



UNITED WAY OF
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A toolkit to help you
(and your family) discover
how to earn college
credit while you're still in
high school through an
opportunity called
“dual enrollment.”

EARN COLLEGE CREDIT IN HIGH SCHOOL: DUAL ENROLLMENT

ALL STUDENTS
can do college-level courses.

ALL STUDENTS
can earn college credit before
graduating high school.

DEVELOPED BY



CAUSE IMPACTS
for greater good.



HOW TO USE THIS TOOLKIT

Dual enrollment helps students like you take real college classes, get ahead in their education, and prepare for the future. Whether you're just learning about dual enrollment or you're ready to sign up, this toolkit provides the information you need to get started, make informed decisions, and plan a path that works best for you.

LET'S DIVE IN!

THIS TOOLKIT EXPLAINS:

- 1 What is Dual Enrollment?
- 2 How to Find Out if Dual Enrollment Is Right for You
- 3 Types of Dual Enrollment
- 4 Choosing the Right Dual Enrollment Class
- 5 Advanced Placement and Dual Enrollment
- 6 Common Myths About Dual Enrollment
- 7 How to Sign Up for Dual Enrollment
- 8 Important Things to Know Before Starting Dual Enrollment
- 9 Steps to Begin Your Dual Enrollment Journey
- 10 How Can Families Support Their Students?



To Access A PowerPoint Presentation of this Dual Enrollment Toolkit please visit this page:
unitedwayla.org/community-college-success-resources/



WHAT IS DUAL ENROLLMENT?

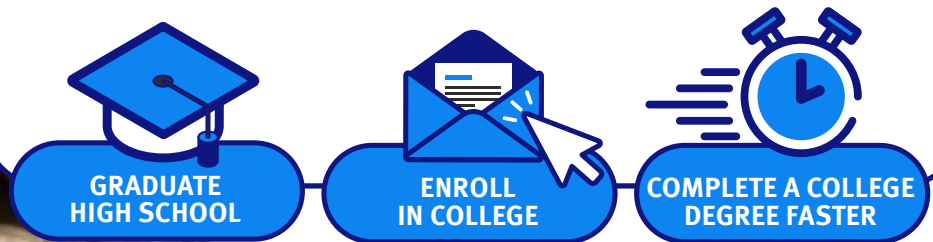
Dual enrollment is an opportunity for high school students to take real college classes. These classes can count for **both high school graduation requirements and college credit**. It's like earning double credit for the same class! Dual enrollment gives every high school student the opportunity to succeed.

WHO CAN TAKE DUAL ENROLLMENT CLASSES?

- Dual enrollment is open to ALL high school students.
- There is no specific GPA or special test scores required to enroll.
- No matter your background, academic experience, or immigration status, every high school student can participate.
- Some colleges allow middle school students to participate in dual enrollment classes. Please check with your select college to find out more.

WHAT ARE THE BENEFITS OF DUAL ENROLLMENT?

Did You Know? Students who participate in dual enrollment are more likely to:



DATA SNAPSHOT Research on postsecondary outcomes of high school dual enrollment students found that:

- Four out of five (81%) dual enrollment students enrolled in college or university in the first year after high school, which was higher than the national average of 70%.
- Students who took dual enrollment classes were more likely to finish their bachelor's degrees in 4 years compared to those who didn't take them (36% vs. 34%). This advantage was even bigger for certain groups; low-income students were 8% more likely to graduate in four years, Black students were 11% more likely, and Hispanic students were 6% more likely.

WHY DUAL ENROLLMENT IS A GAME CHANGER:

- **SAVE MONEY! TUITION IS FREE!**

As a high school student, your tuition for dual enrollment classes is free. (In some cases, you may need to pay for student fees, textbooks, materials, and transportation if you take dual enrollment classes on your own.)

- **SAVE TIME.** Dual enrollment can help you finish college faster, transfer to a four-year school sooner, or even jumpstart your career and allow you to start earning money earlier.

- **PREVIEW COLLEGE LIFE.** Taking college classes can seem like a big step, but with dual enrollment, you get to experience it firsthand while still in high school. It's a great way to see what college is really like and start building confidence in your ability to succeed.
- **GET COOL PERKS.** You get access to all of the services and resources a college offers, like scholarships, tutoring, a food pantry, a writing center, career services, and more.
- **STAND OUT ON COLLEGE APPLICATIONS.** Dual enrollment classes look great on college applications. They show colleges that you're ready for the challenge of college-level work. Plus, these classes can even boost your high school GPA and can greatly improve your chances of getting accepted to a four-year university.
- **EXPLORE ACADEMIC INTERESTS.** Interested in engineering? Or maybe ethnic studies? Dual enrollment lets you explore college-level subjects and figure out what interests you.



STUDENT SPOTLIGHT

Horatio's Dual Enrollment Journey:
From a 2.2 to a 3.2 GPA and Big Dreams

My name is Horatio, and I'm a 12th-grade student currently enrolled in dual enrollment. My journey with dual enrollment started back in my sophomore year, and looking back, it's one of the best decisions I've made.

Before dual enrollment, my GPA was a 2.2, and honestly, I wasn't sure if I could handle the extra challenge. But here I am now, with a 3.2 GPA, feeling proud of how far I've come. I won't lie—

dual enrollment is hard. But it's doable, and it's actually enjoyable once you get into the rhythm. One thing I've learned is that it's not as bad as it might seem at first. For me, it's all part of my dream to become a family physician, and I feel like dual enrollment has put me on the right path.

My advice to other high school students thinking about dual enrollment is to go for it. You might surprise yourself with what you can achieve.

How to Find Out if Dual Enrollment is Right for You

Take this quick quiz to find out if dual enrollment is a good match for your goals and plans.

- | | |
|--|--|
| <input type="checkbox"/> Do I want to or need to get a head start on college by earning free credits while still in high school? | <input type="checkbox"/> Do I want to challenge myself to take a college-level course and get the support I need if I struggle? |
| <input type="checkbox"/> Do I want to or need to reduce the cost of college? | <input type="checkbox"/> Do I want to strengthen my college applications? |
| <input type="checkbox"/> Do I want to explore what college is like while still in high school? | <input type="checkbox"/> Will I talk to a counselor if I'm unsure which dual enrollment classes count for high school credit and college credit? |

If you answered yes to any of these, dual enrollment could be the perfect opportunity for you!

TYPES OF DUAL ENROLLMENT

TYPE	CONCURRENT ENROLLMENT OR INDIVIDUAL DUAL ENROLLMENT <i>A student enrolls at a college on their own.</i>	COLLEGE AND CAREER ACCESS PATHWAY (CCAP) <i>A high school makes a formal agreement with a college to offer college classes at the high school</i>	EARLY COLLEGE OR MIDDLE COLLEGE <i>This is a type of high school where you can earn your high school diploma and college credits at the same time. You can earn an associate's degree or up to two years of college credits.</i>
WHERE YOU LEARN	At the community college and/or online, depending on the class.	At select high schools.	Early College takes place at select high schools, and Middle College takes place at select community colleges.
WHO'S IN THE CLASS	Take the class with other college students from everywhere.	Take the class with your high school classmates.	Take the class with your high school classmates.
COST	Tuition is free, but you will likely need to pay student fees, transportation, and books.	You pay no costs. Tuition, fees, and books are covered by your high school.	You pay no costs. Tuition, fees, and books are covered by your high school.
IMPORTANT NOTES	What to watch out for: Not all classes you take under this opportunity will count for high school credit. Talk to your high school counselor BEFORE signing up.	You get extra support. All classes you take under this program will count for high school credit. Plus, you get the added benefits of the high school and college working together, helping you navigate both systems.	What to watch out for: Early College is more structured for academic acceleration and college preparation, while Middle College focuses on supporting students who benefit from an alternative learning environment to complete high school and ease into college.

COLLEGE AND CAREER ACCESS PATHWAY (CCAP) SPOTLIGHT

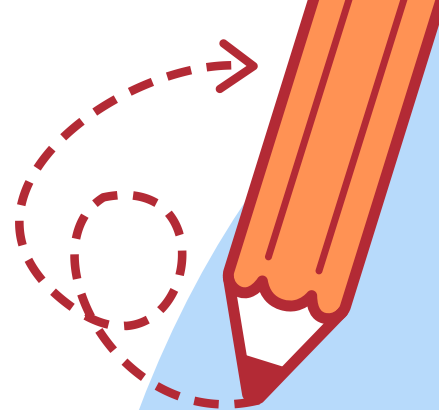
Ask your high school if they offer CCAP. It has added benefits that will help you succeed in dual enrollment classes!

- All CCAP dual enrollment classes count toward high school graduation requirements, unlike some concurrent enrollment or Individual Dual Enrollment classes.
- Dual enrollment classes offered under CCAP will likely satisfy other requirements to help you prepare for college because your high school is designing the program for students like you.
- Your high school and college work together through CCAP, so you get extra support from both to help you succeed in your classes. For example, tutoring services at the college could coordinate with your high school.
- If your school participates in CCAP, they may already host workshops that help you enroll through your high school.



We highly recommend that you ask your school if they offer CCAP dual enrollment and sign up today!

CHOOSING THE RIGHT DUAL ENROLLMENT CLASS



Dual enrollment classes can satisfy multiple requirements. When exploring your options, select a class that counts for high school credit AND fulfills at least one of the following: A-G, IGETC, or CTE requirements. See below to learn more.

REQUIREMENTS	WHAT ARE THEY?	IMPORTANT TO KNOW	WEBSITE TO LEARN MORE
HIGH SCHOOL REQUIREMENTS	Classes you need to take in order to graduate from high school.	Check with your high school counselor to make sure the dual enrollment class you are taking also fulfills a high school graduation requirement.	Your high school's website.
A-G REQUIREMENTS	Classes you need to take in high school if you want to apply to a University of California (UC) or Cal State University (CSU).	You can graduate from high school without completing all the A-G requirements. Not all dual enrollment classes meet A-G requirements. Talk to your high school counselor to find out which dual enrollment classes meet A-G requirements.	www.cde.ca.gov/ci/gs/hs/hsgtable.asp Find your school's approved A-G list: https://hs-articulation.ucop.edu/agcourselist
IGETC (Intersegmental General Education Transfer Curriculum)	Classes that college students take to cover their general education requirements, usually during the first two years of college.	To see if a dual enrollment class will transfer to a university, check out ASSIST.org . This is your go-to website for transfer info.	https://bit.ly/igetinfo
CTE (Career Technical Education)	Programs that combine academic knowledge with hands-on skills for specific careers. It's a sequence of classes you take over a few years that can lead to college or straight into a job.	You can earn certificates for completing certain classes.	https://www.cde.ca.gov/ci/ct/

PRO TIP



Check out this presentation by the University of California that covers the definition of dual enrollment, how classes can meet A-G requirements, and how they consider dual enrollment classes in their review of college applications.

Link: https://admission.universityofcalifornia.edu/counselors/_files/documents/2024-counselor-conference-materials/pdfs-with-notes/2024-dual-enrollment-pdf-with-notes.pdf

ADVANCED PLACEMENT AND DUAL ENROLLMENT

Did You
Know?

There are multiple ways to earn college credit in high school.

The two most common options, Advanced Placement and Dual Enrollment, have major differences.

CATEGORY	ADVANCED PLACEMENT (AP)	DUAL ENROLLMENT
WHAT IS IT?	College-level courses in high school that prepare you for college. You take an AP exam at the end, and a good score MIGHT earn you college credit or let you skip intro classes (depending on the college or university).	An opportunity that allows you to take real college classes that count for both high school credit and college credit.
COST	You have to pay for the AP test (though some schools may cover the cost).	Tuition is free. Some students may need to pay some fees if they are taking classes on their own.
WHO QUALIFIES?	Usually for students with high GPAs. Students are not able to sign up for an AP class but need to be placed into the class by a counselor.	Open to all students in grades 9–12. Some colleges may also accept middle school students.
CURRICULUM	Lessons are designed by the College Board and focus on preparing for the AP exam.	Lessons are created by the college faculty offering the class.
COLLEGE CREDIT	You need to take the AP exam and score well (usually a 3, 4, or 5) to possibly earn college credit. Colleges and universities vary in which scores they accept.	You automatically earn college credit at that institution if you pass the class with a grade of C or better. No extra test required!
TRANSFER CREDIT	Credits aren't directly transferable, but some colleges may let you skip intro classes if you score well on the exam.	Most classes offered are transferable to California State Universities (CSUs) and the University of California (UCs). However, not ALL are transferable. This is why it's important to check with your high school counselor and visit ASSIST.org to find out which classes transfer.
IMPACT ON COLLEGE APPLICATIONS	Taking AP classes or dual enrollment classes looks great on applications and can boost your chances of getting into a four-year university. Colleges value dual enrollment and AP classes equally when reviewing applications.	

Common MYTHS About Dual Enrollment



MYTH: Dual enrollment is only for top students.

FACT: Dual Enrollment is open to everyone, no matter your grades or GPA. You are capable of taking dual enrollment classes.

MYTH: Dual enrollment is expensive.

FACT: **Tuition is free!** Dual enrollment classes offered at your high school (CCAP) also cover the costs of books and student fees.

MYTH: Dual enrollment classes are too hard.

FACT: These are college-level classes, but you'll have plenty of support from both your high school and the college to help you succeed. You can do this.

MYTH: Colleges look at AP classes more favorably than dual enrollment classes.

FACT: Colleges value dual enrollment and AP classes equally when reviewing applications. Check out the comparison table above to learn more.

MYTH: I'll miss out on the first-year college experience if I do dual enrollment.

FACT: Even if you earn credits in high school, you're still considered a first-year college student and get the same benefits as your peers. The difference is that you may be more prepared for college-level courses.

MYTH: If some private colleges don't accept dual enrollment credit, it's not worth it.

FACT: Even if schools like USC don't accept dual enrollment credits, taking dual enrollment classes still strengthens your college applications. They can boost your GPA, and they also show colleges that you are challenging yourself with college-level coursework.

HOW TO SIGN UP FOR DUAL ENROLLMENT

Before you sign up for dual enrollment classes, ask your high school counselor these questions to learn more about dual enrollment opportunities at your school:

- What dual enrollment classes are offered at my high school?
- What steps do I need to take to enroll in dual enrollment classes?
- Which dual enrollment classes count for high school graduation credit? A-G requirements? IGETC? CTE?
- How can I transfer out of a dual enrollment class if I feel it's not right for me?
- What resources are available to me if I need support?

PRO TIP

Check out EdTrust-West's Dual Enrollment Conversation Guide to help you talk to your school about dual enrollment.

Link:

<https://west.edtrust.org/wp-content/uploads/2017/11/Dual-Enrollment-Conversation-Guide.pdf>

WHEN YOU'RE READY TO SIGN UP, YOU CAN EXPECT THE PROCESS TO LOOK LIKE THIS:

1. Complete an application for the community college you want to attend.

Each community college has its own application through a website called CCCApply.org. You can find the link to the school's CCCApply application on the school's individual website, OR you can search for the school on CCCApply.org.

2. Complete and submit a dual enrollment (or parent consent) form.

In addition to signing up to be a student, you need to fill out a separate parent consent form to enroll in dual enrollment. Each college has its own form. Search for dual enrollment at your community college's website to find the dual enrollment form.

3. Complete a new-student orientation (some colleges require this, but not all do).

Some colleges may require that you complete an orientation (online or in person). This orientation is a way for the college to help you know what to expect and how to be successful. Search for dual enrollment at your community college's website and check if they require this step.

4. Submit transcripts (some colleges require this, but not all do).

Some colleges may require you to submit your high school transcripts. Check with your desired college to see if they require this. If they do, ask your high school counselor how you can access your transcripts.

5. Sign up for classes.

- **For CCAP (dual enrollment at your high school):** Ask your high school what dual enrollment classes they offer; then simply sign up for the class. You will then need to follow the college registration steps.
- **For Concurrent Enrollment or Individual Dual Enrollment:** Register for classes online. Classes may take place on campus or online. Each college has a catalog of classes that students can review to identify classes. Just keep in mind that some classes may have prerequisites in order to take the class. A prerequisite class is a class you need to take before you can enroll in a more advanced class. It's a requirement to make sure you have the basic knowledge needed to succeed in the next level of the subject.

PRO TIP

Find your nearest community college and learn more about its programs! Check out the Community Colleges of Los Angeles website:

Link: <https://ccla.com/>.

Important Things to Know **BEFORE** Starting Dual Enrollment



Getting High School Credit for Dual Enrollment Classes Depends On the Class

- Dual enrollment classes at your high school (CCAP) automatically count for high school credit.
- Dual enrollment classes that you take on your own at a college might count. Ask your high school counselor which dual enrollment classes count toward high school graduation.

Your Grades Matter

- The grades you earn in dual enrollment classes will go on your official college transcript and stay on your permanent record. Your transcript is an official record of the classes you've taken and the grades you've earned.
- A grade of D or lower is considered a fail and will show up on your transcript, which could make it harder to get into some colleges and/or qualify for certain scholarships.

Dual Enrollment Could Impact Your College Financial Aid and College Eligibility

- Good grades can boost your GPA, which looks great on college and scholarship applications. However, getting a poor grade in a dual enrollment class can also hurt your eligibility to attend a four-year college.
- To keep financial aid, most schools require you to maintain a minimum GPA (usually a 2.0 or above) to maintain Satisfactory Academic Progress. If you fall below the minimum GPA, you risk losing your financial aid. Check with your desired college for specific rules.

Accumulating Too Many Units Could Impact You

- Dual enrollment classes might count toward the total number of units (classes) you can take in college, which is called a unit cap. This means that by taking classes now, you may not be able to take as many college classes at a four-year institution. That's why it's important that dual enrollment classes fulfill A-G, IGETC, and/or CTE requirements.
- Some financial aid programs have a limit on how many college units they'll cover. Once you reach that limit, you won't qualify for money from that financial aid program anymore and will have to pay for the rest of college on your own or find other ways to cover the costs. It's important to plan your classes carefully so you can better prepare for your future college and career goals.

Some Credits May Not Transfer (It Depends On the School)

- Some private colleges, like USC, don't accept dual enrollment credits at all, but taking these classes still strengthens your college application, increases your chances of acceptance, and builds your readiness for college.

You Can Take Noncredit Dual Enrollment Classes

- Colleges also offer noncredit classes, which don't affect your GPA and are not graded. These classes are great for learning new skills or improving your basic skills. Check out your college's noncredit courses to find out what interests you.
- Dual enrollment is a great opportunity, but staying informed will help you make the most of it!

Steps to Begin Your Dual Enrollment Journey

1. Find out what interests you.

Check out online resources such as My Next Move (www.mynextmove.org), a free resource that lets you explore careers based on your interests and provides information about college programs and skills needed for each field.

2. Hear from other students like you.

Check out this website from the Career Ladders Project to hear directly from students who have taken dual enrollment classes and how this has positively impacted their lives.

Link: <https://careerladdersproject.org/resource/student-voice-dual-enrollment-case-studies-and-videos/>

3. Schedule a meeting with your high school counselor.

Ask about dual enrollment options at your school and how they fit into your academic plan. Bring the questions from this toolkit to your meeting.

4. Schedule a call or attend an information session at your high school or local community college to learn more!

STUDENT SPOTLIGHT Silena's Dual Enrollment Journey: Exploring College Early

My name is Silena and I'm a 9th grader who started dual enrollment this year. At first, I thought taking college classes would be something I would do far in future. I also thought they would be incredibly rigorous. Now, I know that it's possible to start early and that every class and professor is different.

Dual enrollment is challenging but rewarding. It has helped me get an idea of what college classes are really like and get a head start on general education requirements. I'm still figuring out what I want to be, but I'm exploring the possibility of a career in public health. Dual enrollment has been a great way to start this journey.

My advice to other high school students thinking about dual enrollment is to identify your educational goals because dual enrollment can help you get there.

How Can Families Support Their Students?

- **Talk to your student about their interests and future goals** and if dual enrollment will get them closer to what they want out of life.
- **Schedule a meeting with your student's high school counselor** to discuss opportunities. Bring these questions to your meeting: <https://west.edtrust.org/wp-content/uploads/2017/11/Dual-Enrollment-Conversation-Guide.pdf>
- **Assist your student when they need to complete the dual enrollment application**, and submit the dual enrollment parent consent form.
- **Support and encourage your student to take on challenges.** It may not be easy, but it will be worth it.



IMPORTANT NOTES

FOR PARENTS/GUARDIANS

FERPA (Family Educational Rights and Privacy Act) is a law that protects the privacy of student school records. As a parent or guardian, you have access to and control over these records while your child is in K–12. Once they turn eighteen or start college (including dual enrollment), those rights transfer to the student, even if they are under eighteen. However, students can choose to give you permission to access their records if they'd like.

FOR STUDENTS WITH DISABILITIES AND/OR WHO HAVE IEPS OR 504 PLANS

In high school, school districts are responsible for identifying students with disabilities and offering accommodations. However, in college, students are responsible for actively seeking out disability services on their own. If you need any accommodations, be sure to contact the college's Disabled Student Services Office for assistance and support.

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