



1. **FREE!!** to students in grades 6–12
2. **NO Replacing CHS Courses:** CHS students can enroll in whatever course(s) they're interested in but may NOT use that course to replace a CHS course or satisfy a CHS graduation requirement. However, students may complete an MPC course to make up a failed course at CHS (*limited to 10 credits*).
3. **Advance in Math:** students are eligible to use MPC courses to advance further in high school math.
4. **Earn up to 10 credits (max):** completed MPC UNITS will be multiplied by 3.33 to convert to high school CREDITS (*for a maximum of 10 high school credits*): **1.5 units = 5 CHS credits**    **3 units = 10 CHS credits**
5. **Optional Inclusion on CHS transcripts:** students may opt to have their MPC course included on their CHS transcript. CHS will factor the MPC course into their GPA but will NOT give the course a weighted grade bump. Students must request an official MPC transcript be sent to Linda Galuppo (CHS registrar) for inclusion on CHS transcript.
6. **Include in College Applications:** students may include their completed MPC coursework on their college applications (*regardless of whether the course is included on their CHS transcript*). Most 4-year colleges will give a weighted GPA bump for any community college course designated UC/CSU approved (*students must also send official MPC transcripts to their prospective colleges*).

## STEPS TO ENROLL@ MPC

### STEP 1: APPLY TO MPC → <https://www.mpc.edu/admissions/apply-to-mpc/u-s-based-students>

Fill out an application online. You will need to re-apply each term/session for which you plan to attend. Within 30 minutes, you should receive a student ID number by email.

### STEP 2: REVIEW MPC CLASS SCHEDULES

Google: "MPC Class Schedule" to access class schedules for Fall, Spring, and Summer. Be sure to confirm the correct course FORMAT (*online vs in-person*) and SCHEDULE (*day & time offered*)

### STEP 3: COMPLETE THE ATTACHED "DUAL ENROLLMENT FORM"

Using information available on the online class schedule, complete the attached Dual Enrollment Form

Obtain a signature from your PARENT

Obtain a signature from a CHS COUNSELOR (any)

### STEP 4: SUBMIT YOUR COMPLETED DUAL ENROLLMENT FORM TO MPC ADMISSIONS:

Email: [admissions@mpc.edu](mailto:admissions@mpc.edu)

In-Person: Student Services Building (STS)

First Floor, Rm #107

### STEP 5: Login to WEBREG and ADD your course(s):

<https://webreg.mpc.edu/>

(*be sure to request an ADD code from instructor if adding late*)

**STEPS:** taken directly from MPC's website; Google "MPC Dual Enrollment" to access

Contact MPC Admissions & Records with additional questions:

**(831) 646-4002**



# 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](http://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