A photograph of a college campus scene. In the background, a tall clock tower with a dark, ornate top is visible. The foreground is filled with lush greenery, including several large palm trees on the left and various deciduous trees on the right. A paved walkway runs through the center, where a few students are walking. One student in a pink jacket and blue jeans is walking towards the camera, while others are further back. A wooden bench is situated on the grass to the right. The entire scene is framed by a white diamond shape on a blue and grey background.

Palomar College Dual Enrollment Instructional Orientation

Updated July 2023

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Dual Enrollment Basics

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1. **Dual Enrollment**

College classes offered at a high school campus or Early/Middle Colleges within our District, as part of a CCAP partnership. Intended for their students to earn both high school and college credit within a structured pathway.

2. **Types of Dual Enrollment:**

- a. **CCAP**- Closed to the high school district students only.
 - No fees charged to student, including textbooks- 100% free!
 - During school day at high school (i.e. 3rd or 5th period).
 - Outside of school day (0 period or after school).
 - Early/Middle College: students taking courses on a Palomar campus during school day; courses must be opened to the public.
- b. **Non-CCAP**- Intended for high school students, but open to the community w/ department consent.
 - Student fees are charged, but tuition is waived and textbooks are included.

3. **Concurrent Enrollment** - High school student takes classes at Palomar (campus or online) at their own discretion. Admissions process K-12 form.

Dual Enrollment Basics

2 of 2

4. Checklists for Each High School

- a. Emailed to instructors and high school contacts prior to course start.
- b. Contains information for Palomar and high school point of contacts, class meeting times, locations, course deadlines, and textbook information.
- c. No classes days are notated- Dual follows both high school and Palomar academic calendars for courses on high school campuses or a Palomar Education Center.
- d. Instructors and high school officials must review for accuracy.

5. Textbooks

- a. Purchased by high schools, not by students.
- b. Textbook adoptions need to be shared with dualenrollment@palomar.edu from instructor and/or Department ADA.
- c. Prefer to use same textbook for 3 years to save the high school money.
- d. Helpful to receive textbook information well in advance, to accommodate purchasing.

Palomar & High School Protocols

1 of 2

1. **High school *cannot* dictate college policy.**
 - a. Palomar faculty abide by [Faculty Federation agreement](#) and [MOU](#).
 - b. Dual E. aligns with Enrollment Services protocols and institutional [policies and regulations](#).
2. **Classes during school day at high school**
 - a. Instructor will check into administration office, then go to assigned classroom.
3. **Need a Substitute or Class Cancellation?**
 - a. Call/email both Department Chair/ADA and high school point of contact when absent
 - b. Notify dualenrollment@palomar.edu
4. **FERPA**
 - a. You cannot communicate with parents without student consent or without student present.
 - b. You can communicate with high school personnel listed on Checklist if it is for the benefit of the student.

Palomar & High School Protocols

2 of 2

5. DRC - Disability Resource Center

- a. MyDRC Information for Instructors
- b. Students must set up services with Palomar DRC, *not* with the high school for a college course.
- c. *See DRC statement for syllabus on next slide*
- d. Contact- (760) 744-1150 ext. 2375 or drc@palomar.edu
- e. Approved accommodations listed in an IEP or 504 is not automatically be approved or applied to a Dual Enrollment course. All high school students enrolled in a Palomar course seeking disability-related accommodations, such as extended exam/quiz time or note taking services, must submit an application and verification of a disability to the Palomar College DRC to determine eligibility.

6. Student Grade Dispute Policy and Procedures

7. Academic Honesty

- a. Important to put policies on syllabus
- b. Assigning an F grade for cheating, plagiarism, or fabrication

DRC Statement-

To be included in syllabus

DRC: *Students with disabilities may need academic accommodations for testing, note taking services, interpreting/captioning, academic, and disability management counseling, etc. are encouraged to discuss their authorized accommodations (see DRC Accommodation Form provided to the student) from the Disability Resource Center (DRC) with their professors early in the semester so accommodations may be implemented as soon as possible. Students should provide timely notice of the authorized accommodation(s) to the professor to allow sufficient time for the accommodation(s) to be implemented.*

The faculty member will work with the DRC Office to ensure that proper accommodations are made for each student. By law, it is up to the DRC Office, through the interactive process with the student, to determine which accommodations are appropriate, not the instructor. This includes accommodations in a clinical setting. Students who need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to assure the health and safety of all students.

Students seeking to request disability-related accommodations are invited to contact the DRC at 760.744.1150, ext. 2375, stop by the DRC office in the DSPS building, or visit <https://www2.palomar.edu/pages/drc/>.

Syllabus: Optional Statements

Food Insecurities:

The Office of Student Life and Leadership serves as the HUB in connecting you to resources providing food, housing, and more.

Join them at free food events in front of the Anita & Stan Maag Nutrition Center.

Visit their [website](#) for a list of community resources or event information or call ext. 2594.

Mental Health Support:

Students may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down or depressed, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce ability to participate in daily activities.

Palomar College services are available to assist students with addressing these and other concerns they may be experiencing. Learn more about the broad range of confidential mental health services available on campus via the Behavioral Health Counseling Services website at <https://www2.palomar.edu/pages/bhcs/>.

Class Roster & Grades

- 1. Students must have the following before registration:**
 - a. 9-digit Palomar ID number (Ex. 012356789)
 - b. [K12 Special Admissions Approval form](#) with all wet signatures
 - c. Upon receiving K12 form, the Office of Dual Enrollment batch enrolls students.
- 2. Double check Palomar roster against high school roster to confirm who's in class at high school:**
 - a. Discrepancies? Email dualenrollment@palomar.edu and high school counselor
 - b. You need to make sure all rosters match (if instructing a section on a high school campus).
 - c. We will check in with you during the semester to confirm rosters Ex: Student dropped class, stopped showing up, or are non-participatory.

The screenshot shows a web interface for managing class rosters. At the top, there are several menu items: Class Roster, Class Permissions, Grade Roster, Census Roster, Drop Roster, Athletics Roster, Early Alert, FYE Roster, Positive Attendance, and Class Data. Below these is a note: "Note: If 9/10 users in... (From 1E 9/10 Tools...)" and "2018 Fall | Palomar College". A "Select display option:" dropdown is set to "Show All Classes". The main content area shows a table with columns: Cls, Prm, Grd, Cen, Drp, Ath, Erl, 1Yr, Pos, Class, and Class Title. The table contains two rows of data for the class POSC 100-2 (Z2136) and POSC 101-2 (Z2138). Red arrows point from the menu items to the corresponding icons in the table header.

Cls	Prm	Grd	Cen	Drp	Ath	Erl	1Yr	Pos	Class	Class Title
									POSC 100-2 (Z2136)	INTRO TO POLYMER SCIENCE (Lecture)
									POSC 101-2 (Z2138)	INTRO POLYMER INSTITUTION (Lecture)

Class Rosters & Grades Continued...

3. Early Alert/Current Grades

- Are you open to providing updates throughout the semester for high school progress reports?
- Student failing? What would you need of student to pass and how can you support?
- Be mindful of students' true grades on Canvas. If score is left blank, student will assume grade as current, opposed to entering a 0 if assignment is missing.

4. Dropping Students

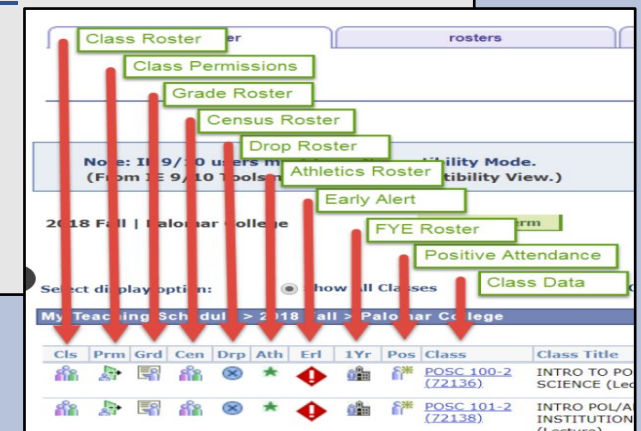
- Have students contact their high school counselor if they want to drop.
- Inform Dual Enrollment of any students not participating or at risk of failing **before** dropping by Census and Withdrawal deadline. Majority of students are taking classes for dual credit and need the course for high school graduation so counselors must be informed of all drops.

5. Census Roster

- Complete in PeopleSoft/MyPalomar after census date.
- Eva Lauchman, Admissions (760) 744-1150 ext. 3063 or elauchmen@palomar.edu

6. Positive Attendance Roster

- Keep attendance daily for Palomar College.
- Submit to Admissions at the end of the semester.



High School Setting

1. School Suspensions

- a. If student is suspended, student will not be in class (including before or after school).

2. School Interruptions

- a. Fire drills, blackouts, pep rallies, etc. will occasionally occur during the school day.

3. Students Athletes

- a. May have have practices or games after school.
- b. It is the student's responsibility to check with instructor for any potential accommodations or makeups, but it is *not* a requirement for the instructor to deviate from their attendance policy, syllabi, or assignment due dates.

Classroom Expectations

1. Set the expectations at the beginning of the semester: [Carnegie Mellon University tips](#)
2. Make your instructions clear on syllabi and Canvas.
3. Notate your preferred method of communication- Canvas, Palomar email, or phone.
4. **Classroom Policies**
 - a. Clarify food and cell phone usage in the classroom
 - b. Restroom breaks
 - c. School activities, doctor/dentist appointments, vacations, etc.
5. **Standards of Performance Contract for Student ([HS example](#))**
 - a. Think about how high school students might miss college classes, prioritize appointments, etc.
 - b. Your policy for missing class.
 - c. We are here to raise the bar for our students, not lower our standards. When an assignment is due, its due! Set the precedent.
 - d. Be sensitive to understanding a student may be in their first-ever college course or first member of family to go to college.
6. **Technology Login Information**
 - a. Don't be inclined to think students know how to save or upload files correctly or use Canvas and MyPalomar.

Incidents with High School Students

1. **Students are Minors**

- a. Any legal issues will include parents.
- b. Be careful with jokes and comments - still adolescents.
- c. Do not touch students in any way, including hair.
- d. Avoid appearance of impropriety.
- e. Avoid foul language.
- f. Consider offering an alternate assignment (requested by student prior to class period) if students do not want to watch a sensitive film (ex. CINE)

2. **Incident Report**

- a. Follow high school protocol
- b. Palomar process
 - i. Faculty must report anything regarding sexual misconduct.
 - ii. Professors can file Incident Report as an FYI ONLY, requesting no action be taken, in order to track students' violations.
 - iii. Same form can be used by students to file a complaint.
 - iv. Report everything to Office of Dual Enrollment for facilitation.

Useful Tools for Instructors

1. Nuts and Bolts of Teaching at Palomar Presentation
 - a. Padlet Q&A from presentation
 - b. Carnegie Mellon University tips for 1st day of class
 - c. Tutoring Toolkit

2. MyPalomar
 - a. Quick tips for faculty eServices
 - b. Attendance and Online Active Participation
 - c. Census Certification
 - d. Grading: F v FW v EW
 - e. Submitting Grades

3. Professional Development - Your load x 21 hours. Ex: 20% x 21 =4.2 hours

4. Student Technology Resources

Contact Information

Questions?

Email dualenrollment@palomar.edu

Supervisor, Jennifer Finn jfinn@palomar.edu

Outreach Specialist, Susan Rogers srogers@palomar.edu

Part-time Counselors:

Dana O'Callaghan, PPMC: docallaghan@palomar.edu

Eva Amezola, Dual: eamezola@palomar.edu

[Schedule a Counselor Appointment \(Dual students only\)](#)



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Be challenged.

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