



Early College Credit Form

This form is for high school students who have completed the 8th grade or are 15 years of age or older.

The following conditions are associated with admission as an Early College Credit student:

- Only one form is required for the entire duration of your attendance at MiraCosta College while in high school.
- The course content is not altered, is intended for adults and students may be exposed to discussions, readings, and visual materials of mature nature.
- The student is treated as an adult and is expected to act in a mature manner in the classroom.
- Grades earned at MiraCosta College are recorded on the student’s permanent academic record at the college.
- Students can enroll up to a maximum of 11 units per fall/spring term and 8 units per summer session; exceptions are made for OUSD CCAP Dual Enrollment students who may enroll in up to a maximum of 15 units per fall/spring term or 9 units per summer session. Please see [MiraCosta College AP 5011](#) for more information.

Where to submit your form:

- **Adobe e-Sign Form:** Admissions & Records will receive the form once all parties have signed.
- **Print and Sign Form:** Email the completed form to dualenroll@miracosta.edu.
- Once the form is processed (usually in 1-3 business days), Adobe e-Sign will send an automated email to everyone confirming that the form has been processed. If the form was emailed, the student will receive confirmation from dualenroll@miracosta.edu.

Student Information

Student Name: _____
(first) (middle) (last)

SURF ID: _____ Date of Birth: _____ Phone: _____ Email: _____

Current Grade in High School: _____ Expected High School Graduation Date (MM/YYYY): _____

FERPA Release of Authorization to Parent or Guardian

FERPA gives the student the right to provide consent for disclosing information from their education records to a parent or guardian. By initialing this section, the student authorizes MiraCosta College to share information regarding their application status, registration progress, enrollment status, and account balance. Initial _____

To opt out of **Release of Information to Parent or Guardian**, students must submit a written request to dualenroll@miracosta.edu.

FERPA Parent/Guardian Information

First and Last Name (Print)	Relationship to Student	Parent/Guardian Email
	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian	
	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian	

Student Acknowledgement: I acknowledge that I am opting out of the \$2 student representation fee. Initial _____

Student Signature: _____ Date: _____

Parent/Guardian Authorization

IMPORTANT: The parent/guardian approval section is **NOT** required for students who are 18 years or older.

- I acknowledge that my child/legal ward will be creating a permanent college academic record at MiraCosta College. **Initial** _____
- I give my permission for emergency first aid and treatment for my minor child/legal ward. **Initial** _____
- I also give permission for my child/legal ward to be treated by a nurse, physician, and/or mental health counselor in the Student Health Center at MiraCosta College. **Initial** _____
- I acknowledge that if I choose to cancel my authorization, I must submit a written request to the MiraCosta College Registrar. **Initial** _____

Parent/Guardian FERPA Acknowledgement:

If my child/legal ward consents to a FERPA Release of Information to a Parent or Guardian:

- I acknowledge that I can only receive information regarding my child/legal ward's application status, registration progress, enrollment status, and account balance. **Initial** _____
- This authorization does not permit MiraCosta College to share information about interactions with instructors, course performance, or to make decisions on your child/legal ward's behalf. **Initial** _____

Parent/Guardian Name: _____
(first) (last)

Parent/Guardian Email: _____

Parent/Guardian Signature: _____ **Date:** _____

High School Principal or Designee Authorization

The above-named student meets all the following criteria as defined by Education Code 48800-48802 and 76000-76002 and is able to benefit from the advanced coursework.

For Summer Session Only:

- Demonstrates adequate preparation in the discipline to be studied.
- Has exhausted all opportunities to enroll in an equivalent course, if any, at their school of attendance.
- This recommendation does not exceed 5% of the students at the same grade level. I may exceed the 5% rule if the student is taking classes in one of the following areas: courses that apply toward the IGETC or CSU GE breadth requirements or are part of a career-technical occupational sequence.

High School Name: _____ **Public** **Private**

High School Address: _____
(street number & name) (city) (state) (zip code)

Principal/Designee Name: _____
(first) (last)

Principal/Designee Signature: _____ **Date:** _____

Office Use Only

Private School Affidavit: _____ Residency: _____ Staff Initials: _____

Notes: _____

Tuition and Fees

- Tuition and fees are waived; however, F-1 students are required to pay all applicable fees.
- **CCAP OUSD/Dual Enrollment Students:** students taking classes at their high school will have books and supplies provided by their high school.
- **Concurrent Enrollment Students:** are responsible for purchasing material fees, books, and supplies related to their enrolled courses.

Transcripts

- At the end of the semester, official MiraCosta College transcripts can be ordered through Parchment at miracosta.edu/transcripts.
 - The first two transcripts ever requested are free; thereafter, transcripts will be \$7.00 per request.
- For instructions on how to view your unofficial MiraCosta College transcript, please visit miracosta.edu/surftutorials.

Priority Registration

- According to State Education Code 76001, early college credit high school students must be assigned the lowest registration priority to prevent displacing regularly admitted students enrolling each term; the following exceptions are made for OUSD CCAP Dual Enrollment students:
 - The district may give registration priority to students who need a community college course that is required for their CCAP Dual Enrollment program. This registration priority is the same as what students attending a middle college high school receive according to Education Code Section 76001. Credits earned in line with a CCAP program may help determine a student's registration priority at a community college.

Student Resources

- At MiraCosta College, we are here to support you both inside and outside of the classroom. As a MiraCosta College student, you have access to FREE support services
 - [Campus Library and Computer Labs](#)
 - [Free Tutoring](#) (in-person and online)
 - [Academic Counseling](#)
 - [Mental Health Counseling](#)
 - [Student Help Desk](#) (Technology Support)
 - [Free Laptop & Hotspot Loans](#) (semester-long)
 - And much more! Visit the [Student Resources webpage](#) for more information.

Student Accessibility Services

High school students with an IEP (Individualized Education Plan) or 504 Plan can visit the [Student Accessibility Services \(SAS\)](#) webpage to submit an academic accommodations application for their MiraCosta College courses.

- **Questions? Connect with the Student Accessibility Services Office:**
 - **Email:** sas@miracosta.edu
 - **Phone:** 760.795.6658
 - **Office Location:** Building 14, 2nd Floor, Oceanside Campus

Rights and Responsibilities of Students

- Students must complete an online [Admissions Application](#) through CCCApply.
 - An application is not required if a student was enrolled the previous semester, however if a student does not enroll in courses for two consecutive Fall/Spring semesters, they will need to submit a new admissions application.
- A student under 18 years old must obtain signatures from both a parent/guardian and the high school principal or designee.
 - Students 18 years or older DO NOT need a parent/guardian signature and must only obtain a signature from their high school principal or designee.
- Students registered in MiraCosta College courses are expected to adhere to MiraCosta College policies on student responsibilities, standards, and conduct at all times. Student rights and responsibilities are outlined in the [MiraCosta College Catalog](#) and includes course information and college policies such as grading, course repetition, enrollment procedures and course transfer. All students are directed to read the sections on Academic Standards and Policies, Student Support Programs and Services, Student Rights and Responsibilities and Standards of Conduct.

Information for Private and Home Schools

Private High School Students

- California Education Code Sections 48800 and 76001(a) require that high school students from private high schools may register for classes through concurrent enrollment upon petition of the parent. Placement into college credit classes may be determined by the private high school representative.
- Recommendations from private high school principals will only be accepted if the school has filed a Private School Affidavit with the [California Department of Education](#).
- If the private school isn't listed as active on the California Department of Education website, the student will need to send a copy of their Private School Affidavit for the current school year to dualenroll@miracosta.edu.

Home-School Students

- Home-schooled students must show proof that they are registered as a private school by providing a Private School Affidavit for the current school year **OR** they can get approval from the public high school they would normally attend. The local high school must agree that home-schooling counts as valid school attendance and decides if the student has done enough coursework to be ready for college classes.
- Home school students must email their Private School Affidavit to dualenroll@miracosta.edu.

Early College Credit Options Available to Students

Concurrent Enrollment

Offers high school students the chance to take college courses at MiraCosta College (in-person, online, or hybrid) and earn college credit.

- **Eligible HS students:** All high school students
- The following conditions are associated with admission as a Concurrent Enrollment student:

- Students are responsible for registering themselves for classes each term.
- Approval does not guarantee enrollment. If the class is filled, students will need to obtain a permission number from the instructor once the term begins.
- Students are responsible for checking their class schedule in SURF.
- Students accept full responsibility for the grade they will receive or for dropping a class they will not attend.

CCAP Dual Enrollment (Courses taught at OUSD)

CCAP Dual Enrollment (Courses taught at OUSD)

Earn college credit and meet HS graduation requirements by taking MiraCosta College classes offered at your high school campus or online.

- Students must contact their high school counselor before completing this form.
- **Eligible High School Students:** El Camino High School, Oceanside High School, and Surfside Educational Academy.
- Approval does not guarantee enrollment. If the class is filled, students will need to obtain a permission number from the instructor once the term begins.
- Students are responsible for checking their class schedule in SURF.
- Students accept full responsibility for the grade they will receive or for dropping a class they will not attend.
- MiraCosta College is authorized to release academic records and official grades to your high school registrar, counselor, or designee and you may be eligible to receive course credit toward your high school completion.
- By signing the Early College Credit Form, the student, parent or guardian, High School principal or designee, and College designee are certifying they're in compliance with the requirements listed in the MiraCosta College Administrative Procedure 5011: Admissions and Concurrent Enrollment.
 - Please view [MiraCosta College AP 5011](#) for more details.

Dual Enrollment (Courses taught at CUSD and SDUHSD)

Earn college credit and meet HS graduation requirements by taking MiraCosta College classes offered at your high school campus or online.

- Students must contact their high school counselor before completing this form.
- **Eligible HS students:** Carlsbad High School, Sage Creek High School, Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, and Torrey Pines High School.
- The following conditions are associated with admission as a Dual Enrollment student:
 - Approval does not guarantee enrollment. If the class is filled, students will need to obtain a permission number from the instructor once the term begins.
 - Students are responsible for checking their class schedule in SURF.
 - Students accept full responsibility for the grade they will receive or for dropping a class they will not attend.
 - MiraCosta College is authorized to release academic records and official grades to your high school registrar, counselor, or designee and you may be eligible to receive course credit toward your high school completion.

Cathedral Catholic High School

Earn college credit and meet HS graduation requirements by taking MiraCosta College classes offered at your high school campus or online.

- Students must contact the Dean of Academics at deansofacademics@cathedralcatholic.org before completing this form.
- The following conditions are associated with admission as a CCHS Dual Enrollment student:
 - Approval does not guarantee enrollment. If the class is filled, students will need to obtain a permission number from the instructor once the term begins.
 - Students are responsible for checking my class schedule on SURF.
 - Students accept full responsibility for the grade they will receive or for dropping a class they will not attend.
 - MiraCosta College is authorized to release academic records and official grades to your high school registrar, counselor, or designee and you may be eligible to receive course credit toward your high school completion

Questions? Connect with Us!

- **Email:** dualenroll@miracosta.edu
- **Oceanside Campus:** 760.795.6620
- **San Elijo Campus:** 760.634.7870
- Visit us on-campus at the Welcome Center's. Visit miracosta.edu/admissions for the regular hours of operation.