CERRO COSO ATHLETE ORIENTATION

Cerro Coso Counseling Department, Financial Aid, and Admissions and Records, Athletics, and more!

WHAT WE WILL COVER

Meaning

What does it mean to be a Cerro Coso athlete?

Athletic Eligibility

Current and upcoming terms

Check Points and Strategies

Academic Standing, appointments, communication & asking for help

Financial Aid & Residency

FAFSA & CC Scholars
Residency Requirements

Student Conduct and Title 9

Alcohol and Drug Prevention
Non-Consensual Contact Policy

Resources

Learning Assistance Center
Basic Needs/Cal Fresh

MEANING

WHAT DOES IT MEAN TO BE A STUDENT ATHLETE?

- You represent Cerro Coso on and off campus
- You have priority registration
- You have more responsibility

ATHLETIC ELIGIBILITY

Minimum Units

- 12 Units during season of competition

- 9 Units must be towards your educational goal

- If you drop below 12 units, you are immediately ineligible

2nd Season of Play

- Pass 24 units between seasons and GPA of a 2.0

- 18 of those units need to be towards your educational goal

- Must pass 6 units in the semester before play

ANY CHANGES TO YOUR SCHEDULE NEED TO BE REVIEWED BY YOUR COUNSELOR

Emails & Texts

Check for communications from the college

Major

You need to declare a major

Transcripts

Submit all official transcripts

Grade Checks/ Early Alert

Process feedback and follow up

Class Schedule

Any changes to your schedule need to be reviewed by your counselor/advisor

Appointments

Attend your appointments

Academic Probation I
Academic Probation II

When you have attempted 12 or more units and earned a cumulative Grade Point Average (GPA) below 2.00.

Progress Probation I
Progress Probation II

When you have attempted 12 or more units and completed less than 50% of the cumulative units attempted (Over 50% of grades are "W", "I", and "NP").

Academic Disqualification

Occurs when you are placed on either form of probation for three semesters

ACADEMIC STANDING

REGISTRATION/CLASSES

Prerequisite/Corequisite

- **May get cleared from previous courses and experience**

Priority Registration

- **Workshops in fall and spring**
- **Complete matriculation to qualify**
  - **Orientation, placement, ed plan, meet with a counselor.**

ACADEMIC CALENDAR

Important Drop Dates

- **Drop before refund**
- **Drop without a W**
- **Drop with a "W"**

For other important dates look up "Academic Calendar" in the search bar.

Financial Aid

- Fill out the FAFSA or the CADAA to unlock potential aid
  - Federal Funding (Pell Grant, Work-Study, Direct Loans, etc.)
  - State Funding (California College Promise Grant, Cal Grant, Completion Grant)
  - Institutional Funding
- Scholarship Foundation
  - One application applies to 50 scholarships
  - OCT 1 - DEC 1 filing period

cc_faid@cerrocoso.edu

760-384-6221

CC Scholars - Finish in 2!

- Must meet eligibility requirements
- Up to a 1000 dollars a semester

ccscholars@cerrocoso.edu.

FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS (SAP)

✓ 2.0+ GPA

✓ $\dfrac{\text{UNITS COMPLETED}}{\text{UNITS ATTEMPTED}} \geq 67\%$

MEETING SAP

✓ LESS THAN 150% ATTEMPTED UNITS TOWARDS YOUR DECLARED MAJOR/DEGREE PLAN

EXAMPLE: 60 UNIT ASSOCIATE DEGREES HAVE A MAXIMUM TIMEFRAME OF 90 UNITS ATTEMPTED

☑ All financial aid applicants are expected to comply with the Financial Aid Satisfactory Academic Progress (SAP) Policy.

☑ Your academic performance is reviewed at the end of each semester.

☑ You are notified of your current financial aid status via email after your grades post in insideCC.

☑ All units attempted and completed from all KCCD institutions attended are calculated for financial aid purposes

Students in good *"financial aid"* standing typically graduate and transfer on time. Maintaining good *"financial aid"* standing is essential if you plan on receiving financial aid when you transfer. Be sure to review the *"Financial Aid Satisfactory Academic Progress"* policy at your preferred transfer institution so you can ensure your long-term eligibility if you plan on receiving aid while completing a Bachelor's degree.

the key to free or low-cost education
IN-STATE RESIDENCY

Enrollment Fees (aka Tuition)

In-State

$46/UNIT
X 12 UNITS
—————
$552

Out-of-State

$375/UNIT
X 12 UNITS
—————
$4,500

California College Promise Grant (CCPG)

ENROLLMENT FEE WAIVER

CALIFORNIA

LET'S GET LOUD!
NO MORE KEEPING
OUR MONEY ON MUTE.

74% of Gen Z students want more personal finance education

64% of American adults say money is a major stressor in their life

25% of Americans say they don't have anyone they can ask for money advice

CERRO COSO IS HERE TO START THAT CONVERSATION
SO YOU CAN BE A FINANCIAL ROCKSTAR

MONEY PSYCHOLOGY 101
LET'S GET DEEP INTO OUR MONEY STORIES
AND TRAUMA BOND OVER TOXIC MONEY HABITS

YOU'RE THE CEO AND CFO OF YOUR LIFE
BUDGETING IS YOUR NEW BFF

SAVINGS 101
USE MONEY TO FUND YOUR BIGGEST DREAMS

Residency

Are you classified as an out-of-state student?

What is required?

- **Physical Presence** in CA for one year and one day before the start of a term
- **Intent** to be a CA resident

Burden of proof is on the student!

Examples of Ways to get CA residency:

- Physical Presence:
  - Signed rental/lease agreement
  - Utility bills, bank statements, etc.
  - Employment in CA (NOT work study)
- Intent:
  - CA Driver's License
  - CA vehicle registration
  - File CA State Taxes as a resident
  - Register to vote as a CA resident

Residency

Are you classified as an out-of-state student?

Conduct Inconsistent with CA Residence:

- Maintaining voter registration outside CA
- Petitioner for divorce outside CA
- Attending out-of-state college and claiming residence
- Declaring nonresidence for state income tax purposes

Students under 19 years old cannot establish their own residency. Residency is derived from the parent or legal guardian. Financial independence is taken into consideration.

Who to Contact:
Admissions & Records
cc_ar@cerrocoso.edu
760-384-6374
Main Building 202 (in the One Stop)

STUDENT CONDUCT POLICY

Laws and Regulations

Society Standards

Personal Standards

Plagiarism Policy

Cheating Policy

&

TITLE IX

Laws & Regulations

Conformance to state laws, board regulations, college regulations, and applicable provisions of civil law. Failure to comply with standards may be cause for disciplinary action.

Personal Standards

Observe high personal standards of decency, morality, honesty, and social relationships.

Society Standards

Student conduct must reflect the standards of good behavior expected by society.

Student Handbook

Learn more by reviewing the student handbook.

Student Conduct Policy: Academic Dishonesty

Plagiarism

Act of using the ideas or work of another person(s) as if they were one's own, without credit to the source. Includes failing to attribute quotations in a paper, buying a paper, turning in a paper written by someone else, etc.

Cheating

Act of obtaining, attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Includes cheat sheets, copying, unauthorized collaboration, etc.

Student Conduct Policy: Academic Dishonesty

Use of AI

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person.

Using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI to develop any content of an assignment and should default to disclosing such assistance when in doubt. Individual course instructors have the authority to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Such policies will be identified in the course syllabus and clearly communicated to students in their course orientation materials. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. Students determined to be using generative AI tools inconsistently with the course syllabus will be subject to the college's student conduct policy.

Title IX

What is it?

Federal civil rights law that prohibits discrimination on the basis of sex in federally financed education programs

Prohibited conduct under Title IX:
- Sexual harassment
- Sexual assault
- Domestic violence
- Dating violence
- Stalking
- Sexual exploitation
- Sexual violence

Title IX & Consent Explained

- Affirmative Consent:
  - A person must say yes to the sexual acts; either in words or by affirmative actions that a reasonable person would understand to mean yes.
  - Silence is not affirmative consent.
  - Consent must be ongoing through a sexual activity.
- Someone who is **asleep or incapacitated by drugs or alcohol <u>cannot</u> give consent.**
- Lack of protest or resistance does not mean consent

Common Myths and Facts

Myth: Sexual assault is a crime of passion and lust.
Fact: Sexual assault is a crime of violence. Assailants seek to dominate, humiliate, and punish their victims.

Myth: A person who has really been sexually assaulted will be hysterical.
Fact: Survivors exhibit a spectrum of emotional responses to assault: calm, hysteria, laughter, anger, apathy, shock. Each survivor copes with the trauma of the assault in a different way.

Myth: Sexual assault is an impulsive act.
Fact: Seventy-five percent of all assaults are planned in advance.

Sexual Assault Response & Reporting

- Safety
  - Get to a safe place or help the victim get to safety
  - Provide non-judgmental support, do not ask for details of the incident
  - Bystander Intervention - call 911
- Reporting & follow-up
  - Victims are advised to get medical attention as soon as possible
  - Preserve physical evidence
  - Call 9-1-1 or the Ridgecrest Police Department at 760-499-5000
  - Report incident to the Vice President of Student Services
  - Connect with resources on campus and in the community

CERRO COSO TITLE IX DEPUTY COORDINATOR
Laci Beyes – (760) 384-6259

Safety and Security

In case of a life-threatening emergency, Call 911

Security Guards
(760) 384-6367

CCCC Crime_Incident Reporting Form

CERRO COSO COMMUNITY COLLEGE

This form is to be used to report Title IX incidents including **harassment, discrimination, sexual assault, domestic and dating violence and stalking.**

This form is also to be used to report **incidents, accidents or illnesses** requiring medical aid observed on campus at, or related to Cerro Coso Community College. Examples of reportable incidents include (but not limited to) threats, violations of student conduct policies, near miss accidents, hazardous conditions, criminal activity, etc. Examples of reportable accidents include slip or trip and falls, traffic collisions, other injury or property damage producing situations, etc. Examples of reportable illness include illness that require emergency medical attention or first aid.

If this report is regarding an emergency or other life threatening situation, call 911. If this is a report of non-emergency criminal activity, please call local law enforcement as well as filing a report on this page.

Resources

LIBRARY RESOURCE CENTER (LRC) and LEARNING ASSISTANCE CENTER (LAC)

Library (contact Julie Cornett):
- Access textbooks (including online versions)
- Library Workshops (on Zoom)
- Snacks & Study Rooms
- Scholarly books and article databases
- Help with research papers & MLA/APA

LAC (Contact Tyson Huffman):
- Tutoring (online/ on campus)
- Proctored make-up exams
- Math and Writing Labs
- Study space with the best view in town!

Julie Cornett: jcornett@cerrocoso.edu

Tyson Huffman: tyson.huffman@cerrocoso.edu

Resources

ACCESS Programs

- EOPS -Supportive services for those that demonstrate financial need (and meet other requirements)
- DSPS - Accommodations for those with a verifiable disability that results in an educational limitation
- NEXT UP - Assists and aids students who are current or former foster youth/under guardianship.
- CalWorks- Provides short-term training and job transition services for persons receiving Welfare assistance.
- CARE-EOPS Supports students who are single head of household, receiving Aid to Families with Dependent Child (AFDC) or Temporary Assistance for Needy Families (TANF/Tribal TANF).

timely care
Telehealth for Coyotes

- 24/7 Access to medical support
- 24/7 Access to mental health support
- There is a component for athletes

JOIN umoja COMMUNITY @ CERRO COSO

Resources

Our Mission

Umoja, (a Kiswahili word meaning unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. We believe that when the voices and histories of students are deliberately and intentionally recognized, the opportunity for self-efficacy emerges and a foundation is formed for academic success. Umoja actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American Diasporas.

WE GET STUDENTS TRANSFER READY, HELP THEM EARN DEGREES & PREPARE THEM FOR SUCCESS IN THEIR CAREERS!

QUESTIONS: CONTACT US!

Nakysha Cummings
UMOJA Coordinator
ncumming@cerrocoso.edu
760-384-6385

Devin Mosley
UMOJA Counselor
devin.mosley@cerrocoso.edu
760-384-6219

Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Sponsored by
California Community College
Chancellor's Office

UNITY
IF YOU WANT TO GO QUICKLY, GO ALONE. IF YOU WANT TO GO FAR, GO TOGETHER.
- African Proverb

Resources

PROGRAM COORDINATOR
LETICIA GONZALES

leticia.gonzales1@cerrocoso.edu

(760)872-5312

CERRO COSO
COMMUNITY COLLEGE

Native American Student Support and Success Program

Our Purpose

- To strengthen K-12 pathways to and through the California Community College system for Native American students, including student transfer to the University of California and California State University systems
- To ensure the educational success of Native American students
- To develop Native American leaders
- To increase the number of Native American mentors to empower future generations

RESOURCES TO HELP GUIDE YOU ON YOUR EDUCATIONAL JOURNEY:

- Leadership Development
- Mentorship
- Financial Aid Support
- Scholarship Support
- Tutoring Services
- Native American community resources
- Cultural Events & Fieldtrips

NASSSP STUDENT BENEFITS:

- Book Vouchers
- Community support, mentorship, and fellowship
- Cultural support and opportunities
- Educational Supplies and resources
- NASSSP graduation packet

Resources

- Located in RM 114
- CalFresh Assistance!
- Complete Basic Needs Referral Form online.

CC_ Basic Needs Referral Form
Basic Needs
CERRO COSO COMMUNITY COLLEGE

CC Basic Needs

Marketplace
Funds
Food and Nutrition
Housing and Shelter
Book Vouchers
Technology WiFi
Transportation
Health and Hygiene
Mental Health and Wellness

About Us

Cerro Coso Community College Basic Needs Center strives to support student success by ensuring their basic needs are met through resources, access, and advocacy. These services are just the beginning. Stop by and ask how we can support your success.

CalFresh

Keep In Mind

Emails & Texts
Check for communications from the college

Schedule Your Appointment
Check in with your counselor & advisor

Transcripts
Submit all official transcripts

Grade Checks
Grade Check 1 run 5-6 weeks into semester
Grade Check 2 run before drop with W deadline

Priority Registration
You will be notified of your Priority Registration date for November

Apply for Aid
Financial Aid workshops & scholarships

Early College Virtual Night

Presented by:

Cerro Coso - Early College

Cerro Coso - Counseling/Advising Department

Early College:
Dual vs Concurrent Enrollment

What's the Difference?

Dual Enrollment

- High school students enrolled in college courses **taught by High School Instructors**
- College courses are taken on the **high school campus**
- Both high school credit and college credit are earned
- Enrollment fee waived by Calif. Community College Board of Governors

Concurrent Enrollment

- High school students enrolled in college courses **taught by Cerro Coso Faculty**
- College courses can be taken **online or at the college campus**
- May earn high school credit and/or college credit
  - High school determines if high school credit is applied
- Enrollment fee waived by California Community College Board of Governors

Early College:
Why consider it?

- **Expand curriculum** options for HS students

- **Gain exposure** to college environment/system/style

- **Be career-ready** when finished with HS

- **Save money** on college courses

- **Save time** earning college degree

- **Earn credit** for both college and high school at the same work

- **Increase likelihood** of transition to college after high school

Early College:
Why Not? Considerations

Dual Enrollment

- College transcripts & grades are **PERMANENT**
- Dropping a college class may impact the student's high school schedule. Students who want to drop the college class need to speak with their high school counselor first.
- Earning below a 'C' may impact credit toward HS courses (A-G requirements)

Concurrent Enrollment

- College culture vs. High School culture **NOT THE SAME**
- Online classes are more **TIME CONSUMING**
- Online classes require **MOTIVATION** and **TIME MANAGEMENT**
- College classes may impact **HS PERFORMANCE**
- College textbooks are **EXPENSIVE**
- College transcripts & grades are **PERMANENT**
- Earning below a 'C' may impact credit toward HS courses (A-G requirements)

Early College:
Support

- Use your **SUPPORT TEAM**

  o **Classmates**
  - Study Groups vs. Individual Work

  o **College instructors**
  - Communicate frequently with your college instructors

  o **HS teachers and counselors**
  - Keep apprised of your progress
  - Assist you with navigating college environment

  o **College learning resource center**
  - Tutoring in math and English available
  - Librarian available to assist with research/research papers

Early College:

How to be Successful

RECOMMENDATIONS

- o Purchase Books and Materials EARLY (Concurrent Enrollment only)
- o Check your Cerro Coso Email REGULARLY
- o Log In on First Day and DAILY during the semester (online classes)

- o Read/Understand Student Conduct Policy
- o Print Syllabus
- o Introduce yourself to College Faculty/Instructors and COMMUNICATE

- o Calendar all Assignments
- o Spend an HOUR each day on College Course
- o Check in WEEKLY with HS Teachers and Parents

- o Work with College resources regularly
- o Study with your Classmates; Submit individual work
- o Communicate problems, concerns, questions IMMEDIATELY

- o **DO NOT FALL BEHIND**

Early College:

Becoming a Successful Online Student

RECOMMENDATIONS

- Take **COLL C052 – Becoming a Successful Online Student** BEFORE enrolling in any other online courses

- Start with **1-2 courses** until you are comfortable with college courses; particularly online

- Work with your high school counselor or Cerro Coso counselor/advisor to **choose appropriate courses**

- Understand why and when to **drop** or **withdraw** from a course

  - **It is the student's responsibility to drop the college course**. A student cannot drop a course without assistance. Students should contact the COLLEGE Counseling office and work with a counselor or advisor to get them dropped from the college course.

  - A counselor or advisor will discuss the implications of dropping a course, when it is best to do so, and provide instructions.

  - Do <u>not</u> contact the high school counselor to drop the course.

Early College:

Course Restrictions & Limitations

- **Unit limitations:**
  - Students who attend high schools participating in CCAP (College and Career Access Pathways) can take up to 15 units each semester.
  - Students who attend high school not participating in CCAP can take up to 11 units each semester.

- **Restrictions:**
  - Course content, legislation, and/or department recommendations place restrictions on some courses for high school students

- *Examples of restricted courses:*
  - Must be 14 to take PE courses
  - The college also has to restrict enrollment in PE courses (only 15% of enrollment can be concurrent students)
  - Some Career Technical Education courses are restricted based on age or safety limitations (e.g., Health Careers)
  - Language other than English is generally not recommended for summer
    - Data has shown that students have not been as successful in these high-unit classes during the summer. E.g., SPAN C101 = 5 units
  - Pre-requisites or co-requisites may restrict a student from taking a specific course until they take the required course

Course Recommendations
What Should You Take?

First-time students
(freshmen, sophomores):

- ART C101, C121, C131, C141, C151
- BSOT C075, C121, C123, C125, C127, C129, C131
- COLL C052, C100 (typically offered at the high school)
- HCRS C121
- HSCI C101
- IT C101
- MUSC C101, C118, C126, C131, C141, C151, C173

First-time students
(juniors, seniors):

- Any class listed previously
- ADMJ C101, C105
- ANTH C111, C121
- BIOL C101
- CHDV C100
- COLL C102
- DMA C102
- HCRS C150
- HIST C103, C104, C131, C132
- LIBR C100
- KINS C101, C102
- PHED C103, C107, C109, C113, C115, C123, C129, C131 \
- SPCH C101
- WELD C101

Continuing Students (juniors/seniors who have shown previous success):

- Any class listed previously
- ANTH C111, C121
- BIOL C105, C111, C112
- BSAD C100
- CHDV C102
- COLL C101
- ECON C101
- EMTC C105 (17 years and older)
- HMSV C101
- LIBR C111
- PHIL C101
- PHSC C101
- POLS C101
- PSYC C101, C181
- SOCI C101
- SPAN C101, C181

Why & When to DROP a College Class?

When? *	What?	Why?
Refund Date ~ 10% (1.5 weeks)	Last day to drop a class and qualify for a refund. Does not apply to HS students who do not pay tuition fees. No entry on permanent records.	Decided not to take the class.
Census Date ~ 20% (2.5 weeks)	Last day to drop a class without entry on permanent records.	Decided not to take the class and do not want any record of withdrawing from the class.
Final Drop Date ~ 60% (9 weeks)	Last day to withdraw from a full term class with a "W". A "W" will appear on permanent records.	Earning a D or F in the class and unlikely to increase grade by end of semester.
After Final Drop Date	Student will receive grade earned in class. Grade will appear on permanent records.	Did not drop or withdraw in time. Was not aware of progress in class.

What are the implications of a "W"?

- "W" may impact High School progress

- "W" is on official college record

- "W" as indicator of CCCC academic progress

- "W" on future college admissions

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- By enrolling in a college class, high school students will be considered college students. Therefore, information about the student cannot be released to parents/guardians **without WRITTEN consent from the student.**

- Parents/guardians who contact the college inquiring about the students' enrollment, progress, final grade, etc. will be told that the college cannot release that information, **if WRITTEN consent is not on file.**

- **FERPA applies to academic records only.** Information that can be provided pertains to the following:
    - Enrollment verification
    - Transcripts
    - Grades/GPA/Academic Progress
    - Account Status
    - Enrollment Status

- Students who would like their parent/guardian to communicate with the college on their behalf will need to obtain the **"Authorization for Release of Student Record Information"** form from the Cerro Coso Counseling office. The form will only be given to the student.

STEPS TO ENROLL

1. **Meet with H.S. Counselor:** to determine if Concurrent or Dual Enrollment is right for you.

2. **Placement:** Work with HS Counselor and/or College Counselor/Advisor to select courses and for placement in English or math.

3. **Complete CCCC Application or Admissions/Update form**

4. **Register for a "DualEnroll.com"** account if you do not already one at https://cerrocoso.dualenroll.com/

5. **Select Cerro Coso courses** by following the DualEnroll.com Instructions

6. You may register for a DualEnroll.com account at any time. Students will only be able to select courses once the district has uploaded them to the site – before open registration.

7. Private School Affidavit

   ➤ Students who attend a private home school must provide a copy of their Private School Affidavit (PSA) in addition to other required forms. Information on filing and maintaining a PSA can be found at https://www.cde.ca.gov/sp/ps/affidavit.asp

DualEnroll.com Instructions

Follow **DualEnroll.com Instructions** to create an account and select your courses for Dual Enrollment and/or Concurrent Enrollment.

PLEASE NOTE: Requests for courses take approximately 1 week to clear. Students will receive an email notification from DualEnroll when they have been approved and cleared to register. If the course request is denied, please check your DualEnroll account and email used to create your account for the reason.

Step 1: Students will create **DualEnroll.com** accounts and select courses for Dual Enrollment and/or Concurrent Enrollment.

Step 2: Parents will receive an email and/or text message to provide consent for their student to take Dual Enrollment and/or Concurrent Enrollment courses.

Step 3: The college will review each student account and send notifications to the student or their district if corrections are needed.

Step 4: The high school or district will review student accounts, provide documentation as needed, and approve the student for Dual Enrollment and/or Concurrent Enrollment.

Step 5: Students approved for Dual Enrollment courses will be registered and then notified. Students approved for Concurrent Enrollment courses will be cleared and then notified when they are registered in the class.

BEFORE & WHEN CLASS STARTS

Before Class Starts...

- Check your **Cerro Coso email** to confirm that you have been enrolled and for instructions

- Check **InsideCC** to confirm you are enrolled in the <u>correct</u> course

- Purchase **Textbooks** (Concurrent Enrollment Students only)

- **Log In** to online courses prior to First Day

When Class Starts...

- **Attend class** on your first day if on-ground

- **Check your syllabi** for important drop dates and due dates

- **Communicate** with your instructors!
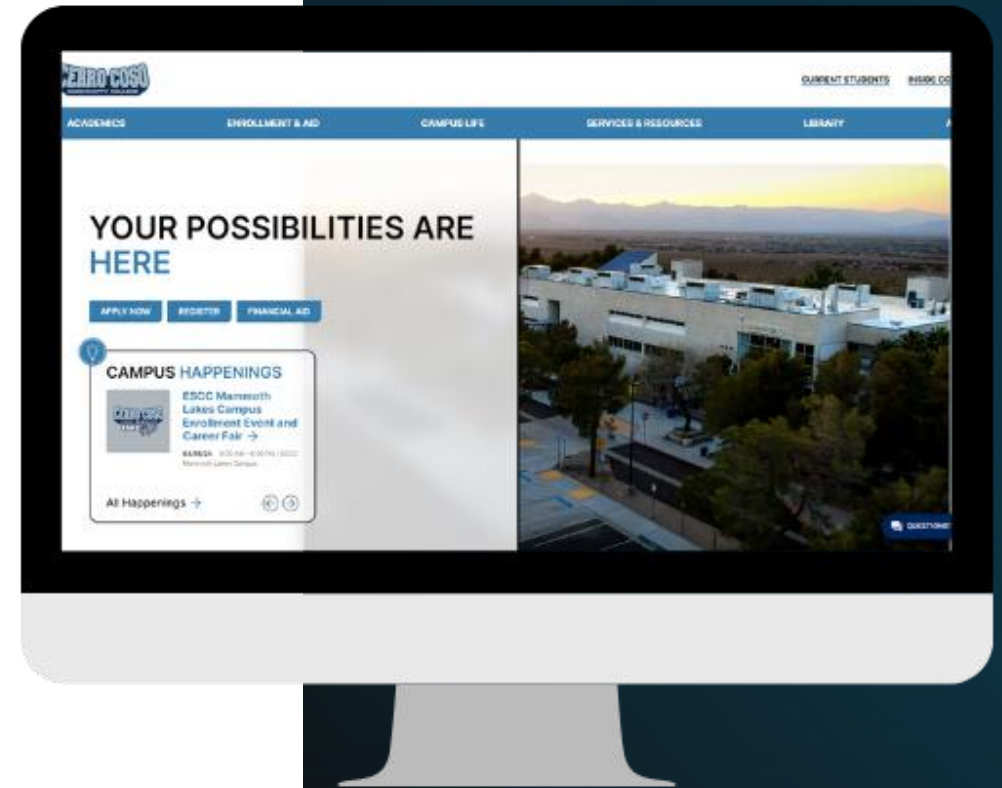
MEET WITH A CERRO COSO COUNSLOR/ADVISOR

- Make an appointment with a counselor or advisor to complete a **Student Education Plan!**

  - Whether you plan to try to earn an associate's degree or certificate while in high school or just take a few classes, developing an education plan will help ensure your success in college.

  - A Student Education Plan is designed to assist the student in developing strategies to complete their degree, certificate, or major prep **in a timely manner**
    - It assists the student in staying focused on their goal and avoid taking classes that they may not need

  - A counselor/advisor can also help students **identify careers** and **majors of interest** whether you plan to attend Cerro Coso or another college/university when you graduate high school

  - Meet with a counselor/advisor **at least once per semester**

Dual & Concurrent Enrollment Handbook

- Expectations

- Steps to get started

- Course registration

- Student resources

- Academic information

- Course recommendations & restrictions

CERRO COSO COMMUNITY COLLEGE
Dual & Concurrent Enrollment Program

Handbook for Students and Parents/Guardians
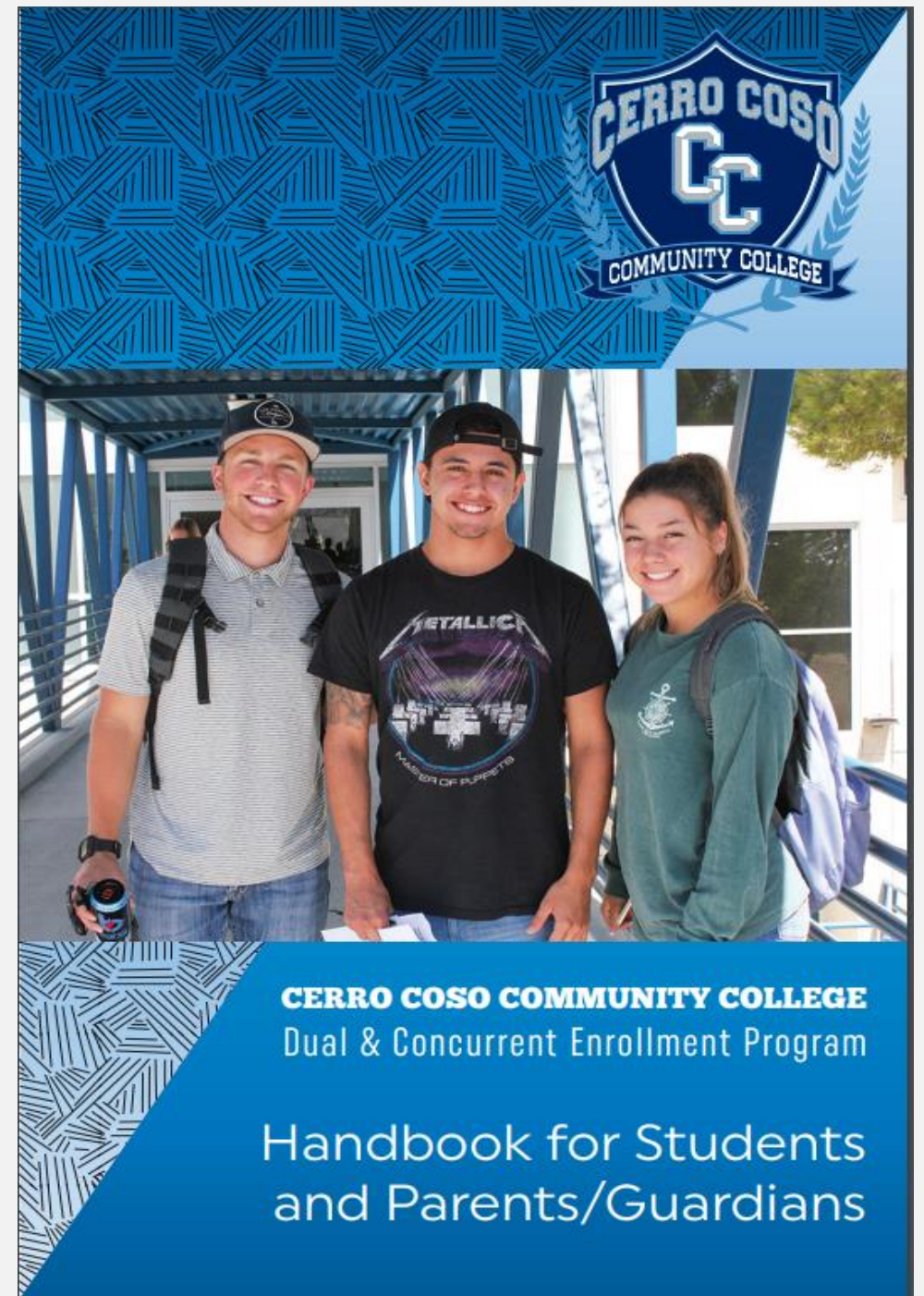
The Coyote Connection

THANK YOU FOR ATTENDING!

EMAIL: **earlycollege@cerrocoso.edu** for assistance with DualEnroll.com

Ridgecrest, Online, & Out-of-Area: (760)384-6219

Tehachapi: (661) 823-4986

East Kern: (661) 823-4986

Lake Isabella: (760) 384-6395

Bishop: (760) 872-1565

Mammoth Lakes: (760) 934-2875

DualEnroll.com

Welcome to the dual enrollment program at Cerro Coso Community College!
CC provides a convenient online registration process using DualEnroll.com.
Here's how to register for your Cerro Coso course(s).
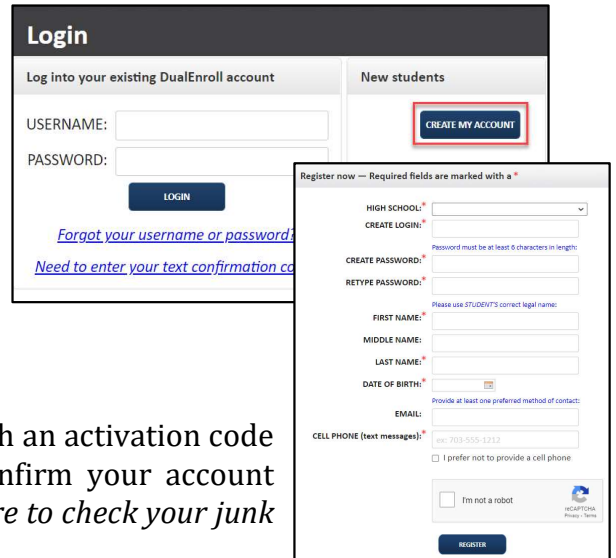
First Time Students - Create an Account

You can register by computer or right on your smart phone by entering https://cerrocoso.dualenroll.com and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You <u>must</u> confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

Cerro Coso has seven application steps. Completed steps are listed in green under **Application Steps,** and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.
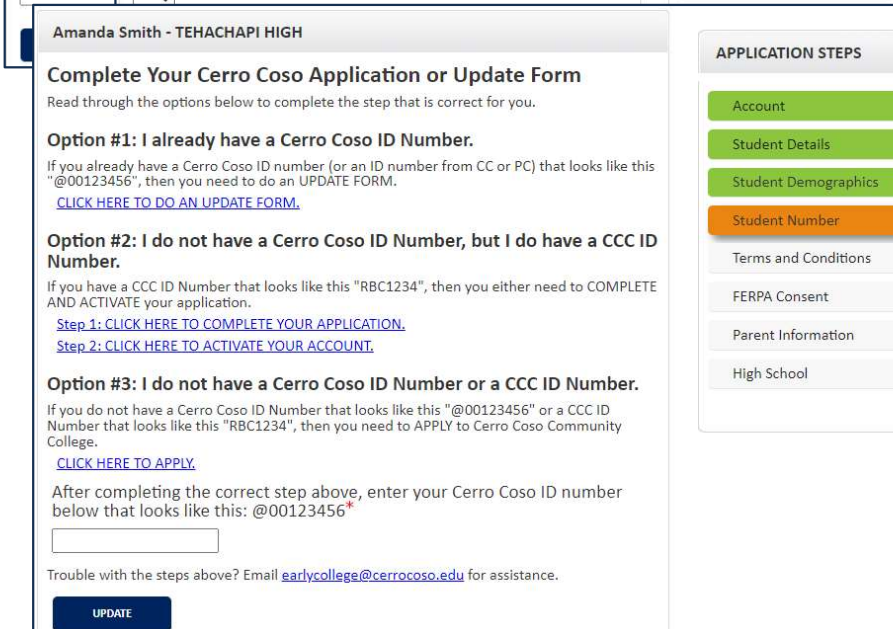
Step 1: **Student Details**
Provide your mailing address, phone, and email.

Step 2: Student Demographics

Step 3: Student Number
Please read the directions carefully. If you do not already have a Cerro Coso ID, you will need to create a CCC Apply account and submit an application to Cerro Coso.

The step provides detailed instructions and links to any web pages you might need. You will not be able to move forward until you have a Cerro Coso ID.

Step 4: Terms and Conditions
Read and agree to the Cerro Coso terms and conditions.

Amanda Smith - TEHACHAPI HIGH

Cerro Coso Community College Terms and Conditions

I agree to abide by all rules and regulations of Cerro Coso Community College, and authorize the release of academic and Code of Conduct information to the high school. I hereby release you from any and all liability or damages for providing the information requested. Enrollment fees are waived for special admit high school students. Student must pay all other fees, which include non-resident fee, material fees, health fee, student center fees, student representative fee, SGA sticker (optional), parking permit (optional).

High school students are limited to part time status only. Fall and Spring Semester – no more than 11 units, Summer Semester – no more than 8 units. High school students may not enroll in remedial (non-transferable) Math or English courses, Academic Development (ACDV) or in Physical Education (PHED) courses. If students enroll in courses not included in this application, they will be dropped without notification.

APPLICATION STEPS
- Account
- Student Details
- Student Demographics
- Student Number
- Terms and Conditions
- FERPA Consent

Step 5: FERPA Consent
Indicate that you either agree or do not agree with the FERPA Waiver.

Amanda Smith - TEHACHAPI HIGH

Cerro Coso Community College FERPA Consent

AUTHORIZATION FOR RELEASE OF STUDENT RECORD INFORMATION FERPA Consent Form

"Statute: FERPA provides that an agency or institution may not have a policy or practice of disclosing personally identifiable information from education records without the "written consent" of the student or parent..." Federal Register-Family Education Rights and Privacy Act 20 U.S.C. 1232g(b)(1).

You are hereby authorized to release the records and/or personal information therein of the parent/guardian listed the "Parent Contact Info" that you will provide on the next step.

Description of records or information to be released:

- Enrollment Verification
- Transcripts
- Grades/GPA/Academic
- Account Status
- Enrollment Status

Reason for release of reco[...] under care of this parent/g[...] information through DualE[...]

04-2007 Public Law 93-380[...] 04-23-14)

FERPA Decision*
- ○ I agree with the ab[...]
- ○ I disagree with the [...]

UPDATE

APPLICATION STEPS
- Account
- Student Details
- Student Demographics
- Student Number
- Terms and Conditions
- FERPA Consent

Step 6: Parent Information
Enter parent contact preference and information.

PARENT CONTACT information can not be the same as the student contact information.

Amanda Smith - TEHACHAPI HIGH

Parent or Guardian Contact Information

Parent Or Guardian Name:*

Relationship:*

Preference:*

Parent Or Guardian Email:

UPDATE

APPLICATION STEPS
- Account
- Student Details
- Student Demographics
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information

Step 7: High School
Enter your HS ID number, your expected graduation date, and your HS counselor from the dropdown list box. If you are a homeschooled student, this step will ask you for an approver and their email address.

Amanda Smith - TEHACHAPI HIGH

Change High School
TEHACHAPI HIGH

Student UID / High School ID Number*

Expected HS Graduation Date

Counselor*

UPDATE

Please provide the name and email address and/or cell phone number for the person responsible for guiding your home schooling. This might be your parent or an individual at a home school association or cooperative.

Approver Name:*

Preference:*

Approver Email:

Verify Approver Email:

Approver Cell Phone:

Verify Approver Cell Phone:

APPLICATION STEPS
- Account
- Student Details
- Student Demographics
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the Help Desk button in the upper right corner of the screen.

Login

Log into your existing DualEnroll account

USERNAME:

PASSWORD:

LOGIN

Forgot your username or password?

Need to enter your text confirmation code?

New students

CREATE MY ACCOUNT

Register for Course(s):
Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process.

For courses taught in the high school, your part of the registration is done for now. You may choose to: **select another course**, **view registration status**, or **logout**.

For courses taught online or on college campus, you will receive a new step, highlighted in yellow, asking you to choose your section.

Confirm your selection, choose your section, and click **COMPLETE STEP.**

Your part of the registration is done for now. You will receive an email letting you know when your registration is complete or if more information is needed.

If your parents are having a problem with the consent, you can click on Resend or Change contact under the Steps column, update the parent contact information, and/or resend the consent link to your parents.

Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

Dear Parent/Guardian,

You have a task, Provide Consent, related to the following:

Student: Amanda Smith
College: Cerro Coso Community College
Term: Spring 2022

Click here to review the documentation and complete your task.

No additional instructions provided for this task.

Note: You have received this email because Amanda provided it as Amanda's parent/guardian's email address on the dualenroll.com website when Amanda signed up for the class.

Parent: Provide Consent

Your child, *Amanda Smith*, has signed up to take one or more courses with Cerro Coso Community College.

I authorize my student to enroll in the Cerro Coso Community College courses this term and understand the dual and concurrent enrollment program requirements and the college policy. Although special admit students may be minors, Cerro Coso Community College adheres to the student privacy laws set forth by FERPA; therefore, any information regarding attendance, grades, behavior, etc. will not be shared with the parent or legal guardian unless they are listed on the FERPA Consent Form in DualEnroll.com or through Admissions and Records at Cerro Coso Community College.

High school students are limited to part time status only. Fall and Spring Semester – no more than 11 units, Summer Semester – no more than 7 units. High school students may not enroll in remedial (non-transferable) Math or English courses, Academic Development (ACDV) or in Physical Education (PHED) courses. If students enroll in courses not included in this application, they will be dropped without notification.

Sign electronically by entering your first and last name: [   ]

Click 'Complete Step' to give permission for your child to take this course and agree to the above.

If you have any problems or questions regarding consent, click here to contact support.

COMPLETE STEP

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's enrollment at Cerro Coso.

Click **COMPLETE STEP**.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.