SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 16, 2017

To: High School Administrators, Counselors, and Registrars

Subject: STUDENT ENROLLMENT IN COLLEGE/UNIVERSITY COURSEWORK

Department and/or Persons Concerned: All High School Administrators, Counselors, and Registrars

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 high school students who would benefit from community college coursework as a concurrently enrolled student and take one or more courses. San Diego Unified School District has a Memorandum's of Understanding with the San Diego Community College District, University of California San Diego Extension, and Point Loma Nazarene University that formalizes the relationship between the two organizations to collectively serve and benefit students. The MOU's provide 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 and the Office of Secondary Schools.
- Select students who will be successful.
- Obtain parent/guardian consent for student enrollment in college course.
- Alert students and their parent/guardian regarding consequences of receiving low or failing grades in a college course.
- Monitor student progress and provide necessary support to assure student success.
- College/University enrollment may not be used to reduce teacher FTE.
- College/University 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.

Francisca Del Carmen- Aguilar
Program Manager
Office of Secondary Schools

APPROVED:

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Executive Director, Office of Secondary Schools

Attachment

GUIDE TO SUCCESSFUL PARTNERSIPS WITH SAN DIEGO COLLEGES AND UNIVERSITIES

Office of Secondary Schools
Updated Spring 2016

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.

    o For English or mathematics courses, students must pass community college assessments as applicable.

    o 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 Appendix 1, and AP 4322 Attachment 1 - a required form.)

- If applicable, collect San Diego Community College District Supplemental Application and Certification of Special Part-Time High School Student ("Yellow Forms") from students and deliver to college by the indicated Summer/Fall/Spring 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 college 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.

    o Use input from teachers, counselors, and principal to identify a cohort of students who are academically, mentally, and socially prepared for college course work.

    o 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.

    - SDUSD College partnership programs do not require a student to pay tuition; however, concurrent and dual enrollment affect 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 (Appendix 1) must be completed and retained in the student's file.

- A recommended Parent/Student Acknowledgement Form is attached (Appendix 2).

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 3).

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 5.

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 may need to 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. San Diego Community College District Supplemental Application and Certification of Special Part-Time High School Student "Yellow Form" to Community College— ALL COMMUNITY COLLEGE PARTNERSHIP STUDENTS WILL COMPLETE A SDCCD YELLOW REGISTRATION FORM. The site liaison should collect these from the students and deliver them to the Office of Secondary Schools designee. For fall enrollment completed forms are due in May, for spring forms are due in December.

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 and Appendix 6).

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 8).

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 8);
- 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] and UCSD require 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. _____   _____

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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.

    _____ _____

13. Approved partnerships programs do not require a student to pay tuition; however, dual and concurrent enrollment may affect a student's ability to receive financial aid in the future. _____ _____

_____   _____
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 some college courses may start before the San Diego Unified School District begins. At times that is 3 weeks before summer break ends). I commit to being in the classes on the day they start at the college (as applicable). (Vacations should not be scheduled at this time)
_____ Student	_____ Guardian	I understand that my college 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 and may impact financial aid 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 college seat for the entire school year.

_____   _____
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 the selected San Diego Community 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 for information on completing the English and math assessment tests (as applicable).

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 (San Diego Mesa College is found at: http://goo.gl/mzbc).

Additional Student Support Information

San Diego Community College district 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 the San Diego Community College District
☐ 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.

COLLEGE PROGRAMS and
ACTIVITY TIMELINE FOR HIGH SCHOOL COLLEGE ENROLLMENT LIAISONS

CCAP (College & Career Access Pathways) & ACP (Accelerated College Program)	Fast Track	Concurrent Enrollment
College courses taught by community college instructors on the high school campus. Students earn high school and college credit for these courses. **Feb/March**: Identify cohort of students. Nonresident students are eligible to participate under AB540. **May**: Meet with parents. **May**: Students complete college application. **May**: Add course to site's Master Schedule. **June**: Ensure that all students are enrolled in the proper course in the Master Schedule. **Ongoing**: Provide on-campus support. **NOTE:** *Student grades are given directly to the student. Parents are not to communicate with the instructor.* **Course options** **PoliSci 101**- Economics **PoliSci 102**- Government **Math 150-151**- Honors Calculus **Math 245**- Discrete Mathematics **Math 254**- Introduction to Linear Algebra **English 101**- ConVoc 1, 2 or World Lit 1, 2 **English 105**- ConVoc 1, 2 or World Lit 1, 2	*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.* **April**: Identify cohort of students. Nonresident students are eligible to participate under AB540. **May**: Meet with parents. **May**: Students complete college application. **August**: Students register for courses at community college a week before the semester starts. **August**: Add course to site's master Schedule and schedule students into appropriate course (See Master Schedule attachment). **Ongoing**: Provide on-campus support. **NOTES** • *Student grades are given to the student and school. Students agree to this process when they sign the "yellow form."* • *Students participating in the Fast Track program are not eligible to take additional community college classes.*	*Students may pay or use financial aid to attend community college while enrolled in high school.* *In order for students to get financial aid they need to fill out the FASFA and BOG.* *Students may take up to two classes each semester.* *Make sure the student's location is accurately reflected using appropriate course numbers in the Master Schedule.* **CTE Dual Credit Courses** *Many 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 (SDCCD: Credit by Examination). CTE teachers have been trained on the process to help students apply for credit.* *See the attached matrix of courses (Attachment 4). For additional help with the process, contact the SDUSD Office of College and Career and Technical Education at (858) 503-1758.*

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 day[1].

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)

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[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

All courses must be have approval from ICC and the BOE before instruction begins to be offered at their high school site or taken via concurrent enrollment. All sites must also have an approved SDUSD agreement, before instructions begins. It is important to note that college weighted coursework became effective with college/university courses taken beginning in the fall 2016 with ICC and BOE approval.

HISTORY/SOCIAL STUDIES				
Course Number	**Course Title**	**SDUSD Credits**	**Weighted**	**Graduation Credit**
6783	CITY-ANTH 103	2	Y	
6786	CITY-BLAS 140A	2	Y	US Hist/Geography
6775	CITY-BLAS 140B	2	Y	US Hist/Geography
6784	CITY-CHIC 110A	2	Y	US Hist/Geography
6776	CITY-CHIC 141A	2	Y	US Hist/Geography
6777	CITY-CHIC 141B	2	Y	US Hist/Geography
6787	CITY-ECON 120	2	Y	Economics
6778	CITY-HIST 100	2	Y	World History
6780	CITY-HIST 110	2	Y	US Hist/Geography
6790	CITY-PHIL 102A	2	Y	
6781	CITY-POLI 101	2	Y	Economics
6782	CITY-POLI 102	2	Y	Government
6788	CITY-PSYC 101	2	Y	
6789	CITY-SOCO 101	2	Y	
6819	ECHS-HIST 109	2	Y	US Hist/Geography
6820	ECHS-HIST 110	2	Y	US Hist/Geography
6816	ECHS-PSYC 101	2	Y	
6803	MESA-ANTH 103	2	Y	
6806	MESA-BLAS 100	2	Y	
6822	MESA-BLAS 104	2	Y	
6823	MESA-BLAS 116	2	Y	
6792	MESA-BLAS 140B	2	Y	US Hist/Geography
6805	MESA-CHIC 110A	2	Y	
6774	MESA-CHIC 141A	2	Y	US Hist/Geography
6793	MESA-CHIC 141B	2	Y	US Hist/Geography
6794	MESA-ECON 120	2	Y	Economics
6795	MESA-ECON 121	2	Y	Economics
6797	MESA-GEOG 102	2	Y	
6846	MESA-GEOG 104	2	Y	
6568	MESA-HIST 100	2	Y	World History
6569	MESA-HIST 109	2	Y	US Hist/Geography
6544	MESA-HIST 110	2	Y	US Hist/Geography
6570	MESA-HIST 154	2	Y	World History
4787	MESA-HUMA 101	2	Y	
4788	MESA-HUMA 104	2	Y	
4789	MESA-HUMA 106	2	Y	
4795	MESA-HUMA 201	2	Y	

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HISTORY/SOCIAL STUDIES				
Course Number	**Course Title**	**SDUSD Credits**	**Course Number**	**Course Title**
6804	MESA-PHIL 100	2	Y	
6807	MESA-PHIL 102A	2	Y	
6808	MESA-PHIL 102B	2	Y	
6801	MESA-POLI 101	2	Y	Economics
6802	MESA-POLI 102	2	Y	Government
6810	MESA-PSYC 101	2	Y	
6813	MESA-PSYC 111	2	Y	
6814	MESA-PSYC 121	2	Y	
6824	MESA-PSYC 135	2	Y	
6818	MESA-PSYC 137	2	Y	
6827	MESA-PSYC 155	2	Y	
6828	MESA-PSYC 201	2	Y	
6829	MESA-PSYC 240	2	Y	
6815	MESA-SOCO 101	2	Y	
6799	MESA-SOCO 110	2	Y	
6727	MIRA-POLI 101	2	Y	Economics
6728	MIRA-POLI 102	2	Y	Government
6812	MIRA-PSYC 101	2	Y	
6583	MIRA-SOCO 101	2	Y	
6586	UCSD PHIL 10	2	Y	
6585	UCSD PSYC 1	2	Y	
6584	UCSD SOCIOLOGY	2	Y	
ENGLISH LANGUAGE ARTS				
Course Number	**Course Title**	**SDUSD Credits**	**Weighted**	**Graduation Credit**
4719	PLNU WRIT 99	1	N	
1861	CITY-COMS 103	2	Y	
1727	CITY-ENGL 101	2	Y	ELA
1728	CITY-ENGL 105	2	Y	ELA
1908	CITY-ENGL 47A	2	N	
1860	MESA-COMS 103	2	Y	
1707	MESA-ENGL 101	2	Y	ELA
1709	MESA-ENGL 105	2	Y	ELA
4729	MESA-ENGL 209	2	Y	ELA
1700	MESA-ENGL 47A	2	N	
4748	MESA-JOUR 220	2	Y	
1767	MIRA-ENGL 101	2	Y	ELA
0615	MIRA-COMS 103	2	Y	

San Diego Unified School District
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All courses must be have approval from ICC and the BOE before instruction begins to be offered at their high school site or taken via concurrent enrollment. All sites must also have an approved SDUSD agreement, before instructions begins. It is important to note that college weighted coursework became effective with college/university courses taken beginning in the fall 2016 with ICC and BOE approval.

MATHEMATICS				
Course Number	**Course Title**	**SDUSD Credits**	**Weighted**	**Graduation Credit**
4250	CITY-MATH 116	2	Y	Math
4251	CITY-MATH 119	2	Y	Math
4252	CITY-MATH 141	2	Y	Math
4253	CITY-MATH 150	2	Y	Math
4254	CITY-MATH 151	2	Y	Math
4256	CITY-MATH 252	2	Y	Math
4307	CITY-MATH 92	2	N	
4220	CITY-MATH 96	2	N	
4290	MESA-MATH 104	2	Y	Math
4240	MESA-MATH 116	2	Y	Math
4241	MESA-MATH 119	2	Y	Math
4792	MESA-MATH 121	2	Y	Math
4793	MESA-MATH 122	2	Y	Math
4794	MESA-MATH 141	2	Y	Math
4242	MESA-MATH 150	2	Y	Math
4243	MESA-MATH 151	2	Y	Math
4297	MESA-MATH 245	2	Y	Math
4244	MESA-MATH 252	2	Y	Math
4274	MESA-MATH 254	2	Y	Math
4310	MESA-MATH 92	2	N	
4276	MESA-MATH 96	2	N	
4199	MIRA-MATH 116	2	Y	Math
4214	MIRA-MATH 119	2	Y	Math
4395	MIRA-MATH 141	2	Y	Math
4315	MIRA-MATH 150	2	Y	Math
4316	MIRA-MATH 151	2	Y	Math
4349	MIRA-MATH 245	2	Y	Math
4352	MIRA-MATH 252	2	Y	Math
4380	MIRA-MATH 254	2	Y	Math
4327	MIRA-MATH 96	2	N	
4113	UCSD EXT MATH 20B	2	Y	Math
4127	UCSD EXT MATH 20C	2	Y	Math
4139	UCSD EXT MATH 20D	2	Y	Math
4143	UCSD EXT MATH 20E	2	Y	Math
4154	UCSD EXT MATH 20F	2	Y	Math

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

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SCIENCE				
Course Number	**Course Title**	**SDUSD Credits**	**Weighted**	**Graduation Credit**
6407	CITY-BIOL 107	2	Y	Life Science
6495	CITY-PHYN 100	2	Y	Physics
6496	CITY-PHYN 101	2	Y	Physics
6270	ECHS-CHEM 100	2	Y	Chemistry
6271	ECHS-CHEM 100L	2	Y	Chemistry
6293	ECHS-PHYSICS100	2	Y	Physics
6403	MESA-ANTH 102	2	Y	
6404	MESA-ASTR 101	2	Y	
6406	MESA-BIOL 110	2	Y	
6225	MESA-CHEM 152	2	Y	
6226	MESA-CHEM 152L	2	Y	
6796	MESA-GEOG 101	2	Y	
6405	MESA-GEOL 100	2	Y	
4724	PLNU BIO 101	2	Y	Biology Must take w/ PLNU 103
4749	PLNU BIO 103	2	Y	Biology Must take w/ PLNU 101
6409	UCSD NUTRITION	2	Y	
6408	UCSD O-BIO	2	Y	
WORLD LANGUAGE				
Course Number	**Course Title**	**SDUSD Credits**	**Weighted**	**Graduation Credit**
2119	CITY-FREN 201	2	Y	
2421	CITY-SPAN 201	2	Y	World Language
2469	ECHS-FRENCH 101	2	Y	World Language
2470	ECHS-FRENCH 102	2	Y	World Language
2465	ECHS-SPAN 101	2	Y	World Language
2466	ECHS-SPAN 102	2	Y	World Language
2467	ECHS-SPAN 201	2	Y	World Language
2468	ECHS-SPAN 202	2	Y	World Language
4807	MESA-AMSL 115	2	Y	World Language
4808	MESA-AMSL 115L	2	Y	
4809	MESA-AMSL 116	2	Y	World Language
4810	MESA-AMSL 116L	2	Y	
4817	MESA-JAPN 101	2	Y	World Language
4818	MESA-JAPN 102	2	Y	World Language
4821	MESA-SPAN 101	2	Y	World Language
4822	MESA-SPAN 102	2	Y	World Language
4823	MESA-SPAN 201	2	Y	World Language
4824	MESA-SPAN 215	2	Y	World Language

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

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VISUAL AND PERFORMING ARTS				
Course Number	**Course Title**	**SDUSD Credits**	**Weighted**	**Graduation Credit**
0405	CITY-ARTF 155A	2	Y	VAPA
0406	CITY-ARTF 195A	2	Y	VAPA
5103	CITY-MUSI 109	2	Y	VAPA
0420	CITY-PHOT 100	2	Y	VAPA
0183	ECHS-ART F 100	2	Y	VAPA
0184	ECHS-ART F 150A	2	Y	VAPA
0185	ECHS-ART F 195A	2	Y	VAPA
1456	ECHS-DANCE 181	2	Y	VAPA
1494	ECHS-DRAMA 105	2	Y	VAPA
1495	ECHS-DRAMA 132	2	Y	VAPA
5110	ECHS-MUSIC 100	2	Y	VAPA
5111	ECHS-MUSIC 150A	2	Y	VAPA
0186	ECHS-PHOTOG 100	2	Y	VAPA
0440	MESA-ARCH 127	2	Y	VAPA
0417	MESA-ARTF 100	2	Y	VAPA
0423	MESA-ARTF 107	2	Y	VAPA
0433	MESA-ARTF 110	2	Y	VAPA
0424	MESA-ARTF 111	2	Y	VAPA
0434	MESA-ARTF 150A	2	Y	VAPA
0435	MESA-ARTF 151	2	Y	VAPA
0436	MESA-ARTF 155A	2	Y	VAPA
5130	MESA-MUSI 100	2	Y	VAPA
5132	MESA-MUSI 111	2	Y	VAPA
5146	MESA-MUSI 158A	2	Y	VAPA
5147	MESA-MUSI 158B	2	Y	VAPA
5148	MESA-MUSI 268A	2	Y	
5149	MESA-MUSI 268B	2	Y	
PHYSICAL EDUCATION				
Course Number	**Course Title**	**SDUSD Credits**	**Weighted**	**Graduation Credit**
5581	ECHS PE 1	1	N	Physical Education
5582	ECHS PE 2	1	N	Physical Education
5583	ECHS PE 3	1	N	Physical Education
5584	ECHS PE 4	1	N	Physical Education

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

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OTHER ELECTIVES				
Course Number	**Course Title**	**SDUSD Credits**	**Weighted**	**Graduation Credit**
1120	CITY-CHIL 101	2	Y	
2552	CITY-HEAL 101	2	Y	
8250	CITY-PERG 120	2	Y	
8258	CITY-PERG 127	2	Y	
0700	MESA-BUSE 100	2	Y	
0618	MESA-COMS 101	2	Y	
0619	MESA-COMS 135	2	Y	
1139	MESA-FASH 120	2	Y	
2551	MESA-HEAL 101	2	Y	
3320	MESA-HEAL 131	2	Y	
0596	MESA-MARK 100	2	Y	
1130	MESA-NUTR 150	2	Y	
1131	MESA-NUTR 153	2	Y	
8249	MESA-PERG 120	2	Y	
8257	MESA-PERG 127	2	Y	
0605	MIRA-BUSE 100	2	Y	
0608	MIRA-BUSE 155	2	Y	
0609	MIRA-BUSE 157	2	Y	
2553	MIRA-HEAL 101	2	Y	
0606	MIRA-MARK 100	2	Y	
8251	MIRA-PERG 120	2	Y	
8252	MIRA-PERG 127	2	Y	
ADULT EDUCATION JOINT DIPLOMA PROGRAM COURSES				
Course Number	**Course Title**	**Credits**	**Weighted**	**Graduation Credit**
8126	JDP COM COL FA 1	1	N	JDP Fine Arts
8127	JDP COM COL FA 2	1	N	JDP Fine Arts
8122	JDP COM COL NC1	0	N	
8123	JDP COM COL NC2	0	N	
8124	JDP COM COL PA 1	1	N	JDP Practical Arts
8125	JDP COM COL PA 2	1	N	JDP Practical Arts

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

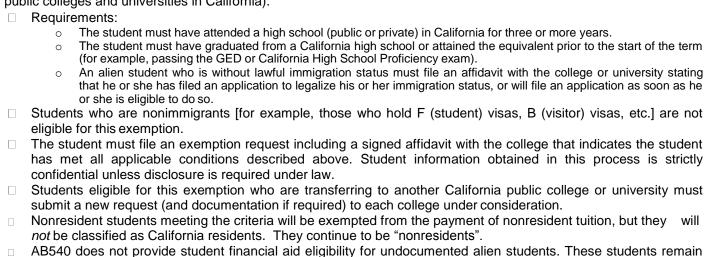| Course #	Course Title	Eligibility for College Credit	College Credits *
8191, 8192; 8193, 8194; 8197, 8198	Automotive Technology 1-6	Grade of A or B and end-of-course exam	Up to 3
0731, 0732	Accounting 1,2	Grade of A or B and end-of-course exam	Up to 3
8540, 8541	Auto Body Repair/Refinishing 1,2	Grade 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 9
8796, 8797	Developmental Psychology of Children 1-4	Grade of A or B and end-of-course exam	Up to 6
0671, 0672	Fire Protection Technology 1, 2	Grade of A or B and end-of-course exam	Up to 3
1165, 1166	Food Preparation and Nutrition 1,2	Grade of A or B and end-of-course exam	Up to 7
3709, 3710	Foundations of Transportation Tech 1,2	Grade of A or B and end-of-course exam	Up to 3
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 9
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

* 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:
    - o The student must have attended a high school (public or private) in California for three or more years.
    - o 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).
    - o 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.

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/ab540faqs.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

Rev. 10/03   **RETURN THIS COMPLETED FORM TO THE CAMPUS ADMISSIONS OFFICE**