



DUAL ENROLLMENT FORM

Return to Admissions & Records Office
Incomplete or illegible forms will not be processed

PART A: TO BE COMPLETED BY STUDENT

PLEASE COMPLETE BOTH SIDES OF FORM

Name _____
Last First MI

Fall Spring Summer _____ year

Email _____

MPC Student ID # _____ / _____ / _____

Address _____

Phone (_____) _____

City State Zip

Grade level (6-12) during term: _____

EMERGENCY CONTACT INFORMATION: Name: _____
Last First MI

Relationship: _____ Phone number: _____

General MPC Course(s)

Department and Number	Course Title	Units

See reverse for more information.

College & Career Access Pathway (CCAP) Course(s)

For CCAP classes beginning fall 2023, please use the new CCAP specific dual enrollment forms available on our website: www.mpc.edu/admissions/forms.

Students are welcome to take both traditional and CCAP classes while dual enrolled, please follow both processes to be able to take both types of classes.

PART B: TO BE COMPLETED BY PRINCIPAL

I approve the enrollment of this student into the courses specified above. If this is for the Summer Session, I verify that no more than 5% of this student's grade level has been recommended to enroll at MPC.

Name of School (Home school: attach a copy of Private School Affidavit) Contact Number

Address of School

Name and Title of Principal or School Designee Signature of Principal or School Designee Date

Designees must have preapproval by the principal and may be required to be on file with MPC.

PART C: TO BE COMPLETED BY MPC DEAN OF STUDENT SERVICES

FOR STUDENTS IN GRADES 6-8

Approved Denied _____

Signature of Dean of Student Services or Designee Date

General MPC Course Information

- Courses may be taught at any location or online.
- Student may only enroll in advanced scholastic courses numbered 1 – 199.
- Students may register in up to 11.0 units per semester (Fall/Spring) and 7 units in summer.

CCAP Course Information

- Almost always taught at one of our local area high schools.
- Generally restricted courses, and may require an add code from the instructor to register.
- Enrollment is limited to no more than 15.0 units (4 courses) per semester (Fall/Spring).

DUAL ENROLLMENT GENERAL INFORMATION

Monterey Peninsula College allows students in grades 6-12, who are at least 12 years of age, to enroll in advanced scholastic college courses. Students must submit an application and a Dual Enrollment form every semester/session they attend.

Special Note to Parents Regarding Right to Access Student Records

Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, a student's college record and transcript will only be released upon the student's request.

PARENT / LEGAL GUARDIAN ACKNOWLEDGEMENT

It is imperative that parents/legal guardians and their minor children understand that, as students, they are entering a college environment that carries with it certain possible scenarios, not all of which can be anticipated. The average age of the Monterey Peninsula College student has increased and the student body has become increasingly diverse in all respects. The atmosphere of classes may frequently reflect this diverse adult population.

By signing below, parents/ legal guardians are acknowledging and accepting the following statements:

- All college coursework and grades become a permanent part of the student's official college academic history and transcript. These grades will not be changed or erased. Poor grades can have a far reaching effect, future admission to college or university of choice, eligibility for financial aid, etc.
- Students must abide by the Monterey Peninsula College Standards of Conduct and are subject to the student disciplinary procedures as stated in the College catalog. All disciplinary incidents become a part of the student's personal history.
- Students are expected to meet all deadlines, classes must be dropped within the stated deadline in the Schedule of Classes, grade options selected, assignments turned in on time, etc.
- Attendance is required, but not monitored. No one will call if students miss class.
- Instructors cannot inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time. Instructors cannot sit with a child while they wait to be picked up.
- Courses may include frank discussions of sensitive topics; audio-visual presentations may be graphic in their content and, students may be exposed to vulgar language outside of the classroom.
- Students may access condoms, pregnancy information, HIV information, and a wide variety of other services through the Student Health Services department.
- Group work, field trips, and/or class presentations may be expected in the class. If required, these activities and assignments will not be modified to accommodate dual enrolled students.
- If the instructor determines that the student is not keeping up with the class, the instructor has the right to drop the student.
- Students are responsible for being aware of all fees. Any fee disputes must be handled within the semester/session in which the course was held.

These precautions are not meant to create undue concern for parents or students, only to serve as an advisory to allow you to manage your particular situation so the student will have a positive educational experience at Monterey Peninsula College.

I certify that I have read and understand the listed responsibilities and expectations listed for a dual enrolled student attending Monterey Peninsula College and give permission for my student to register in the courses listed on the front of this form.

Parent / Guardian Signature

Date

STUDENT ACKNOWLEDGEMENT

By signing below I, the student, acknowledge I have read and understand the listed responsibilities and expectations for a dual enrolled student attending Monterey Peninsula College; and, I request authorization to enroll in the courses listed on the front of this form.

Student Signature

Date