



California Pacific Charter Schools • Community Collaborative Schools

## Concurrent Enrollment Information

### Why Dual Enrollment?

Taking Community College courses while in high school can defray the total cost of attending college. Credits earned through dual enrollment can be used toward high school graduation requirements, degree requirements at the Community College and/or transferred to a four-year college or university. The Dual Enrollment Program enables students to accelerate their college career. Students enrolled in these programs may enter their freshman year of college with advanced academic standing.

### Fees

High school students are not required to pay enrollment fees. However, students taking courses are required to pay a Health Fee, Student Services Fee, and Transportation Fee during every term they attend. Other costs, such as materials, books, and parking permits are to be paid by the student.

### Enrollment Process

1. Get a concurrent enrollment form from the Community College you would like to attend. (Most can be found on websites or in offices)
2. Fill out the student, parent, and classes you wish to take sections.
3. Send concurrent enrollment form to your high school counselor via mail or email.

Modell@excelacademy.education

or

Attn: Melissa O'Dell  
Excel Academy  
1200 Quail St., Suite 175  
Newport Beach, CA 92660

4. Your counselor will make sure you qualify to take these Community College course (see policy below) and send the form back to you signed and stamped by the school. Please allow a week for this process.
5. Turn in concurrent enrollment form to the Community College and follow their registration procedures. Procedures may vary, so please make sure you read about the specific Community College you would like to attend.

### **Concurrent Enrollment Policy**

Middle School and High School Students must be enrolled in 4 classes at Excel Academy to qualify for concurrent enrollment at a Community College.

Students **will not** turn in work samples and the ES **will not** be responsible for grading work in a course completed at a community college. Students are required to have an official transcript sent at the end of each semester to:

ATTN: Melissa O'Dell  
Excel Academy  
1200 Quail St., Suite 175  
Newport Beach, CA 92660

Upon receipt of the official transcript from the Community College the High School transcript will be updated to reflect the courses taken and grades earned.

Each Community College designates a maximum number of units allowed per semester. It is recommended that students take a maximum of 2 classes while concurrently enrolled in California Pacific Charter Schools/Excel Academy. **Students may only** attend Community College part-time. Once students are enrolled in full time coursework as determined by the Community College in which the student is enrolled, they are no longer eligible for enrollment at CPCS or Excel Academy.

In Addition, the parent, student and the ES must sign the Excel Academy Concurrent Enrollment Agreement. The ES will keep this agreement with the student's records.

*If you have any questions about the Community College courses or programs including transfer to the University of your choice, please consult a Community College Counselor. Be aware of all registration and deadline dates by checking your Community College's website and/or office and adhere to all college rules and regulations.*

Please see link for additional information and FAQ's on Community Colleges as written by The CollegeBoard : <https://shar.es/1hSxOT>