



# CCA Dual Enrollment



Policy & Procedure

# What is Dual Enrollment?

**Dual Enrollment** is the process of being enrolled in two separate, academically related institutions. At CCA, students can dual enroll by taking courses online, at a community college, or through part time attendance at a vocational school.

**CCA Administrative Approval is REQUIRED.** CCA decides what classes are allowed on a CCA transcript. *\*Do NOT register or pay for a course without receiving administrative approval as not all courses will be approved for a CCA transcript.*



# Optional - Not Required

Dual Enrollment is NOT required.

CCA offers every class you need to graduate with a well-rounded transcript/education.

Dual Enrollment is an Option, but not a requirement.

CCA does NOT make recommendations for Dual Enrollment courses or schools. Common schools that previous CCA students have utilized for Dual Enrollment are: local community colleges, Cairn University, Grand Canyon University, Liberty University, and Florida Virtual School.

CCA is NOT responsible for the registration of a student's D.E. course or for providing the student with any necessary materials for the course (including laptop access).

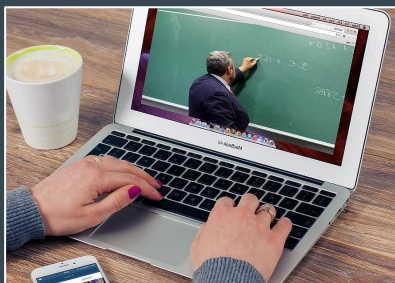


**OPTIONAL**

# What Classes Can Be Replaced Through Dual Enrollment?

CCA students are **REQUIRED** to take ALL English and Math classes at CCA as well as 12<sup>th</sup> grade Civics. Dual Enrollment classes may **NOT** replace or substitute for these required classes.

A student may take a Dual Enrollment, Full Year, High School math course outside of CCA if they desire to double up a math course in order to take a Calculus class their senior year. CCA's Math Department recommends the doubling up of Algebra and Geometry classes.



While student's can only substitute specific CCA courses at the discretion of the CCA Admin, students are able to enroll in other college courses at the discretion of themselves and their parents - with understanding that it will NOT be placed on their CCA transcript.

In cases such as this, an official transcript of completed DE courses can be sent directly from one college to another college for possible credit transfer.

# How Many CCA Classes Can I Replace?

Students may only replace two CCA classes per school year and only receive two Dual Enrollment Study Halls. Dual Enrollment Study Halls will only be given if a student is registered for a class in the FALL SEMESTER. Students may NOT receive a study hall for a class they hope to register for in the SPRING SEMESTER.

Dual Enrollment Study Halls are only offered during certain periods and are not guaranteed to work in every student's desired schedule.

Enrollment Verification will be required. Students may NOT drop a CCA class without proof of registration of dual enrollment class.

Students may add as many Dual Enrollment classes as they like to their CCA transcript as long as the classes are approved by CCA Administration. (Students must keep in mind that adding more classes to a transcript could end up lowering a student's grade point average (GPA).



# What is the Deadline for Dual Enrollment Registration?



After the first five days of the school year, students may no longer drop a CCA class in order to replace it with a Dual Enrollment class.

**Students MUST have Dual Enrollment registration completed by the end of the Drop/Add period which ends after the first five days of school.** After the first five days of school, students are no longer allowed to DROP a class and REPLACE it with a Dual Enrollment class. Students will NOT receive a Dual Enrollment Study Hall without evidence of enrollment (Enrollment Verification).

Students are encouraged to have Dual Enrollment in place prior to the start of school. Some colleges will require registration for upcoming fall classes during the spring semester of the previous school year. Classes fill up quickly and if students wait, they may run out of time to register.

Students that are not registered in a Dual Enrollment class by the 5th day of school at CCA, will NO LONGER be eligible to drop a CCA class. They may still take the Dual Enrollment class, but they will not be able to use it to replace a CCA class.

## First Five Days of School



# Is There a Tuition Discount for Dual Enrolled Students?

**There is NO tuition discount** for students that supplement their CCA education by taking courses via Dual Enrollment. {Students that enroll in Vocational School may receive a limited discount due to the specialized nature of the VoTech program.}

Aside from some special programs (i.e. CCP), most dual enrollment courses will be an additional cost to the students. CCA does NOT pay for Dual Enrollment classes. Parents and students are responsible for the cost and registration of Dual Enrollment classes. {Cheapest options will usually be found at local community colleges.}



# How Does CCA Apply Credit for Dual Enrollment Classes?

**CCA applies credit for Dual Enrollment courses in the following way:**

- Courses that run 7 to 10 weeks will earn (.5) a half of a credit.
- Courses that run 11 to 16+ weeks will earn (1.0) a full credit.
- No credit will be given for courses that are less than 7 weeks long.
- No credit will be given for Pass/Fail classes.

*College classes will earn the Honors weighted GPA.*

*High School classes will earn the weight described by the course level (Honors, College Prep, or Essentials)*





# Grade Reports Required

**An Official Transcript from the Dual Enrollment school is REQUIRED** for the class and grade to be posted to a CCA transcript.

At the end of the course, please contact your Dual Enrollment school and request a transcript to be sent to CCA to the attention of Mrs. Reber ([treber@ccphilly.org](mailto:treber@ccphilly.org)).

Each school's website should contain a link to submit a "Transcript Request."



# Dual Enrollment Request Forms

Dual Enrollment Request Forms, signed by a parent, are **REQUIRED** before approval will be determined. *Dual Enrollment forms are located on CCA's website and at the High School Office.*

<https://cca.ccphilly.org/wp-content/uploads/22-23-Dual-Enrollment-Approval-Form-1.pdf>

