ALL STUDENTS, PARENTS, AND COUNSELORS MUST COMPLY WITH THE FOLLOWING PROCEDURES:

1. New Students – complete the Cerro Coso Application online: www.cerrocoso.edu/apply.
2. Returning Students – update your information every semester through InsideCC.
3. Obtain course recommendations and approval from High School Counselor or Administrator. Not all Cerro Coso classes are available to high school students. Restrictions may be in place by certain departments or based on levels of courses. Certain courses may also be limited to students who have taken college classes previously or high school juniors/seniors. To find out what courses you are eligible to take, please contact the Counseling department.
4. Obtain approval from parent or guardian.
5. This cover page must be signed and submitted with the Concurrent/Dual Enrollment Student Release form with current high school transcripts attached.
6. How to submit concurrent enrollment forms to Cerro Coso Counseling:
   - Ridgecrest, online, and out of area: Take to Counseling or fax to 760-384-6255
   - Kern River Valley: Take to Counseling or fax to 760-379-5547
   - East Kern & Tehachapi: Email to tehachapi_campus@cerrocoso.edu
   - ESCC – Bishop/Mammoth: Take to front desk at Bishop or Mammoth or give to a high school counselor.

Important Requirements:

- Students are required to have a minimum GPA of 2.0. If an exception is felt to be appropriate, the school official must provide justification on the Concurrent/Dual Enrollment Student Release form.
- High school students can only take college level courses, which are C050-C299 level.
- Forms must be submitted no later than 3 weeks prior to the start of the semester to allow Cerro Coso Counseling time to process the forms. Forms received after that time are not guaranteed processing.
- Any high school student wishing to take math or English at Cerro Coso must be placed into the appropriate course based on the student’s high school transcript, course completion and grades, and policies developed by the Cerro Coso math and English departments. Counseling staff will make the determination for appropriate English and math courses based on these guidelines.

Watch the instructional video at https://www.cerrocoso.edu/studentservices/admissions/concurrent-high-school-students to make sure that concurrent and dual enrollment is right for you. If you are uncertain about the responsibilities outlined in the video and on this form, a college class may not be the best option for you at this time. Minor students and their parents/guardians should understand that students are enrolling in college classes, which are designed with adults in mind. The atmosphere of the campus in general, and of classrooms in particular, will reflect an adult population.

Concurrent and dual enrollment students are considered college students and all Cerro Coso policies and procedures must be adhered to. Parents/guardians will not receive information regarding the student without a FERPA form on file, signed by the student. The student will need to contact the Counseling department to have this agreement completed each semester. Cerro Coso enrollment fees are waived for K-12 students who are California residents.

Concurrent and dual enrollment students are required to abide by all the rules and regulations of Cerro Coso Community College. These policies and procedures can be found on this form, in the Student Handbook, the Student Conduct Policy, the College Catalog, in Board Policy, and on the college website (www.cerrocoso.edu) under Student Services.

I agree to the above and to abide by all the rules and regulations of Cerro Coso Community College, and authorize the release of academic and Code of Conduct information to the high school. I hereby release Cerro Coso Community College from any and all liability or damages for providing the information requested.

Student’s Signature ___________________________________________ Date __________________________

Parent/Guardian Approval ____________________________________ Date __________________________
NO CLASS MAY BE TAKEN, OR CLASS CHANGES MADE, WITHOUT THE APPROVAL OF A COLLEGE COUNSELOR OR EDUCATIONAL ADVISOR. ANY CHANGES TO CLASS(ES) SELECTION MUST BE APPROVED BY HIGH SCHOOL & CERRO COSO.

**FOR STUDENT/PARENT COMPLETION** (Please fill in appropriate blanks with ballpoint pen.)

Student’s Name (Last, First, M.I.) __________________________________________________________________________

Cerro Coso Student ID @ __________________________________________________________________________

Birthdate _____________________________________________________________________________________________

Phone Number _______________________________________________________________________________________

Street Address _______________________________________________________________________________________

City, State, Zip _______________________________________________________________________________________

By signing page 2 of the Concurrent/Dual Enrollment Student Release, I confirm that I have reviewed the policies and procedures outlined on page 1.

Student’s Signature __________________________________________________________________________________

Date _______________________________________________________________________________________________

Parent/Guardian Approval _____________________________________________________________________________

Date _______________________________________________________________________________________________

**FOR SCHOOL OFFICIAL COMPLETION**

Name of Middle/High School ___________________________________________________________________________

School Address ______________________________________________________________________________________

Grade: (indicate one)  ☐ 9  ☐ 10  ☐ 11  ☐ 12  GPA (Required) ______________________________________________________________________________________

<table>
<thead>
<tr>
<th>College Course Requested</th>
<th>Course Reference Number (CRN)</th>
<th>Units</th>
<th>Initial of HS Official</th>
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Comments/Exceptions*:

______________________________________________________________________________________________

*If an exception to the 2.00 minimum G.P.A. is felt to be appropriate, the school official must provide a written justification.

Release Approval ________________________________________________________________________________

Signature of School Official _____________________________________________________________________

Date ___________________________________________________________________________________________

Title _________________________________________________________________________________________

Contact Number ________________________________________________________________________________

**FOR COLLEGE COMPLETION ONLY**

☐ Approved  ☐ Disapproved  ☐ Concurrent  ☐ Dual Enrollment

Counselor’s/Advisor’s Signature _____________________________________________________________________

Date ___________________________________________________________________________________________

Comments _____________________________________________________________________________________

______________________________________________________________________________________________

Does student want to be placed on waitlist if classes are full? ☐ Yes  ☐ No  If yes, counselor/advisor must discuss waitlist policies with student.

Course Credit Transferred _________________________________________________________________________

Date _________________________________________________________________________________________

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