

SITE OPERATIONS CIRCULAR NO. 1022

Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 24, 2015

To: High School Site Administrators

Subject: STUDENT ENROLLMENT IN COMMUNITY COLLEGE
COURSEWORK

**Department and/or
Persons Concerned:** All High School Administrators

Attachments: Guide to Successful Partnerships with Community Colleges

Reference: District Administrative Procedure 4322 (“Enrollment in College/University
Coursework”

Education code §48800 (Permitting a limited number of high school
students to enroll in college coursework.)

SDUSD Agreement SV-14-0291-13

Action Requested: Review recommendations and requirements for successful community
college partnership programs on high school campuses.

Brief Explanation:

California statute permits districts to allow a limited number of eligible students who would benefit from advanced work to enroll in a community college as a special student and take one or more courses. San Diego Unified School District has a Memorandum of Understanding with the San Diego Community College District that formalizes the relationship between the two organizations to collectively serve and benefit students. The MOU provides for provision of college classes to students while they are concurrently enrolled in high school.

Primary Site Responsibilities:

- Select a single site representative who maintains contact with the community college.
- Select students who are most likely to be successful.
- Obtain parent/guardian consent for student enrollment in college course.
- Alert students and their parents regarding consequences of receiving low or failing grades in a college course.
- Monitor student progress and provide necessary support to assure student success.
- Community College enrollment may not be used to reduce teacher FTE.
- Community College coursework must be established and outlined in an official, Board-approved SDUSD partnership agreement.
- Prior approval must be obtained from the ICC before any site may offer a college partnership course.

A guide to developing a successful site-based college partnership program is attached. This guide contains a list of district codes for community college courses. Sites must enroll students in one of the listed courses or in a course listed in the Special Programs—Community College Partnerships section of the *Supplement to the Course of Study, K-12* to reflect an accurate count of all district students who are enrolled in college coursework.

Cheryl Hibbeln
Director
High School Resources Office

APPROVED:

A handwritten signature in black ink, appearing to read "J. Solo", written in a cursive style.

Jim Solo
Executive Director, Leadership and Learning

Attachment



GUIDE TO SUCCESSFUL PARTNERSIPS WITH COMMUNITY COLLEGES

**Office of Secondary Schools
Summer 2015**

1. Designate a Community College Enrollment Liaison

Establish a single site representative who is in contact with the community college. This will enable your site to establish and build relationships with college contacts and help avoid any miscommunication.

Community College Liaison Responsibilities

- Complete the online application and orientation processes before asking students to do it to ensure that it is fully understood.
- Assist student to select three choices of courses from course catalog.
 - For English or mathematics courses, students must pass community college assessments.
 - Ensure that students understand the workload for courses, as not all classes are equally rigorous.
- Make sure student's college class times match your site's master schedule times. Note that the fall Community College term normally begins two weeks before the SDUSD fall term begins.
- Inform students that they need to be flexible in class selection. Their first choice class might be unavailable due to over or under enrollment. Classes are subject to cancellation if there is insufficient enrollment.
- Maintain records of student CSID (assigned to student upon college admission), email, phone, and course choices.
- Meet with parent(s) to explain process and obtain informed consent. (See recommended form, Appendix 1, and AP 4322 Attachment 1— a required form.)
- If applicable, collect Supplementary Applications for Fast Track ("Yellow Forms") from students and deliver to college by the May deadline.
- Keep a calendar of add/drop dates.
- Check in with students to make sure they are meeting course expectations.
- Make sure student has support as needed through an advisory course, AVID, regular check-ins with a counselor, or another appropriate avenue for your school site. Support is especially important before the add/drop deadline, which is usually about two weeks into the semester.
- Ensure that students are able to pass the course before it is too late to drop it. Put interventions in place when needed.
- Guide students through steps that should be completed before failing a course. If students' grades are low, remind them to go to office hours or attend tutoring sessions.
- Maintain communication with students during the summer and SDUSD breaks.

2. Student Selection

- Students must be academically prepared as determined by staff evaluation of student.
 - Use input from teachers, counselors, and principal to identify a cohort of students who are academically, mentally, and socially prepared for college course work.
 - Site assessments may be given to students to verify academic preparation. For example, a writing sample may be helpful to determine if a student is ready for specific classes.

- Student's level of maturity
 - Community College is an adult learning environment
 - Students must be responsible for their own safety and conduct.
- Student must have a minimum GPA of 2.5 in order to enroll; ideally the student has a minimum GPA of 3.0.
- Participation in CIF sports: The student's priority is to attend his/her college class. Sports conflicts are not considered a valid excuse for absence from class.
- Residency
 - A student must be a resident of CA for at least 1 year
 - If the student has been a resident for fewer than three years, the student's record will be flagged and reviewed.
 - Exceptions to this policy apply to students from military families.
- Participating in college courses affects a student's eligibility to apply for college
 - The student must maintain 2.0 GPA in college course work.
 - If a student receives a D, F, or W in a college course, he/she will not be able to take another class before graduation from high school. This grade will be permanently reflected on the student's college transcript.
 - The student will enter college as a freshman. Students who have some community college credit will begin college at a level similar to those who have taken AP courses.
 - Fast Track and ACP programs do not require a student to pay tuition; however, dual enrollment affects a student's ability to receive financial aid in the future.
 - Students who earn Community College credits become eligible to graduate from college at an earlier date than those who do not.

3. Parent/Guardian Meeting

- Informed consent must be collected from the student and his/her parent or legal guardian. All parties need to thoroughly understand the program requirements and expectations. When appropriate, translation services must be provided.
- Remind the parent and student that the community college is an adult learning environment.
- Parents/guardians are not able to access student records or discuss student performance with instructors without written consent from student.
- **If a student earns a D or F in the coursework, the grade will be permanently reflected on the student's college transcript. If this occurs, students may not enroll in any other college class prior to graduation from high school.**
- The Community College semester normally starts before the San Diego Unified School District begins. Students must attend class during this time.
- A required Student College/University Participation Criteria form (AP 4322, Attachment 1) must be completed and retained in the student's file.
- A recommended Parent/Student Acknowledgement Form is attached (Appendix 1).

4. Student Enrollment

Once the students have been identified it is helpful to have them fill out the online application together with the site liaison's support. This may be done during the meeting with parent(s)/guardian(s). Detailed enrollment steps are listed below.

A. Distribute the New Student Checklist to Students (see sample, Appendix 2).

B. Complete an Online Application

The application is available online at <http://studentweb.sdccd.edu/>. The application should be filled out according to the following instructions.

- 1) **Name**--Students must enter their legal name as it appears on their birth certificate.
- 2) **Email address**--Students must enter an email address for which that they know the password and are able to access. They may need guidance to create a new email account.
- 3) **Social Security Number**--This is asked for funding purposes. Inform students to bring their number with them if they have one. *Do not* allow students to enter their school ID number. A lot of paperwork is required to reverse this error. If the student does not have a social security number, there is an option to respond "I don't have one." See "Special Instructions for Nonresident Students," page 6.
- 4) **Family income**--Student may estimate or "decline to state"
- 5) **Graduation year**--Students enter "current high school student"
- 6) **Dependents**--Students enter 0 unless they have children.
- 7) **Services interested in**--This information is collected for survey reasons. Selected items will generate emails for the student about the services they select.

C. Attend an online orientation at the high school site.

Have students complete this during a class period or meeting. It takes about one hour. This orientation is self-paced.

D. Complete Assessments

- 1) Students who enroll in an English or math class must take an assessment at the community college. They must take the online orientation certificate to the Assessment office. Assessments take approximately one hour each and are given on a walk-in basis.
- 2) Students enrolling in other courses may be required by the school site to pass an assessment in that subject area to determine preparedness.

E. Supplemental Application "Yellow Form" to Community College

--This tuition waiver form is *only applicable for Fast Track students*. The site liaison should collect these from the students and deliver them to the college in a bundle. For fall enrollment completed forms are due in May.

F. Enroll in Course

--Student registers for course agreed upon by the high school counselor.

5. Alignment of College Coursework with Site Master Schedule

Students may be scheduled into one period a day for their community college course. Students must be scheduled into the appropriate course number, not “assigned time home.” See the attached list of courses (Appendix 5).

Courses offered on Community college campuses are typically offered either Monday-Wednesday-Friday or Tuesday-Thursday. Provide a location on campus where students must report on the days they do not have class on the college campus.

- 1) **4X4 Schools:** Add the appropriate course number for period 4. Students may enroll in a course that fits this time slot.
- 2) **Traditional Schedule Schools:** Add the appropriate course number for period 6. Students may enroll in a course that fits this time slot.

6. Special Instructions for Non-Resident Students

In some situations it is important to know a student’s legal status. It is equally important to protect students’ privacy and confidentially. Information regarding a student’s legal status should only be accessible to the Community College Enrollment Liaison on campus. Students should not be asked to state their legal status in a group setting. If a student discloses that he or she is a nonresident, the site Community College Liaison should schedule private time to complete the application and AB540 affidavit with them. The Affidavit is attached (Appendix 6).

Students who do not have social security numbers may enroll in college courses as long as they intend to attend high school in California for three or more full academic years and graduate from a high school in California. During the application process, these students may select “I do not have a social security number” in the section that requests the social security number.

California Assembly Bill 540 (AB540) exempts certain non-residents from paying non-resident tuition. TO qualify, students must meet the following criteria:

- Have attended a California high school for 3 or more full academic years;
- Have or will graduate from a California high school or have attained a GDE, or have received a passing mark on the California High School Proficiency Exam;
- Register or be currently enrolled at an accredited California institution of public higher education
- File an affidavit as required by individual institutions stating that the filer will apply for legal residency as soon as possible (see appendix 6);
- Must not hold a valid non-immigrant visa.

Qualifying students are able participate in Fast Track, and attend free Accelerated College Program classes. Non-resident students who are seeking financial aid must fill out the Dream Act paperwork (instead of FASFA).

7. Additional Resources

District Administrative Procedure 4322 provides details regarding enrollment of students in college/university coursework. A “Student College/University Participation Criteria” document (AP 4322 Attachment 1) must be completed for each student enrolling in college coursework. The form must be signed by the student, his/her parent or guardian, and the school counselor or site administrator.

AP 4322 Attachment 2 describes the conditions under which high school credit may be awarded for college/university coursework.

**San Diego Unified School District
Student College/University Participation Criteria**

High School: _____ College/University: _____

Student Name: _____ Student ID: _____

To be reviewed by school counselor and/or site principal/administrator with student and parent/guardian. Student and parent/guardian's initial indicates acknowledgement of each item.

1. School counselor and/or site principal/administrator has reviewed the student's transcript with student and parent/guardian to ensure appropriate pre-requisite coursework has been satisfactorily met so that the student is prepared to be successful in a college-level course. _____
2. San Diego Unified requires students to have a minimum Grade Point Average (GPA) of 2.5 or higher; ideally a minimum of 3.0. (Note: The San Diego Community College District [SDCCD] requires that students maintain a 2.0 GPA in all *college* work). _____
3. Student performance on the applicable English and/or Math college assessment test(s) determines college course placement (e.g., AccuPlacer). _____
4. Effect of participation in a college/university course as a high school student on the student's eligibility to apply for college (i.e., UC first time student vs. transfer student). _____
5. Effect of participation in a college/university course on the student's eligibility to apply for financial aid (e.g., CalGrant first time applicants must be full time high school students). _____
6. A plan is in place for the student if he/she drops or withdraws from a college course that is being taken for high school graduation credit. Note: parents, guardians, or relatives of the student are not permitted to enroll, drop, or add classes on behalf of the student. _____
7. A plan is in place for the student if his/her grades result in academic probation at the college (i.e., take the district equivalent course). _____
8. A plan is in place for the student if he/she earns a D or F in a college course being taken for high school credit. D or F grades are permanently reflected on the student's college transcript. _____

9. Effect, if any, of enrollment in a college/university course on the student's CIF eligibility and/or NCAA eligibility. _____
10. If course is being taken for dual credit, effect on the student's GPA and on high school and college transcripts. _____
11. The minor student is mature enough to participate in college/university courses take primary responsibility for his/her own safety and conduct. Colleges/universities are open campuses and are adult learning environments. Curriculum and college processes will not be changed to accommodate high school students. Students must act on their own behalf. _____
12. Confidentiality laws and California Education Code §49061 prohibits parents/guardians from accessing student records at community colleges without the written consent of the student. College instructors are not required to discuss student performance with parents/guardians. Parents/guardians are to contact the high school if there are questions or concerns regarding student performance.

Student

Date

Parent/Guardian

Date

School Counselor or Site Principal/Administrator

Date

Community College Parent/Guardian and Student Acknowledgement:

Please initial next to each statement.

- | | | |
|------------------|-------------------|--|
| _____
Student | _____
Guardian | I understand that community college starts before the San Diego Unified School District begins. Classes start on August 24, 2015 (that is 2 weeks before summer break ends). I commit to being in the classes on the day they start at Mesa. (Vacations should not be scheduled at this time) |
| _____
Student | _____
Guardian | I understand that my Mesa class will take the place of electives. |
| _____
Student | _____
Guardian | I understand my school will provide the required texts. Any texts checked out to me must be returned at the end of the term or I will incur fines. |
| _____
Student | _____
Guardian | I understand that college coursework is difficult and I am ready to commit myself to that work. I will not accept a seat and drop it because the work is too hard. I will work closely with a counselor to choose coursework in which I can succeed, and I will stay in contact with a counselor. |
| _____
Student | _____
Guardian | Confidentiality laws and California Education Code prohibits parents/guardians from accessing student records at community colleges without the written consent of the student. College instructors are not required to discuss student performance with parents/guardians. Parents/guardians are to contact the high school if there are questions or concerns regarding student performance. |
| _____
Student | _____
Guardian | I understand that my performance in college can either support or hinder my ability to get into college when I graduate. If I earn D/F grades or withdraw from classes they are a part of my permanent college record. |
| _____
Student | _____
Guardian | I understand that my student privileges will be lost if I withdraw from my college class. This includes dances, field trips, etc. |

Please sign below to acknowledgement that you have been provided the information above and that you are accepting a Mesa College seat for two years.

Parent/Guardian Print Name

Parent/Guardian Signature Date

Student Print Name

Student Signature Date



New Student Checklist

Use this checklist to guide you through the steps you need to complete as you prepare for your first day of class and help you track your progress.

Step 1: Admissions

- Complete the application for admission online at <http://studentweb.sdccd.edu/>

Step 2: Orientation

This online orientation presents an overview of the programs, services, and facilities available to you at San Diego Mesa College. Please print the completion page when you are finished.

- Your First Steps—the five steps to success
- Academic Goals—start off with a plan in place
- Student Services—resources are available to support you on your journey
- Conduct and Safety—student standards of conduct

Step 3: Assessment

- After you finish the New Student Orientation, print out the completion page and bring it with you to the Assessment office in the Student Services Center (Bldg I4-201) for information on completing the English and math assessment tests.

Step 4: Advisement

- Once you have completed the Assessment tests, complete the First Semester Planning Workshop online to plan the classes for your first term (found at <http://goo.gl/mzbc>).

Additional Student Support Information

San Diego Mesa College offers many additional student resources that can support your transition to college life. Check out these programs and services:

- Campus Programs—information about the diverse Programs, Majors, and Career Technical Education (CTE) opportunities at San Diego Mesa College
- College Success—get involved in campus life and learn how to be successful in college
- Financial Literacy—overview of the financial aid system and tips on managing your money

*Congratulations on completing the New Student Checklist!
You are now ready to register for classes at San Diego Mesa College.*

COLLEGE PROGRAMS and ACTIVITY TIMELINE FOR HIGH SCHOOL COLLEGE ENROLLMENT LIAISONS		
ACP (Accelerated College Program)	Fast Track	Dual Enrollment
<p><i>College courses taught by community college instructors on the high school campus. Students earn high school and college credit for these courses.</i></p> <p>April: Identify cohort of students. Nonresident students are eligible to participate under AB540.</p> <p>May: Students complete college application.</p> <p>May: Add course to site’s Master Schedule.</p> <p>August: Ensure that all students are enrolled in the proper course in the Master Schedule.</p> <p>NOTE: <i>Student grades are given directly to the student. Parents are not to communicate with the instructor.</i></p> <p>Course options</p> <p>PoliSci 101—Government (6757)</p> <p>PoliSci 102—Economics (6758)</p> <p>Math 116—Intermediate Alg 1-2 (4151, 4152)</p> <p>Math 150-151—Honors Calculus (4191, 4192)</p> <p>English 101—ConVoc 1 (1612) or World Lit 1 (1705)</p> <p>English 105—ConVoc 2 (1613) or World Lit 2 (1706)</p>	<p><i>A select group of students take community college classes on the community college campus during the school day. Students enter the program in Fall of their junior year and take one class per semester in 11th and 12th grade.</i></p> <p>April: Identify cohort of students. Nonresident students are eligible to participate under AB540.</p> <p>May: Meet with parents.</p> <p>May: Students complete college application.</p> <p>August: Students register for courses at community college a week before the semester starts.</p> <p>August: Schedule students into appropriate course (See Master Schedule attachment).</p> <p>Ongoing: Provide on-campus support.</p> <p>NOTES</p> <ul style="list-style-type: none"> • <i>Student grades are given to the student and school. Students agree to this process when they sign the “yellow form.”</i> • <i>Students participating in the Fast Track program are not eligible to take additional community college classes.</i> 	<p><i>Students may pay or use financial aid to attend community college while enrolled in high school.</i></p> <p><i>In order for students to get financial aid they need to fill out the FASFA and BOG.</i></p> <p><i>Students may take up to two classes each semester.</i></p> <p><i>Make sure the student’s location is accurately reflected using appropriate course numbers in the Master Schedule.</i></p> <p>CTE Dual Credit Courses</p> <p><i>Many advanced CTE courses are articulated to community college courses. Students who complete the high school course with an A or B, and pass an end of course exam are eligible for college credit for course completion. CTE teachers have been trained on the process to help students apply for credit.</i></p> <p><i>See the attached matrix of courses (Attachment 4). For additional help with the process, contact San Diego Community College District’s Workforce Development Coordinator, Raquel Sojourner rsojourn@sdccd.edu or 619-388-6572.</i></p>

**San Diego Unified School District
Enrollment in College/University Coursework
AP 4322 Section C.5 and C.8 Summary**

High School Credit for College/University Coursework: The Board of Education may approve offering high school graduation credit for college/university coursework taken by students on the college campus during the school day, on the high school campus during the school day, or independently at the college campus outside the regular school day¹.

Credit **MAY** be granted if:

- Site determines that it wishes to award dual credit for a course approved by ICC and BOE *before instruction begins*
- Site determines whether the college course grade will be calculated into student GPAs *before instruction begins*
- Students are enrolled at least 180 minutes per day in the district high school
- The institution offering the course is WASC accredited
- The course is UC/CSU transferrable
- Student and parent/guardian have signed the College/University Participation Criteria Form (AP 4322, Attachment 1) indicating their understanding of the implications of dual credit prior to enrollment

Dual credit is currently approved for the following courses and may be awarded for a maximum of five courses (10 district credits). Does not suppress HS grades.

- History (UC 'a')
- English Composition 101 or 105 (UC 'b')
- Math 150 (or any math class above 96) (UC 'c')
- World Language (100 or above) (UC 'e')
- Art (100 or above) (UC 'f')
- Elective (UC 'g')
- Political Science

Student Participation Criteria:

- School counselor or site principal/administrator review transcript to ensure student is prepared for college coursework
- Minimum HS GPA of 2.5 or higher
- Must maintain a 2.0 in college coursework
- Performance on applicable ELA/math placement test determines college coursework placement
- School counselor or site principal/administrator meets with student and parent/guardian to: review program requirements, complete college application form and review and collect signed Student College/University Participation Criteria (AP 4322, Attachment 1)

¹ Concurrently enrolled students may provide a college transcript showing successful course completion to be considered for district credit. Course(s) taken must meet the criteria shown in Section C.8.a.(3), (4), (5), (8), and Section C.8.b. Site principal/administrator has the discretion to award any district credit for college coursework earned independently outside the regular instructional day.

**San Diego Unified School District
List of Course Codes for College Courses**

Course Number	Course Title	Credits	Approved Site(s)	Graduation Credit
HISTORY/SOCIAL STUDIES				
6783	CITY-Anthropology 103	1	SD Int Studies	
6786	CITY-Black Studies 140A	1	SD Business, SD Int Studies, SD Sci Tech	
6784	CITY-Chicano Studies 110A	1		
6787	CITY-Economics 120	1	SD Business	Economics
6790	CITY-Philosophy 120A	1	SD Int Studies	
6781	CITY-Political Science 101	1	Mission Bay, SD Business, SD Int Studies, SD Sci Tech	Government
6782	City-Political Science 102	1	Mission Bay, SD Business, SD Int Studies, SD Sci Tech	Economics
6788	CITY-Psychology 101	1		
6789	CITY-Sociology 101	1		
6780	CITY-US History 110	1	SD Business, SD Int Studies, SD Sci Tech	
6819	ECHS-HIST 109	1	Early/Middle College High School	US Hist/Geography
6820	ECHS-HIST 110	1	Early/Middle College High School	US Hist/Geography
6816	ECHS-PSYCH 101	2	Early/Middle College High School	
6803	MESA-Anthropology 103	1	Kearny IB	
6806	MESA-Black Studies 100	1	Lincoln	
6805	MESA-Chicano Studies 110A	1	Kearny IB	
6807	MESA-Philosophy 102A	1	Kearny IB	
6801	MESA-Political Science 101	1	Clairemont, Point Loma, Kearny IB	Government
6802	MESA-Political Science 102	1	Kearny IB	Economics
6810	MESA-Psychology 101	1	Clairemont, Lincoln, Kearny IB	
6815	MESA-Sociology 101	1	Clairemont, Lincoln, Kearny IB	
6544	MESA-US History 110	1	Kearny IB	
6552	Off-site History/Social Science 1	0	All	None
6553	Off-site History/Social Science 2	0	All	None
ENGLISH LANGUAGE ARTS				
1727	CITY-English 101	1	Mission Bay, SD Business, SD Int Studies, SD Sci Tech	ELA
1728	CITY-English 105	1	Mission Bay, SD Business, SD Int Studies, SD Sci Tech	ELA
1861	CITY-Speech 103	1		
1707	MESA-English 101	1	Kearny IB	ELA
1709	MESA-English 105	1	Kearny IB	ELA
1860	MESA-Speech 103	1	Clairemont, Lincoln, Kearny IB	
1767	MIRA-English 101		Scripps Ranch High School	
1730	Off-site ELA 1	0	All	None
1731	Off-site ELA 2	0	All	None

San Diego Unified School District
List of Course Codes for College Courses

Course Number	Course Title	Credits	Approved Site(s)	Graduation Credit
MATHEMATICS				
4250	CITY-Math 116	2	SD Business, SD Int Studies, SD Sci Tech	Intermediate Math
4251	CITY-Math 119	2	SD Business, SD Int Studies, SD Sci Tech	Intermediate Math
4252	CITY-Math 141	2	SD Business, SD Int Studies, SD Sci Tech	Intermediate Math
4253	CITY-Math 150	1	SD Business, SD Int Studies, SD Sci Tech	Elective
4254	CITY-Math 151	1	SD Business, SD Int Studies, SD Sci Tech	Elective
4256	CITY-Math 252	1	SD Business, SD Int Studies, SD Sci Tech	
4396	COMM COLL MATH 1	0		
4397	COMM COLL MATH 2	0		
4240	MESA-Math 116	2	Kearny IB	Intermediate Math
4241	MESA-Math 119	2	Kearny IB	Intermediate Math
4242	MESA-Math 150	1	Point Loma, Kearny IB	Elective
4243	MESA-Math 151	1	Kearny IB	Elective
4244	MESA-Math 252	1	Kearny IB	
4398	Off-site Math 1	0	All	None
4399	Off-site Math 2	0	All	None
SCIENCE				
6407	CITY-Biological Science 107	2	SD Sci Tech	Life Science
6270	ECHS-CHEM 100	1	Early/Middle College High School	Chemistry
6271	ECHS-CHEM 100L	1	Early/Middle College High School	Chemistry
6293	ECHS-PHYSICS100	2	Early/Middle College High School	Physics
6403	MESA-Anthropology 102	1	Kearny IB	
6404	MESA-Astronomy 101	1	Kearny IB	
6108	Off-site Science 1	0	All	None
6109	Off-site Science 2	0	All	None
WORLD LANGUAGE				
2119	CITY-French 201	1	SD Int Studies	
2421	CITY-Spanish 201	1	SD Int Studies	
2465	ECHS-SPAN 101	2	Early/Middle College High School	World Language
2466	ECHS-SPAN 102	2	Early/Middle College High School	World Language
2467	ECHS-SPAN 201	2	Early/Middle College High School	World Language
2468	ECHS-SPAN 202	2	Early/Middle College High School	World Language
2469	ECHS-FRENCH 101	2	Early/Middle College High School	World Language
2470	ECHS-FRENCH 102	2	Early/Middle College High School	World Language

**San Diego Unified School District
List of Course Codes for College Courses**

Course Number	Course Title	Credits	Approved Site(s)	Graduation Credit
VISUAL AND PERFORMING ARTS				
0405	CITY-ART 155A	1		Elective
0406	CITY-ART 195A	1		Elective
5103	CITY-Music 109	1		
0420	CITY-PHOTOG 100	1	SD Business, SD Int Studies, SD Sci Tech	Elective
0183	ECHS-ART F 100	1	Early/Middle College High School	VAPA
0184	ECHS-ART F 150A	1	Early/Middle College High School	VAPA
0185	ECHS-ART F 195A	2	Early/Middle College High School	VAPA
1456	ECHS-DANCE 181	2	Early/Middle College High School	VAPA
1494	ECHS-DRAMA 105	1	Early/Middle College High School	VAPA
1495	ECHS-DRAMA 132	1	Early/Middle College High School	VAPA
5110	ECHS-MUSIC 100	2	Early/Middle College High School	VAPA
5111	ECHS-MUSIC 150A	2	Early/Middle College High School	VAPA
0186	ECHS-PHOTOG 100	2	Early/Middle College High School	VAPA
0308	Off-site VAPA 1	0	All	None
0309	Off-site VAPA 2	0	All	None
HEALTH				
2552	CITY-Health Education 101	1	SD Business, SD Int Studies, SD Sci Tech	
2551	MESA-Health Education 101	1	Clairemont, Lincoln, Kearny IB	
2540	Off-site Health 1	0	All	None
2541	Off-site Health 2	0	All	None
PHYSICAL EDUCATION				
5548	Off-site PE 1	0	All	None
5549	Off-site PE 2	0	All	None
5581	ECHS PE 1	1	Early/Middle College High School	Physical Education
5582	ECHS PE 2	1	Early/Middle College High School	Physical Education
5583	ECHS PE 3	1	Early/Middle College High School	Physical Education
5584	ECHS PE 4	1	Early/Middle College High School	Physical Education
OTHER ELECTIVES				
0605	MIRA-Introduction to Business		Scripps Ranch High School	
0606	MIRA-Principles of Marketing		Scripps Ranch High School	
0700	MESA-Business 100	1	Kearny IB	Elective
8130	Off-site Electives 1	0	All	None
8131	Off-site Electives 2	0	All	None
8132	Community College Elective 1	0		
8133	Community College Elective 2	0		
8257	MESA-Personal Growth 127	1	Clairemont, Lincoln, Point Loma, Kearny IB	
8258	CITY-Personal Growth 127	1	SD Business, SD Int Studies, SD Sci Tech	
8252	MIRA-Personal Growth 127		Scripps Ranch High School	

**San Diego Unified School District
List of Course Codes for College Courses**

Course Number	Course Title	Credits	Approved Site(s)	Graduation Credit
ADULT EDUCATION JOINT DIPLOMA PROGRAM COURSES				
8126	JDP COM COL FA 1	1		JDP Fine Arts
8127	JDP COM COL FA 2	1		JDP Fine Arts
8122	JDP COM COL NC1	0		
8123	JDP COM COL NC2	0		
8124	JDP COM COL PA 1	1		JDP Practical Arts
8125	JDP COM COL PA 2	1		JDP Practical Arts

**San Diego Unified School District
CTE Courses that May Award College Credit**

Course #	Course Title	Eligibility for College Credit	College Credits *
0731, 0732	Accounting 1,2	Grade of A or B and end-of-course exam	Up to 3
8540, 8541	Auto Body Repair/Refinishing 1,2	Grade of A or B and end-of-course exam	Up to 3
8704, 8705	Biotechnology 1,2	Grade of A or B and end-of-course exam	Up to 4
8663, 8664	Business Management and Ownership 1,2	Grade of A or B and end-of-course exam	Up to 3
0723, 0724	Computer Applications in Business 1,2	Grade of A or B and end-of-course exam	Up to 3
8511, 8512	Computerized Graphic Design 1,2	Grade of A or B and end-of-course exam	Up to 4
8481, 8482	Concepts in Hospitality and Tourism 1,2	Grade of A or B and end-of-course exam	Up to 3
8760, 8761	Culinary arts and Management, 1,2	Grade of A or B and end-of-course exam	Up to 10
8796, 8797	Developmental Psychology of Children 1-4	Grade of A or B and end-of-course exam	Up to 6
1165, 1166	Food Preparation and Nutrition 1,2	Grade of A or B and end-of-course exam	Up to 7
8291, 8292	GIS and Global Technology 1,2	Grade of A or B and end-of-course exam	Up to 3
8424, 8425	Healthcare Essentials 1,2	Grade of A or B and end-of-course exam	Up to 1.5
3542, 3544	Introduction to Engineering Design 1,2	Grade of A or B and end-of-course exam	Up to 3
8784, 8785	Introduction to Teaching and Learning 1-4	Grade of A or B and end-of-course exam	Up to 7
8812, 8813	Machine Tool Technology 1,2	Grade of A or B and end-of-course exam	Up to 4
8839, 8840	Multimedia Production 1,2	Grade of A or B and end-of-course exam	Up to 11
1167, 1168	Nutrition 1,2	Grade of A or B and completion of Food Preparation and Nutrition 1,2 with grade of A or B and end-of-course exam.	Up to 7
8105, 8106	Photographic Imaging 1,2	Grade of A or B and end-of-course exam	Up to 3
8847, 8848	Principles of Engineering 1,2	Grade of A or B and end-of-course exam	Up to 1
8923, 8924	Technology Support Services 1,2	Grade of A or B and end-of-course exam	Up to 4
8931, 8932	Web Site Design 1,2	Grade of A or B and end-of-course exam	Up to 4
3709, 3710	Foundations of Transportation Tech 1,2	Grade of A or B and end-of-course exam	Up to 3
8191, 8192; 8193, 8194; 8197, 8198	Automotive Technology 1-6	Grade of A or B and end-of-course exam	Up to 3
8540, 8541	Autobody Repair & Refinishing 1,2	Grade of A or B and end-of-course exam	Up to 3

*College credit is awarded upon enrollment in a California Community College to continue studies in the same Tech Prep field. Courses are articulated with the Community College on an annual basis. For additional details and up-to-date articulation information please contact the SDUSD Office of College, Career and Technical Education.

California Nonresident Tuition Exemption

*For Eligible California High School Graduates
(The law passed by the Legislature in 2001 as "AB 540")*

GENERAL INFORMATION

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

- Requirements:
 - The student must have attended a high school (public or private) in California for three or more years.
 - The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
 - An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
 - Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
 - The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
 - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
 - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will *not* be classified as California residents. They continue to be "nonresidents".
 - AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.
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PROCEDURES FOR REQUESTING THIS EXEMPTION FROM NONRESIDENT TUITION

California Community Colleges: Complete the form on the reverse. Submit it to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

University of California: The University of California (UC) system has its own nonresident tuition exemption application and affidavit form, but it will accept the exemption request form used by the California Community Colleges and the California State University. Your campus has established deadlines for submission of exemption requests; however, requests are not to be submitted until you have been admitted to a UC campus. Some students, such as transfer, graduate, and professional students, also must submit their official high school transcripts; check your campus for specific instructions. Once you are determined to be eligible for the exemption, you will continue to receive it as long as you fulfill the eligibility requirements or until the University no longer offers this exemption. The exemption covers the Nonresident Tuition Fee and the Educational Fee differential charged to nonresident students. Applying for the exemption does not alter your responsibility to pay by the campus deadline any nonresident tuition and associated fees that may be due before your eligibility is determined. For general information, visit the following website: www.ucop.edu/sas/sfs/ppolicies/ab540fags.htm. For campus-specific instructions regarding documentation and deadline dates, contact the campus Office of the Registrar.

California State University: Complete the form on the reverse. Contact the Office of Admission and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions.

California Nonresident Tuition Exemption Request

For Eligible California High School Graduates

Note: This form is accepted by all California Community Colleges and all Universities in the both the University of California and California State University systems.

Complete and sign this form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California, or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures and applicable deadlines.

ELIGIBILITY:

I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at (specify the college or university) _____ and I declare the following:

Check YES or NO boxes:

Yes No I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

Yes No I have attended high school in California for three or more years.

Provide information on all school(s) you attended in grades 9 - 12:

School	City	State	Dates:	
			From – Month/Year	To – Month/Year

Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, the California State University and some California Community Colleges. Follow campus instructions.

Check the box that applies to you -- check only one box:

I am a nonimmigrant alien as defined by federal law. [Nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students (persons holding F visas) and exchange visitors (persons holding J visas)].

OR

I am NOT a nonimmigrant alien. [U.S. citizens, permanent residents, or aliens without lawful immigration status, among others, should check this box.]

AFFIDAVIT:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

Print Full Name (as it appears on your campus student records)	Campus/Student Identification Number
Print Full Mailing Address (Number, Street, City, State, Zip Code)	Email Address (Optional) Phone Number (Optional)
Signature	Date