Peralta Community College District
High School
Dual Enrollment Form

Berkeley City College
College of Alameda
Laney College
Merritt College

Peralta Community College District's (PCCD) High School Dual Enrollment Program is designed to offer high school students career technical education or preparation for transfer to college, to improve high school graduation rates, or to help high school students achieve college and career readiness.

High school students enrolling in a college level course must meet course requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements.

Dual Enrollment high school students are exempted from paying the California Community College enrollment fees and all other fees. ***High school students enrolled in more than 15.0 units per semester are required to pay enrollment and all other mandatory fees*** (See the current PCCD class schedule for current fees.)

Access to the High School CCAP Dual Enrollment Program is NOT allowed for:

1. Recreation or hobbies.
2. Any class that is offered at the high school.

By signing the High School CCAP Dual Enrollment Form, the student's parent/guardian is indicating agreement with, and giving consent for, their student's participation in any of the courses offered at the student's high school, another high school, or at any of the four Peralta Community College District colleges (Berkeley City College, College of Alameda, Laney College and Merritt College.) This applies to the years the student is enrolled in the Oakland Unified School District high school.

CCAP Dual Enrollment college classes are Peralta College (PCCD) classes. The grade received will appear on the student's official Peralta (PCCD) college transcript and the student's high school transcript, and will count toward financial aid eligibility should the student decide to attend a PCCD college or another institution of higher education.

Steps to Enroll in the High School Dual Enrollment Program:

1. Go online to Peralta.edu and click "Apply and Enroll" to complete an Admission application.
2. Consult your high school counselor to find out what Dual Enrollment course(s) are being offered and choose the course you would like to take. You must adhere to any prerequisite requirements.
3. Get your parent's approval to enroll in a college class and have them sign this form (this is only done once.)
4. Complete the rest of the section "High School Student's Information."
5. If the college pre/co-requisite course has not been completed, participate in multiple measures assessments.
6. Review your rights with respect to your education records and disclosures of information at http://web.peralta.edu/admissions/official-transcript-request/verificationsrelease-of-information/ferpa-2/ .
7. If you would like your parent to be able to conduct business for you or request information on your behalf complete the Authorization for Release of Student Records form.
8. Submit your Dual Enrollment Form to an approved high school official who is managing college courses on your high school campus.

Units earned will be granted as college credit. It is the high schools district's prerogative to grant high school credit for courses taken in the Peralta Colleges. The Office of Admissions and Records will send a transcript to Oakland Unified School District every semester.

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Please write in blue or black ink and write legibly

PERALTA ID # (8 digits)**:** _____ **H.S. Grade Level:**_____

High School Student's Information (All sections required)

Student's Name:
Last Name *First Name* *M.I.*

Address:
Street *City, State* *Zip*

Phone #: **Email Address:**

H.S. Student's Signature: **Date:**

I hereby certify that I am the parent/guardian of the above-named student and I am in agreement with, and give my consent for, their participation in any Peralta Community College class during the years my student is enrolled in this high school.
I HAVE READ AND UNDERSTAND THE STEPS FOR DUAL ENROLLMENT. I HEREBY AUTHORIZE THE OAKLAND UNIFIED SCHOOL DISTRICT TO RELEASE MY STUDENT'S EDUCATIONAL RECORDS TO PERALTA COMMUNITY COLLEGE DISTRICT. I HEREBY AUTHORIZE PERALTA COMMUNITY COLLEGE DISTRICT TO RELEASE MY STUDENT'S EDUCATIONAL RECORD TO THE OAKLAND UNIFIED SCHOOL DISTRICT.

Parent or Guardian's Signature:_____ **Date:** _____

High School Authorization

Permission is granted for the above-named student to enroll in courses at: **All Peralta Colleges**

High School Currently Attending:

HS Counselor (or Designee) Name:

HS Counselor (or Designee) Signature: **Date:**

Per Education Code Section 48800, for summer sessions, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation.