Dual Enrollment/DESAEP Eligibility Requirements and Essential Information

Fall 2006

Classes begin September 5, 2006. Orientation for new students will be on August 31st.
Dual Enrollment/DESAEP Application Steps to Follow

Meet with your high school guidance counselor to review the Dual Enrollment/DESAEP application process and requirements for participation.

Read the Dual Enrollment/DESAEP Eligibility Requirements and Essential Information packet.

Aided by your guidance counselor select the desired courses you wish to study taking note of all the pre-requisites. Determine fulfillment of pre-requisites (or plans to take the College’s assessments to meet the pre-requisites).

Aided by your guidance counselor complete the Cape Cod Community College Dual Enrollment/DESAEP Application form including all of the necessary signatures (guidance counselor, parent/guardian and you).

Your high school transcript and completed Cape Cod Community College Dual Enrollment/DESAEP Application Fall 2006 must be submitted by your school counselor to: Admissions Office, Cape Cod Community College, 2240 Iyanough Road, West Barnstable, MA, 02668 between April 1st and August 21, 2006. Late applications may not be accepted.

NEXT:

Wait to receive a telephone call from Cape Cod Community College’s Admissions Office to verify receipt of your application and transcripts. An appointment to discuss registration procedures will be established during this conversation if:

- none of the courses you wish to enroll in have pre-requisites
- you have already met all of the pre-requisites for all of your desired courses through previous course-work at the College
- you took the College’s assessments within the last three years

or

You may be asked to call the College’s Assessment Center to make an assessment appointment and clearly identify yourself as a Dual Enrollment Student. Call Admissions at 508 362 2131 ext 4386 to schedule an appointment at the completion of your assessment to register for your courses.

1. Go to your appointment in the Assessment Center with a #2 pencil and driver’s license or valid photo ID.
2. Go to your appointment at the Admissions Office to register for courses. Payment for your courses will be expected at the time that you select your courses. A Payment Plan may be an option.
What is Dual Enrollment?

Dual Enrollment is a program where high school students take college courses and receive credit towards both their high school and college graduation from a Massachusetts State college or university.

Who is eligible to apply for Dual Enrollment?

Massachusetts high school students in their junior or senior year, who have a GPA of 3.0 or better, and who are recommended by their teacher, guidance counselor, or principal for participation are eligible to apply. A student with a GPA of less than 3.0 and greater than 2.0 maybe eligible for the Alternative Dual Enrollment option.

If you were a Dual Enrollment student in a previous semester, you must maintain grades of “B” or better in each of your college courses and a 3.0 or better GPA at the high school, or continue to be recommended by your high school guidance department, to be eligible again.

If I am eligible, how do I become a Dual Enrollment student?

1. First, meet with your high school guidance counselor and fill out the application forms. Applications will be accepted from April 1st to August 21, 2006. Parental or guardian approval is required.

2. After a student has applied for Dual Enrollment, the application will be sent to the Admissions Office at CCCC to be reviewed for eligibility. Applications must be sent by the guidance department.

3. Telephone calls will be made to students who are approved for the program to arrange an appointment to discuss course selection and registration procedures.
Do I need the assessment?

Enrollment in all English, mathematics, science and many other courses require completion of the computerized basic skills assessment. You will not be able to register for these courses until you have completed the assessment and scored at the required level of mastery.

If you were a Dual Enrollment student before and took the assessment(s) within the last three years, your results are still valid.

In order to sign up for an assessment, call the Assessment Center at Cape Cod Community College at (508) 362-2131 x4543. You must identify yourself as a Dual Enrollment student!
Immediately after you call and make your appointment for an assessment, call the Admissions Office at (508) 362-2131 x4386 to let us know when your assessment appointment is and we will schedule your course registration appointment following your assessment.

Who will pay for the course(s)?

All expenses, including tuition, fees, books, supplies and transportation will be the responsibility of the student.

When do classes begin?

Courses will begin on September 5th. Final examinations will take place the week of December 18th.

Where will classes be held?

Courses will be offered at CCCC’s main campus in West Barnstable.

What time can I take courses?

Classes generally meet three hours per week. Science classes will also include a two hour lab per week. Some classes will meet three times per week for fifty minutes each meeting. Others may meet two times per week for 75 minutes per class, or they may meet once per week for three hours. When you are filling out the paper work with your guidance counselor, think about the times courses are offered; how long it will take you to commute to and from the College, and other activities or work schedules you are balancing.

Are there a maximum number of courses I can study?

Cape Cod Community College courses are intended to compliment your high school schedule. The number of courses you choose to study should be discussed with your counselor and parents/guardians. Full-time is considered four or five courses. The maximum number of courses is five. You should consider your other commitments for co-curricular activities, after school employment and the correct balance with the number of courses you choose to study.

How can I get more information?

Find out more by speaking with your guidance counselor or by calling the Admissions Office at Cape Cod Community College at (508) 362-2131 x4386.
Applications must be received between April 1 and August 21st to assure proper assessment and advisement from Admissions. (Late applications will be considered on a space available basis and may be denied)

Be sure to carefully read and complete all application steps.

1. Complete this form and have your high school guidance office mail it to: Admissions Office, Cape Cod Community College, 2240 Iyanough Road, West Barnstable, MA 02668 by the above date. Applications should be mailed to the Admissions Office by the high school guidance department. Faxed applications will be accepted from the guidance department only by the above deadline. Applications submitted by students/parents of students will not be accepted.

2. Carefully read the enclosed Dual Enrollment/DESAEP Eligibility Requirements and Essential Information packet. Guidance counselors and students will be responsible for knowing and adhering to the rules, regulations, deadlines, procedures, and application processes outlined in the packet.

3. Complete the following questions (please print):

Applicant’s Social Security Number: ____________________________________________

___Applying for Dual Enrollment (3.0 or higher) OR ___Applying for Alternative Dual Enrollment (2.0 to 2.9)

Name: ________________________________________________________________

First Middle Last

Address: ______________________________________________________________

P.O. Box or Number & Street

Town State Zip Code

Email Address: ________________________________________________________

Telephone Number: (____)_____________ Date of Birth: Year: 19____Month/Day:__/____

Are you a Massachusetts Resident? ___yes ___no

High School: ___________________________ Year of Graduation: __________________

Applicant’s high school cumulative grade point average: ___________________ (3.0 required for Dual Enrollment)
(Alternative Dual Enrollment 2.0 required)

Is this your first time participating in the Dual Enrollment program? _____Yes _____No, I was in DE before

Check one: ___male ___female

Ethnicity (this question is optional): The Office of Civil Rights directs us to gather, for reporting purposes only, the ethnic distribution of our students. This information is confidential and is not individually released. Please check one:

___White/Caucasian ___Hispanic/Latino ___Native Hawaiian or Pacific Islander

___Black/African American ___Asian American ___American Indian or Alaskan Native

___Cape Verdean ___Brazilian ___Other
4. With your high school guidance counselor, review the semester course offerings at Cape Cod Community College and determine whether or not each desired course is available for Dual Enrollment/DESAEP. Review the enclosed list of Ineligible Courses.

5. Next, determine whether or not you meet the pre-requisite requirements for each desired course. Please note that you may need to take the College’s assessments in mathematics, reading, or English to determine whether or not you have met the pre-requisite(s).

6. List the desired course(s) in the space(s) below (please note that you must meet with an admissions counselor to actually register for courses at the College. This will afford proper explaining of payments and for transcripts to be sent to guidance at the end of the semester):


<table>
<thead>
<tr>
<th>Example: ENL131-01</th>
<th>European Lit.</th>
<th>M, W, F</th>
<th>10:30 – 11:30</th>
<th>Yes</th>
<th>Yes, passed ENL101</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alternative course selections:

<table>
<thead>
<tr>
<th>Example: ENL131-01</th>
<th>European Lit.</th>
<th>M, W, F</th>
<th>10:30 – 11:30</th>
<th>Yes</th>
<th>Yes, passed ENL101</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following signatures are required for all DE/DESAEP applicants regardless of age:

8. Parent/Guardian Approval: ___________________________ Date: ___________________________

9. Guidance/School Approval: ___________________________ Date: ___________________________

10. If accepted into the Dual Enrollment/DESAEP program, I agree to adhere to all rules, regulations, and requirements set by Cape Cod Community College and/or the Massachusetts Department of Education. I hereby authorize Cape Cod Community College to release all correspondence regarding my enrollment in the Dual Enrollment/DESAEP program to my high school and to forward an official transcript of my grades to my high school. I verify that I have read the Dual Enrollment/DESAEP Eligibility Requirements and Essential Information packet.

Applicant signature: ___________________________ Date: ___________________________
Cape Cod Community College Dual Enrollment/DESAEP Ineligible Course List

Updated for September 2006

The following courses at Cape Cod Community College are ineligible for Dual Enrollment/Dual Enrollment for Students in Alternative Programs (DESAEP): (do not select these courses)

- All telecourses/distance learning courses unless special permission is granted by Admissions

- All selective health program core courses, including:
  - Any courses with a DEN### Dental Hygiene course number
  - Any courses with a NUR### course number, except NUR100 Pharmacology Calculations
  - Any courses with a CNA### or TH### course number
  - Any courses with a MTC### course number, except MCT Intro Complementary Healing Process
  - EMS201 Advanced Pre-Hospital Training Program: Paramedic I
  - EMS202 Advanced Pre-Hospital Training Program: Paramedic II
  - FIT130 Standard First Aid and Basic Life Support
  - HEA124 EKG Technician
  - HEA128 Pediatrics and Parenting
  - HEA133 Phlebotomy
  - HEA145 Medical Interpreter

- All cooperative work experiences/internships, including:
  - ACC261 Accounting Cooperative Work Experience
  - CRJ261 Criminal Justice Cooperative Work Experience
  - ECE230 Practicum in Early Childhood Education
  - MSC26 Math/Science Tech Cooperative Work Experience
  - BIT260 Information Technology Field Project
  - BIT261 Information Technology Cooperative Work Experience
  - BIT263 Information Technology Cooperative Work Experience (Cert.)
  - GRN206 Gerontology Practicum
  - HRM161 Hotel Restaurant Certificate Cooperative Work Experience
  - BUS261 Management Cooperative Work Experience
  - COM261 Mass Communication Cooperative Work Experience
  - MKT261 Retail Cooperative Work Experience
  - HOR106 Horticulture Practicum
  - BIT238 Internship in Paralegal Studies

- All International Study courses.