a flyer example.

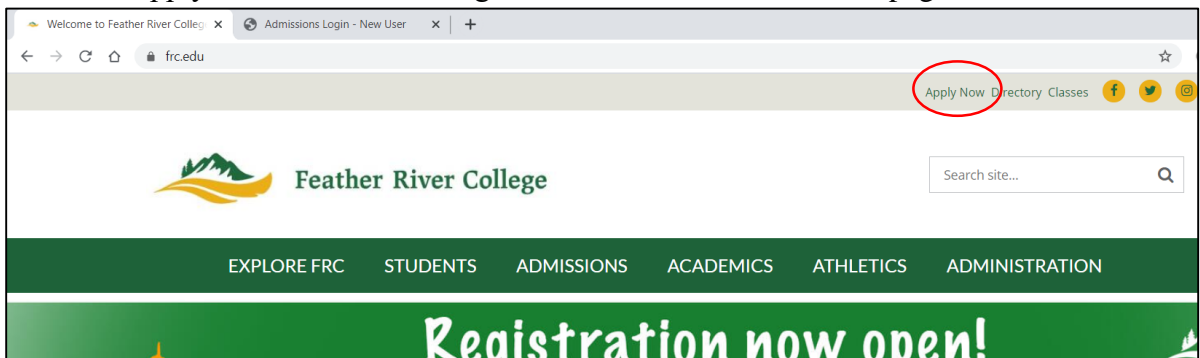
## Step 4. Student Enrollment In Dual-Enrolled Class

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High school students interested in participating in dual-enrolled classes should apply directly to FRC through FRC's online application system.

### Student Application Process:

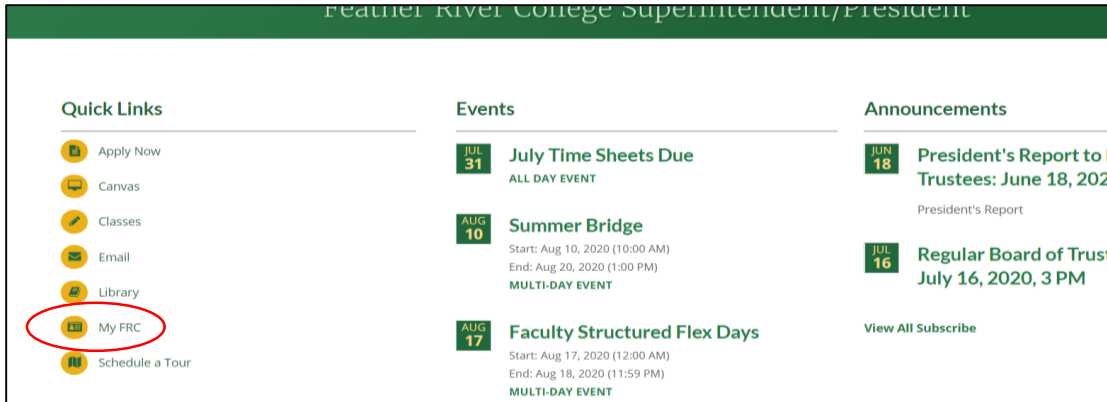
1. Visit frc.edu
2. Click the Apply Now button in the right hand corner of FRC's home page.



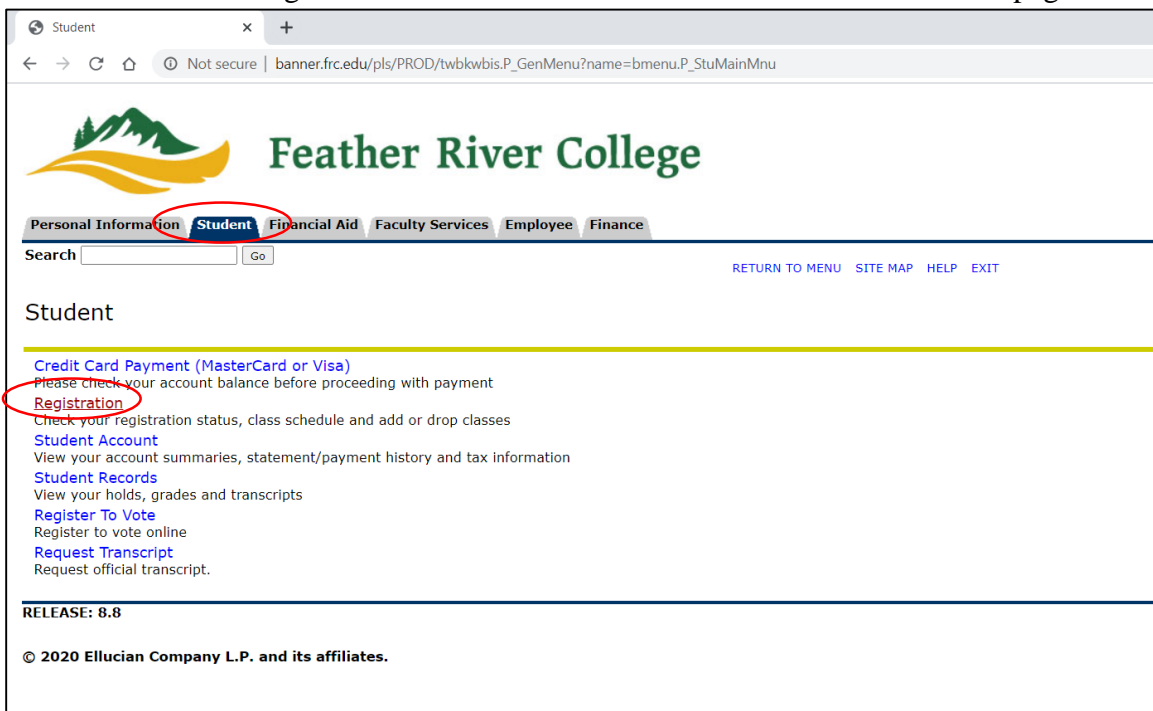
3. Link will direct you to a login in page, Click on the First Time User Account Creation Link.
4. Student will create a temporary login and pin number, then click Login.
5. Click Application New/Transfers on drop down bar and Continue.
6. Students fill out their basic information then click "Fill Out Application"
7. Students complete application **\*Note: Students should have access to their personal information including SSN, email, and address\***
8. Student receives a 900 student ID number via email with which to enroll in classes at FRC

### Student Enrollment in Dual Enrolled Course:

1. Students use 900 number and pin to login into My FRC. Quick Link is on the frc.edu home page:



2. Students enter their login information and will be directed to the Banner home page.



3. Click on the Student Tab at the top of the page, and then click on the Registration link.
4. Select the current term in the drop down menu.
5. Students will be directed to an “Add Class Worksheet”, where students can input a four digit CRN number.
6. Instructors will provide the CRN number for the individual dual enrollment class. **\*Note: If the instructor does not know the CRN number for their course, please consult the Dual Enrollment instructor handbook to see how to access it on Banner. \***
7. Students should input CRN to worksheet then click Register, or Submit Worksheet.

Once students are registered for a Dual-Enrolled course through FRC, Instructors are responsible for inputting their final grades into Banner at the end of the semester. Please review the instructor handbook for detailed information on this process.

## Appendix

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Appendix A -CCAP Example	
Appendix B- MOU between college and school	
Appendix C- Open Access Resolution example	
Appendix D- Course Outline of Record Example	
Appendix E- Request for Course Approval	
Appendix F- Distance Education Form	
Appendix G- Dual Enrollment Instruction Agreement	
Appendix H - Dual Enrollment Instructor Handbook	
Appendix I- Dual Enrollment Information and Flyer	