DUAL ENROLLMENT

Earning college credit while still in high school

Who is Eligible?

Students who have completed the 8th grade and get permission from their parent/guardian and high school/middle school Principal or designee (usually School Counselor) and are ready to take on the rigor of college courses.
Benefits

- **Cost of courses = $0**
- **Save Time**
- **Earn College Credit**
- **Get a Head Start on college**

**Earn High School Credit**
Work closely with your High School Counselor to ensure the course will count toward credits at your school.

**Buy or rent textbooks!**
HS students can take up to 6 units over summer

HS students can take up to 7 units over summer with special permission by Dean or designee.

Students wanting to take 7 units need to send their completed HS Recommendation Form and their high school transcript from students Yuba College email account to:

rmartin@yccd.edu or akandola@yccd.edu

If a HS student wants to take more than 7 units which is not recommended, the student must pay for ALL the units. They still have to go through the above approval process.
HS students can take up to 11 units during Fall & Spring

If a HS student wants to take more than 11 units which is not recommended, the student must pay for ALL the units and go through the approval process below.

Students wanting to take 11 units need to send their completed HS Recommendation Form and their high school transcript from students Yuba College email account to:

rmartin@yccd.edu or akandola@yccd.edu
APPLICATION PROCESS

Go to the Yuba College Website

yc.yccd.edu

Click on “New Students”
“Click Apply Now”
If you have **never** applied to a California Community College  
“Create an Account” if you have “Sign In”
High school students can utilize their high school transcript for AB 705 placement starting at the **END** of their **10th** grade year!

If you have a gifted 10\textsuperscript{th} grader and you want them to take math or English there is a petition process for it.

**Students who have not completed 10\textsuperscript{th} grade would not be able to take these classes!**
Complete and get all required signatures on the High School Recommendation Form available at: yc.yccd.edu

Click on Admissions
Click on Forms
Click on High School Permit to add

**All communication should be conducted by the student from the student’s Yuba College email account.**

After all the signatures are obtained, please email to YCAdmissions@yccd.edu
April 6th – May 8th – All completed high school recommendations received on these dates will be processed by A&R.

Once processed, the STUDENT will have the ability to register for the courses that they had put on their HS Recommendation Form starting at midnight of May 11th.

Students can change sections without getting a new HS Recommendation Form but cannot change the recommended classes.

For example: Student wanted to take Coun. 10 Section#D9442 but it full. The student can sign up for another section of Coun 10 without getting another HS Recommendation Form.
Submission timeline and process

• HS Registration Forms that are received after the end of business day on May 8th will be processed on May 11th starting at open of business day at 8 am.

• Due to the high volume of emails, please allow at least 24 hours before reaching out about processing.

• HS Recommendation Forms process on May 11th and after by Admissions & Records will be registered for the courses and they DO NOT need to go through WebAdvisor.
Why should you turn in HS Registration Form before May 8th?

You will have the first opportunity out of HS students to sign up for classes starting at midnight May 11th!
How to register for the classes on WebAdvisor

WebAdvisor is available on our single sign on site.
Go to : login.yccd.edu
Students will need their Yuba College login to access Yuba CCD Login
How to register for classes on WebAdvisor

Click on WebAdvisor. It will take you to WebAdvisor.

Once you are in the next screen, click login again.
How to Register for classes on WebAdvisor

Once in WebAdvisor, click on Students
How to Register for classes on WebAdvisor

• Follow the rest of the steps at: https://yc.yccd.edu/admissions/register-class-online/
• We are currently working on a short video for HS students on how to register for courses on WebAdvisor
• We will have a Zoom Registration Assistance session scheduled for May 11th. The information will be sent to our local high schools to share with students and families.

Tip: Those students that have turned in High School Recommendation Form can load the courses in WebAdvisor and be ready to submit by 12:01 am on May 11 am!
Things to Remember:

• Pay attention to important dates – Adding/Dropping Classes

• Students are responsible for dropping classes

• If you must drop you need to go to the Yuba College Admissions Office and complete an add/drop form
• Yuba college is an Adult learning environment and ALL students are expected to adhere to all the rules, regulations, and Policies.

• Students are expected to be prepared and on time

• You will be getting a syllabus on your first day which will list assignments, exam dates, attendance and classroom policies, grading scale, textbooks, etc.

• Familiarize yourself with the technology: Yuba College email, portal, Webadvisor, canvas, etc.

• Be prepared and organized. You’ll likely be taking notes on the very first day of class. It will also help to read the material before each class so you are familiar with what is being taught.
Expectations

• Go to class whether it is in person or remote! Some professors won’t take attendance, but in other classes, your grade might be affected if you miss too many classes.

• If you do have to miss a class, ask a classmate for work or notes. Don’t ask the professor if you missed anything important – it’s all important!

• Ask questions and communicate with your professor. Let him or her know if you don’t understand something.

• Get to know someone in class. You may need to borrow notes or may want someone to study with.

• Turn off your cell phone!

• Use your resources
Release of Information to 3rd Parties
(Including parents, spouses, other students, references, schools, basically anyone)

• Student information can only be released with the written consent of the student. Information provided will be only specific information designated by the student.

• **NOTE:** YC is not obligated by FERPA to release information to third parties; therefore, it is always best to refer these requests to the Yuba College Admissions and Records Office to make this determination.

• **Frequently Asked Questions**

• **Why can’t you tell me information about my son/daughter?**

  • The college is bound by FERPA to protect student information unless we are given written consent in person, by the student to do otherwise.

• **Does a parent have the right to meet with an instructor, counselor, or other staff members to discuss a student’s education/education records/progress, etc.?**

  • No, FERPA only provides a right to secure a copy of student records and it does not provide a right to an interactive conference with an instructor, counselor, or other staff members. At the College level, all staff typically deal directly with students without parental involvement.
Questions?

Thank you and we looking forward to working together to reach your goal!